# UiPath Certified Professional

# Frequently Asked Questions

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## Q: What happens to the old RPA Developer Advanced Certification?

- If you hold a UiPath RPA Developer Advanced certification obtained through our legacy program, your credential remains valid until 30 April 2021. Please plan to achieve the new UiPath Certified Professional credential at your earliest to maintain your edge.

## Q: What are the steps to prepare and get UiPath Certified?

You can prepare and get Certified through the following steps:

| Select | Learn | Practice | Pass | Manage |
|---|---|---|---|---|
| Exam Description | Recommended Training | Online-Practice Test | Proctored Exam (VUE) | eCertificate and Badge |

## Q: Select: What are my Certification options?

UiPath Certified Professional offers two (2) certifications:

### 1. UiPath RPA Associate Certification (UiRPA)

UiPath RPA Associate Certification is your first step in the RPA journey. It is designed to assess your knowledge and skills related to problem solving, processes, automation solutions with UiPath platform components such as UiPath Studio, Robots, and Orchestrator.

UiRPA Certification is suitable for anyone in a technical or semi-technical role who needs to work with the UiPath RPA platform such as RPA Developers, RPA Architects, Solution Architects, Business Analysts, and others.

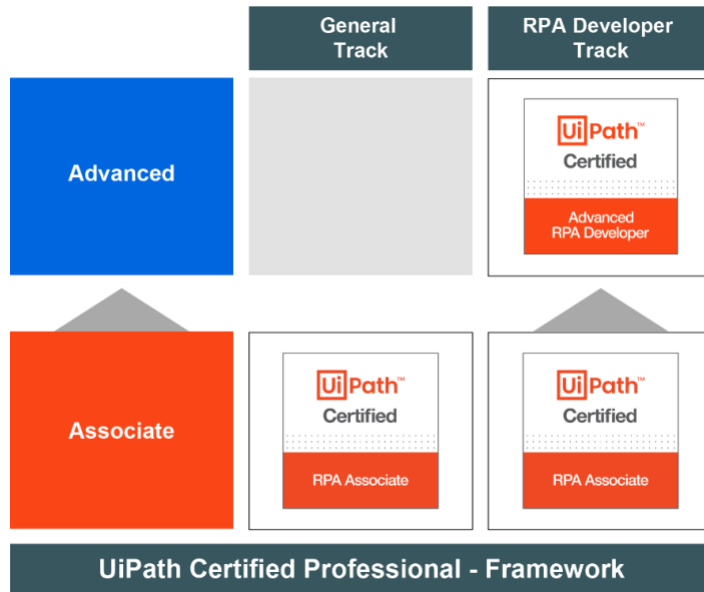### 2. UiPath Advanced RPA Developer Certification (UiARD)

UiPath Advanced RPA Developer Certification is targeted to assess a deeper level of knowledge and skills for designing and developing complex RPA solutions. A typical candidate for achieving this level is expected to have 6+ months of working experience in developing RPA solutions and is ready to work independently on complex automation projects.

The Associate (UiRPA) Certification is not a pre-requisite to achieve the Advanced (UiARD) Certification but is strongly recommended to prepare you for this exam level.

Each exam is accompanied by a detailed exam description. Each document gives you a list of exam subjects and topics in addition to other relevant information. Please be sure to review the relevant document thoroughly:

- **UiPath RPA Associate Exam Description**
- **UiPath Advanced RPA Developer Exam Description**



**Q: What are the products covered in each exam?**

Products covered in the **UiPath RPA Associate v1.0 Exam** and **UiPath Advanced RPA Developer v1.0 Exam** include:

- UiPath Studio version 2019.4
- UiPath Robots version 2019.4
- UiPath Orchestrator version 2019.4

We will be continuously aligning training and certification exams to newer versions of the UiPath platform. We plan to introduce the next versions of the exams when UiPath introduces major updates or disruptive technologies.

**Q: What type of questions are included in the exams?**

The UiPath Certified Professional exams are designed to include the following question types:

- Multiple Choice
    - Straight-forward questions and straight-forward questions with graphics
    - Scenario-based questions
        - Excellent way to promote higher-level thinking
        - Scenarios with graphics to make the question more realistic when assessing skills
    - Graphics as answer choices
    - Code as answer choices

- Build List and/or Drag and Drop
    - Designed to test a candidate's understanding of a particular "process"
    - Involves logical thinking and reasoning by the candidate

- Simulation-Based
    - Media: Video, Flash
    - Active Screens: Allows interaction and automatic scoring with different display elements
        - Emulate a user's interaction with UiPath Studio and/or Orchestrator displays
        - Fully integrated with other question types
        - No need to exit the testing event

**An exam participant may receive several or all question types.**

## Q: Learn: What are my training options?

You can prepare for the exams by joining UiPath Academy or using other training sources as suggested in the exam descriptions as well as the following documents:

1. **UiPath RPA Associate v1.0 Recommended Training**
2. **UiPath Advanced RPA Developer v1.0 Recommended Training**

## Q: Practice: How do I practice before taking the exam?

Practice tests are available online and are free. The topics and questions in the practice tests are aligned to the proctored Certification exams. Please note that unlike the proctored exams, practice tests have static questions, which means that you will receive the same questions every time you test. You will receive a score report after the practice test that will reflect topics you need to prepare further.

1. **UiPath RPA Associate Practice Test**
2. **UiPath Advanced RPA Developer Practice Test**

## Q: Pass: How do I schedule my Certification exam?

Exams are offered in secure proctored environments at Pearson VUE Test Centers throughout the world and as remotely proctored exams at your private location via OnVUE.

Please visit https://home.pearsonvue.com/uipath to register, pay the exam fee, and schedule the day and time of your exam. If you have a voucher, you can enter it in the last step before the checkout process.

You can also walk into the test center to register and take exam on the same day. You may want to visit  https://home.pearsonvue.com/test-taker/FAQs.aspx to learn more about Pearson VUE's testing processes and facilities.

## Q: How much is the exam fee for each exam?

Exam fees, per exam attempt, is 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.**

## Q: Do I have to pay additional taxes to the published exam fee or are they included?

Depending on your location, the exam fee may be subject to local taxes. For more information, please visit http://www.pearsonvue.com/taxfaqs/.

## Q: Are there any discounts for exam fees?

University/college students and professors in the UiPath Academic Alliance program are eligible for a 50% discount on the exam fee. Please ask your professor or educator to contact the Academic Alliance program manager(s) for the discount vouchers.

Please note that the vouchers are valid for 3 months. There is no extension policy, so please try to use them within the timeframe or else they will expire.

Effective April 1, 2020, our new certification exams have been approved for reimbursement of test fees for veterans and other eligible persons (in accordance with the provisions of 38 USC 3689) by the New York State Division of Veterans' Services. Go to https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/test-fees/ for further details.

## Q: What are vouchers and how can I use them?

Vouchers are pre-paid exam fees. If your team or organization is planning to certify a number of professionals, you may want to buy vouchers in-bulk and distribute. If you are planning to certify 100 or more professionals, please email the UiPath Certified Professional program office at certification@uipath.com for a special bulk-discount.

Sometimes it may be convenient for you to buy a voucher for scheduling an exam (for example, in countries where you may have difficulty in making a US$ payment at a local test center). Vouchers can be purchased from https://uipathmarketplace.pearsonvue.com/. Depending on your location, the vouchers may be subject to local taxes. For more information, please visit http://www.pearsonvue.com/taxfaqs/.

Please note that the vouchers are valid for 12 months. There is no extension policy, so please try to use them within the timeframe or else they will expire.

## Q: Are there any accommodations you offer for the exam?

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."

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.

## Q: Manage: When do I receive the results?

At the end of the exam, you will receive a score report that includes your exam score, a grade (pass/fail), and a summary of your results. We recommend that you save and/or print a copy of your score report.
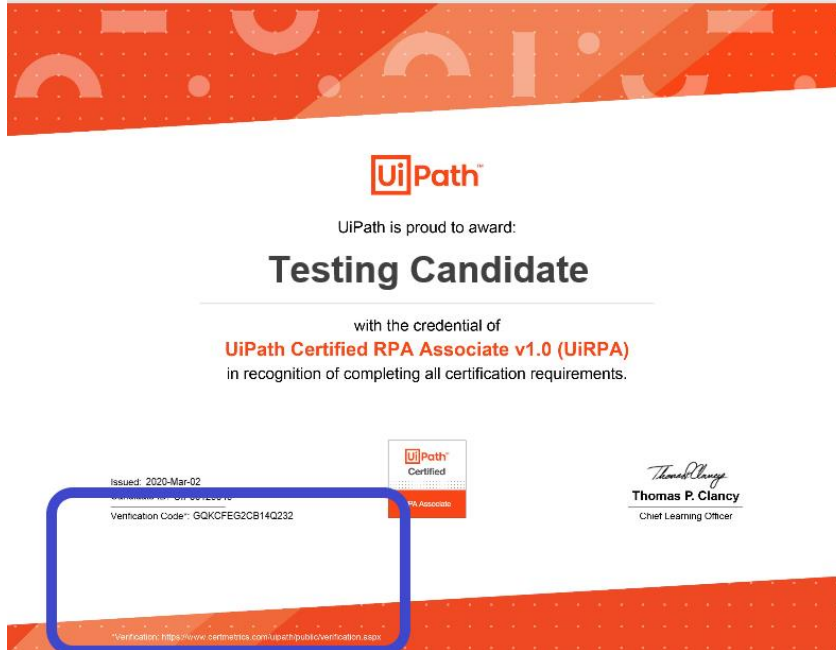
You will receive an email within five (5) days from UiPath Certification Manager (CertMetrics) of your exam completion status. In addition, after you have registered with Pearson VUE for a UiPath Certified Professional exam, Certification Manager will automatically send you a "Welcome" email. This email will include instructions on how to create your CertMetrics account at https://www.certmetrics.com/uipath.

UiPath Certification Manager (CertMetrics) allows you to view and download your eCertificate and digital badge directly from UiPath Certification Manager. For tracking purposes, each eCertificate will include a unique verification code.

## Q: How can my employer verify my UiPath Certification?

You have a verification code and a link to access the verification webpage on your eCertificate. Your employer can verify and validate your credential by entering this code on the UiPath Certification Manager's verification page:

https://www.certmetrics.com/uipath/public/verification.aspx

## Q: Will UiPath share my Certification information?

We follow UiPath's strict Privacy Policy for contacting you or sharing your information. When you accept the Candidate Agreement, you are allowing us to share your Certification information with your employer.

It is not uncommon for your employer to require you to get Certified as part of a business initiative/requirement. In such cases, they need to know the Certification status of their employees. We will provide names of Certified employees if formally asked by your employer. **We do not share information when a candidate fails the exams with anyone.** However, we may inform the employer if a candidate is confirmed to have cheated or committed any type of exam fraud.

## Q: How can I share my Certification credentials and information?

You can download your eCertificate and badge from the UiPath Certification Manager (CertMetrics). We encourage you to share your accomplishment on social media platforms, emails, etc.

### Q: How long are my UiPath Certifications valid?

Your credentials in the UiPath Certified Professional program will not expire! However, the value of your credential will reduce over time. We encourage you to maintain the value of your credential by taking new versions of the exam as and when they are introduced.

### Q: What is the exam retake policy?

If you do not pass the exam on the first attempt, you need to wait for 2 weeks before you can take it again. For all following attempts, you need to wait for a month between each attempt. **Please note, a candidate is required to pay the applicable exam fees for each attempt.**

### Q: How can I reschedule or cancel an appointment?

If you wish to cancel or reschedule an exam, 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. To cancel or reschedule an exam less than 48 hours is subject to a same day forfeit of the exam fee. Exam fees are due for no-shows.
**Note: Candidates in Japan must cancel or reschedule appointments three (3) business days prior to the scheduled exam appointment.**

### Q: Can I get a refund in case of cancellation or no show?

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.

### Q: What do I need to know if I am planning to take an exam in a VUE Testing Center?

If you choose to take an exam at a Pearson VUE Test Center, please take into consideration the following. Please check https://home.pearsonvue.com/uipath for any updated information.

- Exam candidates are required to provide two forms of identification at the testing center, including one photo identification such as a driver's license or a valid passport. Both forms must display the candidate's signature.

- Candidates should plan to arrive 15 minutes prior to their scheduled exam time. Candidates arriving more than 15 minutes late are not guaranteed exam availability or a refund. Pearson VUE will ask you to supply a digital signature and sit for a photo.

- To maintain the security of the test environment, candidates are not permitted to bring reference materials of any kind into the testing center.

- This video gives you an idea of the overall experience at a Test Center.

## Q: What do I need to know if I am planning to take an online exam via OnVUE?

OnVUE online proctored exams allow you to conveniently take an exam in the comfort of your home or office while being monitored by an offsite proctor. All communication with the proctor is done in English.
Please visit https://home.pearsonvue.com/uipath/onvue for details on online testing, Pearson VUE policies, and scheduling and taking an exam.

This video gives you an idea of the overall experience of taking an exam online through OnVUE.

## Q: Are UiPath exams available in all countries?

Exams are available around the world in most countries, except the following:

- Cuba, Iran, North Korea, Sudan, Syrian Arab Republic (Syria) (OFAC sanctioned countries by the US government)
- Slovenia (due to data privacy restrictions)
- China (no OnVUE option due to limited internet and connectivity); VUE Test Centers only
- South Korea (no OnVUE option due to local language requirements); VUE Test Centers only

## Q: What kind of activities are considered exam fraud?

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

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**IMPORTANT ALERT**

We are continuously monitoring Internet activities for any signs of cheating or misguided information. We are aware that there are a large number of websites who are **selling fake exams** and charging substantial prices for them. We will take immediate action if we find that the real exams have been compromised. **Please do not spend money or rely on such cheat sites.**

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**Q: If I have any other certification-related questions, who should I contact?**

- Please contact Pearson VUE for questions related to booking your exam, exam fee payments, test center related or OnVUE related questions: https://home.pearsonvue.com/uipath/contact

- Please send us an email at certification@uipath.com for questions related to the program, policies, your Certification information or any UiPath Certified Professional program related questions.

- You can visit Brillium Support Center for information regarding taking the practice tests.

- If you have questions regarding your exam voucher purchase and need help, send an email to uipathstorehelp@pearson.com.