



**REDWOOD CERTIFIED PROFESSIONALS PROGRAM**

RUNMYJOBS AUTOMATION DEVELOPER: SPECIALIST EXAM

PROGRAM REQUIREMENTS

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## Purpose

This document is designed as a comprehensive resource for Redwood Certified Professionals exam candidates wanting to learn more about the program, our policies and gain an understanding of what is required to become a Redwood Certified Professional.

## Intended Audience

The intended audience of this document is any or all the following groups:

- Automation Developers seeking to successfully complete the Specialist Certification Exam

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## 1. Introduction

Welcome to the **Redwood Certified Professionals Program!** This guide is designed as a comprehensive resource for Redwood Certified Professional exam candidates wanting to learn more about the program, our policies, and to gain an understanding of what is required to become a Redwood Certified Professional.

- **What is the Redwood Certified Professionals Program?**  
This program is designed to measure and validate your expertise with Redwood automation solutions and to help automation professionals highlight in-demand skills, while ensuring organizations build effective teams. It is a formal recognition of the proficiency level a user has in a specified Redwood product.
- **Why should I get certified?**  
Obtaining a Redwood Certification validates your product knowledge and skills within the marketplace and with your current or future employer. It is a valuable market differentiator in the very competitive automation landscape. Once you pass a given exam, you will receive access to a corresponding digital Certification badge (for use in email signature, social media profiles) and an official Certification certificate.
- **What certification are you offering?**  
We are currently offering:
  - RunMyJobs Automation Developer: Specialist
  - Additional certifications will follow
- **How much does it cost?**  
Redwood Certified Professional Certifications are offered for free at this time to all licensed Redwood customers and approved partners. (\$1000 value).

## 2. Certification Guidelines

To be eligible for the **RunMyJobs Automation Developer: Specialist** exam, all candidates must adhere to these guidelines. All certifications are linked to the individual candidate and not a specific customer or partner account.

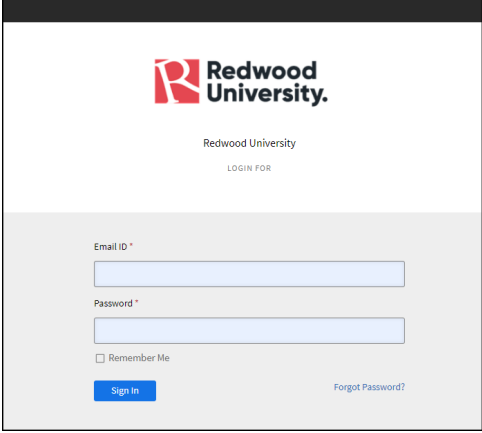
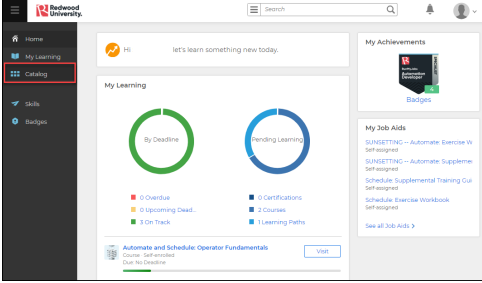
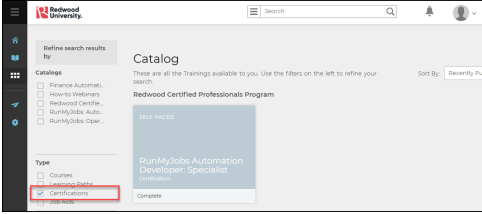
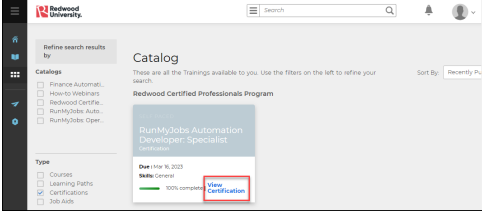
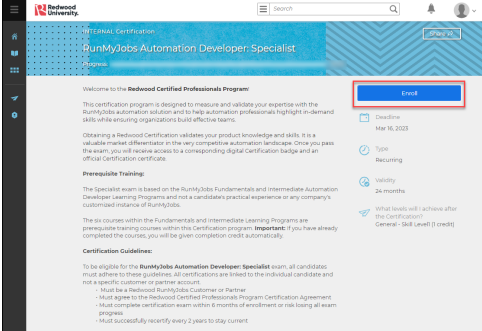
- Must be a Redwood RunMyJobs' Customer or Partner
- Must agree to the Redwood Certified Professionals Program Certification Agreement
- Must complete certification exam within 6 months of enrollment or risk losing all exam progress
- Must successfully recertify every 2 years to stay current

### 3. Prerequisites/Training

The Specialist exam is based on our RunMyJobs Fundamentals and Intermediate Automation Developer Learning Programs in Redwood University – not a candidate's practical experience or any company's customized instance of RunMyJobs. It is designed to validate competence in knowing and using core product functionality at a fundamental and intermediate level.

<p><b>Prerequisites</b> for all Candidates</p>	<p>The following are required before attempting exam.</p> <ul style="list-style-type: none"> <li>• Must complete the Redwood University self-paced training</li> <li>• Fundamentals Automation Developer Learning Program (courses below)             <ul style="list-style-type: none"> <li>• Navigate</li> <li>• Automate</li> <li>• Schedule</li> </ul> </li> <li>• Intermediate Automation Developer Learning Program (courses below)             <ul style="list-style-type: none"> <li>• Design</li> <li>• Execute</li> <li>• Respond &amp; Review</li> </ul> </li> <li>• Must complete the associated practice exercises using RunMyJobs SaaS Training environment</li> </ul>
<p><b>Redwood University</b> Training &amp; <b>RunMyJobs</b> Training Environment</p>	<ul style="list-style-type: none"> <li>• Redwood University: The Fundamentals and Intermediate Automation Developer Learning Programs are available to all candidates</li> <li>• RunMyJobs SaaS Training Environment and Exercise Workbooks: Available to all candidates to practice hands-on exercises using relevant business scenarios</li> </ul>

## 4. How to Access the Exam

<p>Login to Redwood University.</p>	 <p>The screenshot shows the Redwood University login page. At the top is the Redwood University logo. Below it, the text 'Redwood University' and 'LOGIN FOR' are displayed. There are two input fields: 'Email ID *' and 'Password *'. Below the password field is a 'Remember Me' checkbox and a 'Sign In' button. A 'Forgot Password?' link is located at the bottom right of the login area.</p>
<p>Select <b>Catalog</b> your <b>Dashboard's</b> Navigation Bar.</p>	 <p>The screenshot shows the Redwood University dashboard. On the left is a navigation bar with 'Catalog' highlighted. The main content area shows 'My Learning' with progress indicators for 'By Deadline' and 'Pending Learning'. On the right, there are sections for 'My Achievements' and 'My Job Aids'.</p>
<p>Filter the <b>Catalog</b> by <b>Type</b>→<b>Certifications</b>.</p>	 <p>The screenshot shows the 'Catalog' search results page. On the left, there are filters for 'Catalogs' and 'Type'. The 'Type' filter has 'Certifications' selected. The main content area shows a search result for 'RunMyJobs Automation Developer: Specialist Certification' with a 'View Certification' link highlighted.</p>
<p>Hover over the Certification and select the <b>View Certification</b> link.</p>	 <p>This screenshot is similar to the previous one, but the 'View Certification' link for the 'RunMyJobs Automation Developer: Specialist Certification' is highlighted with a red box.</p>
<p>Press the <b>Enroll</b> button.</p>	 <p>The screenshot shows the enrollment page for the 'RunMyJobs Automation Developer: Specialist' certification. At the top right, there is an 'Enroll' button highlighted with a red box. Below it, there is a 'Welcome to the Redwood Certified Professionals Program' section with details about the program, prerequisites, and certification guidelines.</p>
<p>Questions?</p>	<p>Please reach out to <a href="mailto:training@redwood-university.com">training@redwood-university.com</a>.</p>

## 5. Taking the Exam

This is an online certification exam, accessed through Redwood University. The available Redwood University training materials and practice exercises are your best resource for exam preparation. We are testing the best practices taught in the Redwood University training materials – not the candidate’s individual experience.

- Chrome is the required browser; Redwood cannot guarantee valid exam results if a different browser is used
- Non-proctored, online exam
- Duration: Exams have a 2-hour time limit per exam attempt
- A countdown clock will be available for time management
- Once an exam has started, it must be completed in one sitting
- Number of Questions: Each exam consists of 75 questions - pulling from a question bank of 125 questions
- 25 questions will be taken from the Fundamentals Learning Program and 50 questions will be taken from the Intermediate Learning Program
- Questions and answers are randomized for each attempt
- Candidates can skip questions and go back to answer before submitting the exam
- Once an exam is submitted, all scores are considered final
- A minimum passing score of 80% is required; answering 60+ questions correctly meets the 80% minimum
- Languages available: English

## 6. Exam Taking Tips

- Block 2-hours of undisturbed time to complete the exam.
- Carefully read and understand each question.
- Form an answer in your mind.
- Read all the answers, keeping in mind that the incorrect answer options were designed based on common mistakes.
- Eliminate incorrect answer options.
- The duration of an exam is an important element of test taking. Pace yourself so that you allow enough time to reasonably be able to read and answer all questions. You don’t want to work too fast or too slow.
- Remember, if you read or answer too quickly, you might unintentionally select a plausible but incorrect answer option that’s based on common mistakes in the real-world.
- Maintain a positive attitude. Have confidence that you will succeed!

## 7. Exam Results/Score Reporting/Retake Exam Policy

<p><b>Exam Results</b></p>	<p>Once you have completed and submitted an exam, you will immediately find out if you passed or failed.</p> <p>If the candidate passes, they will be granted the related certification designation, provided all other requirements have been met and the attempt is deemed valid.</p> <p>If the candidate has failed, they will need to follow the exam retake policy.</p>
<p><b>Score Reporting</b></p>	<p>Your results will be immediately shared with you on-screen.</p>
<p><b>Retake Exam Policy</b></p>	<p>Each enrollment for an exam provides you 3 attempts to pass.</p> <p>Exam Attempts:</p> <ul style="list-style-type: none"> <li>• <b>1<sup>st</sup> Attempt:</b> If the candidate earns a passing score on the first attempt, the candidate will be granted the related Certificate and/or user designation, provided all other requirements have been met and the attempt is deemed valid.</li> <li>• If a candidate does not earn a passing score on the first attempt, the candidate must wait at least 7 days before retaking the exam. We recommend using this time to review the training materials for your specific exam.</li> <li>• <b>2<sup>nd</sup> Attempt:</b> If a candidate does not earn a passing score on the second attempt, the candidate must wait at least 7 days before retaking the exam. We recommend using this time to review the training materials for your specific exam.</li> <li>• <b>3<sup>rd</sup> Attempt:</b> If a candidate does not earn a passing score on the third attempt, they will be deemed as failing the certification and will need to wait 3 months before registering for the certification again. We recommend using this time to review all the training materials again for your specific exam.</li> <li>• A candidate may not register for a specific exam more than 3 times per year. (12-month period). This 12-month period starts the day you first register for a specific exam.</li> </ul>
<p><b>Retake Previously Passed Exam Policy</b></p>	<p>If a candidate earns a passing score on an exam, the candidate will not be permitted to retake the same exam again, unless it is directly related to a recertification requirement. There are no restrictions on the candidate taking additional certification exams.</p>



## 8. Recertification and Maintaining your Credential

### Process

Prior to the certification expiration date (2 years), you will receive a notification with instructions for recertification requirements.

### Certification Lapse

If a certified professional does not complete the recertification requirements within the given timeframe, the candidate's certification designation will expire. If this occurs, the candidate must recomplete the initial certification requirements as outlined, including successful completion of all Redwood University training materials.

## 9. Rules, Regulations, and Policies

### Candidate Code of Ethics

Redwood Certified Professionals certification holders are highly valued automation professionals. Customers, colleagues, and employers are confident that Redwood Certified Professionals have the knowledge and expertise to effectively develop, administer, or operate Redwood products. Protecting this value benefits you as well as Redwood.

If a candidate violates any certification rules, exam policy, or engages in any unethical misconduct that diminishes the security and integrity of the Redwood Certified Professionals Program in any way, the candidate will be permanently prohibited from taking any future Redwood Certifications. In addition, the candidate will be decertified from the Redwood Certified Professionals Program, and test scores and designations will be revoked. These decisions will be made at the sole discretion of Redwood Certified Professionals Program.

Examples of misconduct include, but are not limited to, the following:

- Copying, publishing, disclosing, transmitting, posting, screenshotting, printing, saving, or distributing any course or exam content, questions, or answers.
- Sharing questions and answers or soliciting answers on social media, community forums or internal collaboration tools.
- Providing or accepting assistance during a certification exam.
- Falsifying identity or impersonating another individual for the purpose of meeting training course requirements or obtaining a passing score on any certification exam.
- Modifying or translating any exam in any form for any purpose.
- Tampering with the exam platform, website, infrastructure, or delivery mechanisms in any form for any purpose.
- Violating the exam retake policy.

## 10. Next Steps

- Review the Redwood University Training and Certified Professionals Terms and Conditions
- Open the exam and review the *Exam Instructions*
- **Start** the exam and the 2-hour timer
- Good luck to all exam takers!



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**[www.redwood.com](http://www.redwood.com)**

For questions, email [training@redwood-university.com](mailto:training@redwood-university.com)