

Certified LabVIEW Associate Developer Requirements and Conditions

This document contains the provisions and requirements for the National Instruments (NI) Certified LabVIEW Associate Developer certification.

A. Requirements for Attaining Certification

Discussion: The goal of the Certified LabVIEW Associate Developer (CLAD) certification is to ensure that candidates are equipped with the appropriate foundational skills in LabVIEW to continue their success in providing comprehensive solutions for business and industry. To obtain certification, the candidate must pass an examination on LabVIEW. The examination is a comprehensive evaluation of the candidate's understanding of the LabVIEW environment, navigating the environment, using GUI elements and functions, and applying their knowledge to implement LabVIEW programs to solve specific problems.

Steps: To satisfy the requirements for the title of Certified LabVIEW Associate Developer, the candidate must perform the following:

- Register and schedule an exam with Pearson VUE via the web at www.vue.com
- The certification exam fee is:
 - \$125 or local currency equivalent for professionals
 - \$50 or local currency equivalent for students
- Pass the certification examination with a minimum score of 75%

B. Requirements for Maintaining CLAD Status

Currency: Continued certification requires that the CLAD holder maintain a level of proficiency commensurate with the expectations of National Instruments. All Certified LabVIEW Associate Developers must maintain proficiency in the most recent version of LabVIEW. Each certification is current for a period of two years. Maintaining certification requires successful completion of recertification examination at the two-year expiration interval. Each CLAD holder will be contacted using the contact information provided on their most recent agreement, and provided with a reasonable time frame to complete the recertification requirements. Failure to complete recertification in the time frame provided will result in revocation of that individual's certification status. Please see the recertification policy for further details.

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Revocation: NI reserves the right to revoke at any time the Certified LabVIEW Associate Developer credentials of an individual for any reason deemed valid by National Instruments.

C. Examination Specifics

Discussion: The certification is based on a job and task analysis on the duties of a person in a certified position. Examination items are based on Exam Topics from the job and task analysis.

Course work is not necessary for a candidate to apply for the certification examination. National Instruments approved course materials are focused on topics included in the examination, and may be beneficial as preparatory tools, but are not required.

A listing of the Exam Topics may be obtained from the National Instruments web site at www.ni.com/training. The exam topics may be modified at any time as industry requirements change, so a candidate is encouraged to ensure they have the latest revision. The revision date is listed on the bottom right corner of all certification documents.

Examination Rules

The following points apply to the Certified LabVIEW Associate Developer exam:

- It is a multiple-choice-question, closed-book exam.
- It is administered and proctored by a testing center.
- No external written materials, cellular telephones, or objects that may assist the person taking the test are allowed in the exam area.
- The proctor is not allowed to make comments or suggestions concerning any part of the test.

E. Requirements for Becoming Certified

- (a) Requirements: To attain CLAD status, you must satisfy all applicable certification requirements stated in this document.
- (b) Maintaining Certification: To maintain your CLAD certification, you must comply with all initial and continuing certification requirements. You agree that National Instruments may change the CLAD certification requirements (both initial and continuing) for any National Instruments certification at any time.
- (c) Certification Records: National Instruments maintains a record of all certifications attained by individuals in the certification program. A copy of your records may be obtained by contacting the Customer Education department at certification@ni.com.

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F. Authorization and Restrictions

- (a) Authorization: When all CLAD conditions have been satisfied, National Instruments authorizes you to use the title “Certified LabVIEW Associate Developer.”

- (b) Currency: You agree that to maintain your CLAD status, you may be required to take recertification examinations to show currency with the most recent versions and capabilities of LabVIEW, or to show familiarity with topics required of your CLAD status. You further acknowledge that there may be fees associated with these examinations.

- (c) Confidentiality: National Instruments may from time to time disclose to you information that National Instruments considers to be confidential and proprietary. You agree to keep any information that National Instruments informs you is confidential and proprietary in confidence, and to use reasonable measures to maintain such information in confidence, and to not use or disclose such information or materials to the detriment of National Instruments. Your obligation of confidence, however, shall not apply if such information or materials is or becomes generally known to the public (other than as a result of a disclosure by you), or if you first obtain the written consent of National Instruments to disclose such information or materials.

- (d) Confidentiality of Examination Materials: All certification examination materials are National Instruments Confidential. You agree to not disclose either the content or intent of examination items regardless of your certification status.

- (e) Examination Submissions: All VIs submitted for the certification evaluation may be used for instructional or educational purposes by National Instruments. You agree that any VIs submitted to National Instruments for certification purposes may be used free of any restrictions or fees. All programs submitted for certification examinations must be original work created for the express purpose of the certification exam. Pre-written or copyrighted VIs are not allowed, and will be cause for permanent exclusion from the certification program.

Logos: National Instruments makes available certification logos to individuals who become certified either at the developer or architect levels. These logos are intended for individual use on common business collateral such as business cards, resumes, and personal business web sites. **Companies are prohibited from using the certification logos in a manner that suggests that the company itself is certified.** All usage of such logos must be in clear reference to the certified individual and shall not suggest any degree of certification beyond that single person. Proper reference is made by naming the individual and then stating their

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particular certification in such a way that the certification is clearly limited to that individual. Companies are permitted to state that they have a specific number of certified persons on staff. The logos may not be altered in any way beyond scaling them to fit a particular area.

- (f) Fees: All certification and recertification fees are non-refundable.

- (g) Limitations Regarding Instructional Credentials: You understand that the CLAD credential is technical in nature and does not enable you to present training courses on National Instruments products. It also does not allow you to represent yourself as instructionally certified by National Instruments in any way. For instructional certification refer to the Certified Professional Instructor certification information.

- (h) Posting certification data on the National Instruments Web Site: National Instruments may maintain a listing of certified individuals on ni.com.

G. Terms of this agreement

- (a) Term: This Agreement becomes effective (“Effective Date”) on the date listed on your CLAD certificate. This Agreement automatically expires two years after the Effective Date (Section G.(b) describes renewal terms).

- (b) Renewal: Certifications are reviewed by National Instruments at two-year intervals. To maintain certification, the certified individual must take a recertification examination. Please refer to the recertification policies on www.ni.com/training for further details. If National Instruments determines that recertification of an individual is inconsistent with corporate goals, the certification for an individual will not be renewed. If the certification is not to be renewed, National Instruments will provide 30 days notice of non-renewal, and section G.(d) will take effect. Renewal is contingent on section G.(c).

- (c) Change of address / contact information: Notice of renewal and non-renewal is provided using the contact information on your agreement. National Instruments will make a good faith effort to contact certified individuals using the contact information provided by that individual on their agreement. If your contact information changes, you must provide this information to National Instruments in order for the process to proceed. If at the time of renewal or non-renewal National Instruments is unable to contact you with your provided contact information, section G.(d) will take effect. Change of contact information may be provided by completing Personal Information of the CLAD agreement and faxing the document to the number provided on the agreement.

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- (d) Termination of CLAD Certification: If you do not comply with all of the CLAD certification and recertification requirements in this agreement, or your certification is not renewed per section G. (b), your certification will be terminated. If your certification is terminated for any reason, you agree to immediately stop representing yourself as a Certified LabVIEW Associate Developer.
- (e) Termination by Either Party: Either party may terminate this Agreement at any time, with or without cause, or thirty (30) calendar days prior notice to the other party. Notice is provided using the contact information provided to National Instruments on the certification agreement.

For questions regarding National Instruments Certification, contact us at:
National Instruments Certification Programs
11500 N. Mopac Expressway
Austin, TX 78759
Or
certification@ni.com