UiPath Certified Professional

Policies and Guidelines

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GENERAL

OVERVIEW

The UiPath Certified Professional program provides candidates with highly marketable, extremely valuable intellectual property, related to the robotic process automation industry. UiPath has established processes and guidelines to minimize any unfair advantage that may be gained by a Candidate's misconduct related to the examination process and requires the highest level of ethical and professional conduct.

UiPath Certified Professional is a valued credential and requires investment in time and money to achieve and maintain. Specific guidelines regarding the Program are reviewed and approved by the Program Office. For requests that are not covered by these guidelines (out-of-scope), a case-by-case review will be conducted and approved/disapproved by the UiPath Certified Professional program manager. All out-of-scope requests will be documented and reported to the UiPath Certified Professional program manager as they are conducted.

UiPath follows rigorous processes to ensure the certification exams are fair and results are reliable. Individual certification status is confidential. Individual requests for personal progress reports are directed to UiPath Certification Manager - CertMetrics. This tool will provide information such as exams passed and Certification status and will give Candidates the opportunity to share the information with third parties, if they so desire.

CANDIDATE AGREEMENT

The UiPath Certified Professional Candidate Agreement ("Candidate Agreement") found here sets forth the terms and conditions that govern participation in the UiPath Certified Professional ("Program") and taking of all exams. To schedule an exam, a Candidate must first accept the terms of the Candidate Agreement, pay applicable exam fee, represent that all registration information is accurate, and that s/he is the person registered to take the exam. Any misrepresentations or violations of these terms may result in the loss of UiPath Certifications, Credentials, suspension from the Program, and may have other legal ramifications.

TESTING ACOMMODATIONS

UiPath is committed to providing access for all individuals with disabilities. Depending on your geographic region, test accommodations may also be known as "special arrangements" or "reasonable adjustments." The purpose of test accommodations is to provide candidates with full access to the exam. However, test accommodations are not a guarantee of improved performance or successfully passing the exam.

A request for special testing accommodations may be submitted to certification@uipath.com. A decision to grant an accommodation and specific accommodation details will be made on a case-by-case basis. All information will remain private based on the UiPath Privacy Policy.

PROGRAM CREDENTIALS

UiPath Certified Professional Credentials can be achieved by successfully passing one or more designated exams. Exams are offered in secure proctored environments at Pearson VUE testing centers worldwide as well as remotely proctored exams (OnVUE) at your private location. Practice tests are also available to help candidates prepare for the proctored exams.

To achieve UiPath Certified Professional recognition for a Credential, you must receive an acknowledgement from the Program Office that you have successfully passed the exam.

Your UiPath Certified Professional Credential will not expire, though it may lose market value over time. Depending upon your role and responsibilities, your employer may want you to achieve the latest version of the Credential.

The period during which you may use the Designation and Logo for a Credential shall commence upon receiving notification from the Program Office that you have passed the exam and shall continue for as long as your Certification is valid and in good standing. If the Program Office establishes that the Candidate has cheated or used illegal means to influence the process or results of the exam, UiPath has the right to terminate the Credential and inform the Candidate of such termination.

CREDENTIAL PREREQUISITES

A valid UiPath Certified RPA Associate Certification is strongly recommended, but not required to earning a UiPath Certified Advanced RPA Developer Certification.

EXAM GUIDELINES

EXAM SECURITY

UiPath is committed to maintaining the credibility and value of our Certification and brand. Individuals and organizations that participate in questionable exam practices undermine the value of the Certification credential for all participants. UiPath Certified Professional takes exam security and program integrity seriously. We identify and take action when individuals are suspected of cheating on exams.

Exam fraud includes any action or attempt by an individual or group of individuals to influence the testing process and exam score through cheating. Any individual or organization discovered to be engaging in these activities, whether willingly or not, is subject to corrective action.

UiPath identifies the following activities as exam fraud:

- Falsifying your identity or impersonating another individual.

- Cheating, colluding or collusion, and/or copying exam questions.

- Seeking, obtaining, and/or using any materials or information containing actual exam questions or protected exam materials in forums or social networking sites.

- Reproducing, using, and/or disclosing any exam or test content in any form (digital, print, verbal) to anyone before, during, or after the testing event.

- Soliciting or allowing another person to take an exam on your behalf.

- Retaking an exam in violation of the UiPath Certified Professional Exam Retake Policy.

- Disclosing and/or distributing protected exam material. This includes sharing exam questions with other exam test-takers, colleagues, your study group, etc.

- Giving or receiving unauthorized assistance when taking an exam.

- Possessing, referring to, or otherwise using any materials or equipment including, but not limited to, cellular phones, hand-held computers, laptop computers, tablets, electronic devices, removable drives, cameras, any recording devices or any writing materials while taking an exam.

- Expanding on companies selling exams and/or practice tests.

- Making notes of any kind if in a secure area of a test center except on the writing materials that may be provided at the test center for this purpose.

- Altering the exam score and/or score report.

- Offering to sell, publish, display, distribute, disclose, or reproduce any part of any exam or test content, by any means including, but not limited to, web postings, formal or informal preparation or discussion groups including communities of practice, chat rooms, reconstruction through memorization, study guides, or by any other method or in any materials.

- Creating derivative works from any part of any exam or test content or materials.

- Engaging in any conduct that is intended to, or results in, assisting or providing an unfair advantage to others.

Any of the above-referenced behaviors may occur prior to taking the exam, during the exam, or after the exam has been taken. You acknowledge and agree that UiPath or its designated Vendors have the right to use statistical analyses and other necessary methods to monitor for evidence of exam fraud. UiPath reserves the right to further investigate and take appropriate remedial actions if such analyses reveal evidence of exam fraud. These actions include, but are not limited to, requiring Candidates to offer proof that they personally took an exam, revoking the awarded recognitions, and/or requiring Candidates to retake an exam under controlled conditions.

Please note that practice tests questions, exams questions, and answers which may be available for purchase and/or download from the Internet are often outdated exam or practice test questions and are Intellectual Property stolen from UiPath. Use of such materials acquired from unauthorized sources is also considered exam fraud. Ignorance of these policies is not a defense and will not change the corrective action taken.

PRACTICE TESTS

UiPath encourages Candidates to take practice tests before taking an exam. Practice tests are an excellent way to receive a sampling of the question types and exam content found on the proctored exams. Practice tests are free, conveniently accessed through the Internet, and allow you to:

- Identify which topics and/or areas where additional study and/or training may be required.
- Become familiar with the topics and question types that will be found on the proctored exams.
- Identify your readiness to take the proctored exam.

In the event your practice test results indicate areas for improvement, you can take advantage of the resources available from UiPath, its authorized partners, and other third parties that align to the UiPath Certification exam description.

EXAM REGISTRATION AND SCHEDULING

UiPath Certified Professional exams are offered in collaboration with Pearson VUE. To register for your exam, please visit: https://www.pearsonvue.com/uipath and follow the necessary steps. Please note that upon scheduling your exam, you will be required to accept the UiPath Candidate Agreement.

You will be asked to provide basic demographic information (an email address is always required), along with any other information necessary for the Program. Please be prepared to provide the information listed below:

- First and Last Name: Exam registration must match the name as it appears on your identification.
- Organization Name: Provide your organization name so your exam results are correctly tracked.
- Mailing Address: Provide the address to which all correspondence should be mailed.
- Email Address: Provide your email address.
- Contact Phone Numbers
- Exam Number and Exam Title

Exam Fees: US$150 for the UiPath RPA Associate and US$200 for the UiPath Advanced RPA Developer; payable by cash, personal check, or credit card (American Express, MasterCard, and Visa). These payment options may vary by country and exam fees may be subject to local taxes.

Full-time students enrolled in a UiPath Academic Alliance partner university or institution are entitled to a 50% discount on exam fees. Full-time students can obtain their discount vouchers from the UiPath program manager through their educator or administrator managing the UiPath Academic Alliance partnership.

Important Note: If you have taken a UiPath exam with Pearson VUE in the past, be sure to use your UiPath Candidate ID when booking an exam. This will avoid creating duplicate accounts in your name.

TESTING POLICIES

ADMISSION POLICY

The policies listed below are designed to ensure the testing experience is highly secure and proctored.

1. ARRIVING AT THE TEST CENTER

You must arrive at the test center 15 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. If you arrive more than 15 minutes late for your appointment, you may be refused admission and the exam fees will be forfeited.

You will be required to present one form of original (no photocopies), valid (unexpired) government issued ID that includes your name, photograph, and signature. The first and last name that you used to register must match exactly the first and last name on the ID that is presented on test day. All IDs required must be issued by the country in which you are testing. If you do not have the qualifying ID issued from the country you are testing in, an International Travel Passport from your country of citizenship is required.

No personal items may be taken into the testing room. This includes all bags, books not authorized by the testing sponsor (UiPath), notes, phones, pagers, watches, and wallets.

2. REMOTE EXAM DELIVERY THROUGH ONVUE

Please note that remote exam delivery is proctored in English only. There is no option for local language proctoring at this time.

Before the exam

- Visit the UiPath Online Proctoring page and review information on exam policies and procedures, system requirements, and the System Test.
- Complete the required System Test from the same computer and in the same location you will be using on exam day.
- Corporate firewalls often cause issues while trying to take your exam. Please consider taking your exam in a setting without a corporate firewall.

Review the identification requirements below

Please be prepared to show one (1) valid form of an unexpired, Government-issued personal ID. The Government-issued ID must have your signature and must have your photo. The name on the registration must exactly match the names on the Government issued ID. Please verify that your name listed on your confirmation email matches your identification. If your identification is not considered valid, you will not be permitted to complete your exam and are unlikely to receive a refund.

Examples of acceptable identification:

- Passport
- Driver's license
- Military ID (including spouse and dependents)
- Identification card (national or local)
- Registration card (such as green card, permanent resident, Visa)
- Please note that we are unable to accept the following IDs for an online proctored exam:
  - Renewal forms with expired IDs
  - Government-issued name change documents with Government ID

On Exam Day

You should login to your account 30 minutes early to start the check-in process and to allow for any troubleshooting. If you are more than 15 minutes late after your scheduled exam time you will be unable to begin your exam and are unlikely to receive a refund.

Please note that you are required to have a clean and clutter free workstation. During check in, the Proctor will ask you to perform a room and desk scan using your webcam and will inspect any materials near your workstation.

Facial Comparison Policy

Pearson VUE may use facial comparison technology for the purpose of verifying your identity during the testing process. It will compare your facial image to the one on your identification and to facial images captured during the testing process. If you do not agree to the use of facial comparison technology during your testing session, please call the Pearson VUE call center to complete your registration.

RESCHEDULE POLICY

You must contact Pearson VUE or access your online Pearson VUE account to reschedule your exam at least a minimum of 48 hours prior to your appointment. Exams cannot be rescheduled less than 48 hours prior to your appointment. Failure to reschedule in time or a failure to appear for your appointment will result in the forfeiture of your exam fee.

CANCELLATION POLICY

You must contact Pearson VUE or access your online Pearson VUE account to cancel your exam at least a minimum of 48 hours prior to your appointment. Exams cannot be cancelled less than 48 hours prior to your appointment. Failure to cancel in time or a failure to appear for your appointment will result in the forfeiture of your exam fee.

RETAKE POLICY

If you do not pass an exam on your first attempt, you must wait two (2) weeks to retake the exam. For your third and subsequent attempts, you must wait at least one (1) month between each exam retake. Please note that for every attempt, you will be required to pay the applicable exam fee.

LOGO USAGE GUIDELINES

PROGRAM LOGOS

UiPath Certified Professional participants are encouraged to use and display the associated Logos and Program Designations for earned Credentials upon successfully passing an exam subject to the following conditions:

- Use the Logo on business cards and company correspondence, alone or in conjunction with the program acronyms, depending on space and the need for clarification.

- Logo must be placed in an area that affords ample space to "breathe," free from any visual clutter that competes with or obstructs the readability and importance of the sign.

- Do not use the Logo with objectionable material (for example, material that is defamatory, scandalous, pornographic or illegal) or create derivative works based on the Logo.

- Do not alter the Logo in any manner including proportions, fonts, colors, elements, or location of any of the text in relationship to the graphic element. Do not animate, morph, or otherwise distort its appearance.

- Do not change or alter the Logo in any way, combine it with any other trademark, or use it with any other word, design, logo or element, unless permitted in writing by UiPath.

- Logo must appear in approved UiPath colors.

Acronyms designed to distinguish the Program achievement levels and credential associated with the achievement may be used alone or in conjunction with UiPath Certified Professional logos previously mentioned.

PROGRAM AWARD KIT

As a UiPath Certified Professional participant, you will qualify for an award kit commensurate with your progress. Upon your successful completion of the level requirements, you will receive the following:

CERTIFICATION LEVELS

	Associate Certification (UiRPA) • Congratulations notification • CertMetrics access: e-Certificate recognizing achievement and Digital Badge
	Advanced Certification (UiARD) • Congratulations notification • CertMetrics access: e-Certificate recognizing achievement and Digital Badge

PROGRAM BADGES

UiPath offers different types of digital badges to recognize your contribution and achievements in the Program. We encourage you to express and share your accomplishments in your professional networks through social media.

UPDATE YOUR UIPATH CERTIFICATION

UiPath Certifications do not expire. We plan to introduce new versions of the Credentials periodically, specially upon the introduction of a new, disruptive technology. If you achieved your certification more than 12 months ago and UiPath has launched a new version of the Credential, we encourage you to take the new exam to make sure the value of your Credential is maintained.