School of Technology
Industry Certification Manual

Contents

1. Purpose

Rasmussen College School of Technology programs prepare students for successful careers in the industry. Toward this end, **students in select programs are encouraged to sit for one recommended certification as part of their program prior to graduation**. Additional certifications are available for specific degrees, and are also eligible for reimbursement; please see additional details per program below in Section 6. Each certification is tied to a specific course, and students must first pass this course before attempting the exam in order to be eligible for reimbursement.

2. Credentialing

Students are encouraged to sit for certifications, however it is not necessary to pass the exam(s) to receive reimbursement. Students will be reimbursed, regardless of exam score, for the cost of one attempt per certification. Additional attempts or alternate certifications will be the responsibility of the student. Students who enrolled prior to the curriculum change in November of 2013 have no time limits (or quantity limits) to come back and request practice exams and vouchers (where vouchers are available). Students who enrolled from November 2013 on have up to 180 days post-graduation or drop date to request materials.

3. Why get certifications?

In the technology sector having the appropriate knowledge is very important. Unfortunately, hiring managers do not always have an intricate understanding of the technical subject matter. As a result, these hiring managers rely on other means of determining a candidate's abilities. (See this link for information from Microsoft regarding the value of certifications.)

Certifications offer third party validation of skills and knowledge. When companies hire, they are looking for the best candidates. Experience, certification, and education are all aspects that companies value. If one area is deficient, it is important to emphasize the others. Without a lot of experience, a certification can be the difference in whether or not an interview is offered. Furthermore, certifications benefit company-customer relations by allowing a company to promote the credentials of employees.

Entry level certifications can positively impact the ability to interview for entry level positions and start a career. Additional education and higher level certifications typically increase the chances of getting a promotion or finding better job opportunities.

4. Why are students recommended to take certifications?

It is important that students strive to gain all three pillars of a successful career: education, certification, and experience. Feedback from industry sources places emphasis on each of these pillars. We want our students to be in the best position to gain employment in their chosen field of study, and industry certifications improve (but do not guarantee) employment options. Therefore, we recommend that students sit for the certifications to place emphasis on the importance of these certifications for job outcomes.

5. Certification Exam Process

The following process will be used for both the recommended and optional certifications:

1. The student must pass the associated class.
2. The student must be in good financial standing with no financial aid holds.
3. The student will request practice materials (when available) from the Certification order page.
   a. MeasureUp.com practice tests are good for 180 days.
      i. Students can continue to access the practice materials beyond the initial 180 days, but this is at the student's expense.
   b. The student will need to create an account on MeasureUp.com if not already done.
   c. For some certifications, additional practice materials may be provided outside of MeasureUp.com.
      i. Students will be notified of these materials when available.
   d. In instances when no practice materials are available, students are responsible for studying for certifications on their own.
4. After practicing and studying, the student will log into the test center website and schedule an exam sitting.
   a. The student will need to create an account on the related site:
      i. Prometric.com
      ii. PearsonVUE.com
      iii. Loyalist Exam Services
      iv. PISA Exam Services
   b. The student can schedule the exam at a test center in the area.
   c. The student pays for the exam sitting up front, but will be reimbursed later (for first attempt only)
      i. Students should contact Financial Aid to see what additional funding options might be available, if any.

Important: Occasionally, coupons and other discounts for certification exams will be made available. If available, these coupons and discounts will be posted on the certification reimbursement website. Students must use these coupons and discounts when offered.

5. After the student has taken the exam, the student will then need to upload the exam results and submit reimbursement information.
   a. Via the Student Portal, a link to https://reimbursement.rasmussen.edu/ will be available to post results as well as supporting documentation for reimbursement.
   b. Rasmussen College will issue funds to reimburse the exam sitting.
      i. Upon submission and verification of the exam results and receipt of payment of the exam sitting, notification will go to Accounts Payable to initiate reimbursement

Important: Credit Card statements are not acceptable forms of receipt for reimbursement. A transaction receipt is required.
      ii. Reimbursement may take up to 3-5 weeks.
      iii. In cases where all supporting documentation is not provided by the student, reimbursement times may take longer.

Important: In instances where certification coupons or other discounts are available, students must use them. Students will only be reimbursed up to the value of the discounted exam sitting.

6. Certification List

All available certifications per degree are listed below. The recommended certification is denoted in bold and with an asterisk (*). *Note: Certification Vendors reserve the right to change these certifications at their discretion. This list will be updated when possible to relevant certifications. However, there is no guarantee that Rasmussen will update the certification.*

Degree Program	Class	Certification	Resources (if available)	Center
Information Technology (IT) Associate's	CIS 1538C Hardware and Software I and CIS 1648C Hardware and Software II	**CompTIA A+ (Both 220-1001 & 220-1002)***	Cert Detail	**PearsonVUE**
	CDA 1330C Operating Systems	Windows 10 MD-100	Cert Objectives	**PearsonVUE**
	CNT 1244C Introduction to Networks	CompTIA Network+ N10-007	Cert Detail	**PearsonVUE**
	CET 2660C Networking Security	CompTIA Security+ SYO-501	Cert Detail	**PearsonVUE**
Network Systems Administration (NSA) Associate's	CIS 1538C Hardware and Software I and CIS 1648C Hardware and Software II	**CompTIA A+ (Both 220-1001 & 220-1002)***	Cert Detail Cert Objectives	**PearsonVUE**
	CDA 1330C Operating Systems	Windows 10 MD-100		**PearsonVUE**
	CNT 1244C Introduction to Networks	CompTIA Network+ N10-007	Cert Detail	**PearsonVUE**
	CTS 2321 Linux Administration	CompTIA Linux+ XK0-004	Cert Detail	**PearsonVUE**
	CET 2522C Cisco Network Routing and Switching	Cisco CCENT/CCNA ICND1 100-105	Cert Objectives	**PearsonVUE**
	CIS 2647C Windows Directory Services	Windows 2016 MCSA Exam 70-740	Cert Objectives	**PearsonVUE**
	CET 2660C Networking Security	CompTIA Security+ SYO-501	Cert Detail	**PearsonVUE**

Software Application Development Associate's	COP 2570C Programming Data Structures	**CPA – C++ Certified Associate Programmer Certification (The C++ Institute)***	[Cert Objectives](#)	**PearsonVUE**
	COP 2598C Secure Programming Techniques	MTA - Exam 98-361 Software Development Fundamentals	[Cert Objectives](#)	**PearsonVUE**
	COP 2268C Java Programming	Java Foundations (1Z0-811)	[Cert Objectives](#)	**PearsonVUE**
Web Programming Associate's	COP2890 Web Programming Capstone	**Microsoft Technology Associate (MTA) Exam 98-375***	[Cert Objectives](#)	PearsonVUE
	COP 2598C Secure Programming Techniques	MTA - Exam 98-361 Software Development Fundamentals	[Cert Objectives](#)	**PearsonVUE**
	COP 2268C Java Programming	Java Foundations (1Z0-811)	[Cert Objectives](#)	**PearsonVUE**
Information Technology Management (ITM) Bachelor's	ISM 4470C Information Technology Project Management II	**CAPM (PMI Certified Associate in Project Management)***	[Cert Objectives](#)	**Project Management Institute**
	ISM 3015 Management of Information Systems	Lean Six Sigma White Belt Certification	[Cert Objectives](#)	**The Council for Six Sigma Certification**
	CNT 4437 Service Management	ITIL Service Management Foundation Certification	[Cert Objective](#)	**Axelos ITIL Certifications**
Cyber Security Bachelor's	CIS 4955C Cyber Security Capstone	**(isc)2 Systems Security Certified Practitioner (SSCP)***	[Cert Objectives](#)	**PearsonVUE**
	CIS 3003C Advanced Network Security – CCNA	Cisco Certified Network Associate	[Cert Objectives](#)	**PearsonVUE**
	CIS 4039 Auditing Information Technology Infrastructure	Certified Information Systems Auditor (CISA)	[Cert Objectives](#)	**ISACA/ PearsonVUE**
	CIS 4456 Hacker Techniques Tools and Applications	CompTIA Cybersecurity Analyst (CySA+)	[Cert Detail](#)	**PearsonVUE**

Computer Science Bachelor's	CIS4910C Computer Science Capstone	**Microsoft Exam 70-487 -- Developing Microsoft Azure and Web Services***	[Cert Objectives](#)	**PearsonVUE**
Data Analytics Bachelor Completer -AND- Data Analytics Standard Bachelor's	QMB4900 Data Analytics Capstone	**SAS Certified Base Programmer for SAS 9***	**[Cert Objectives](#)**	**PearsonVUE**
	QMB4900 Data Analytics Capstone	Tableau Desktop 10 Qualified Associate	**[Cert Objectives](#)**	**Tableau (Loyalist Exam Services)**

7. Certification Website
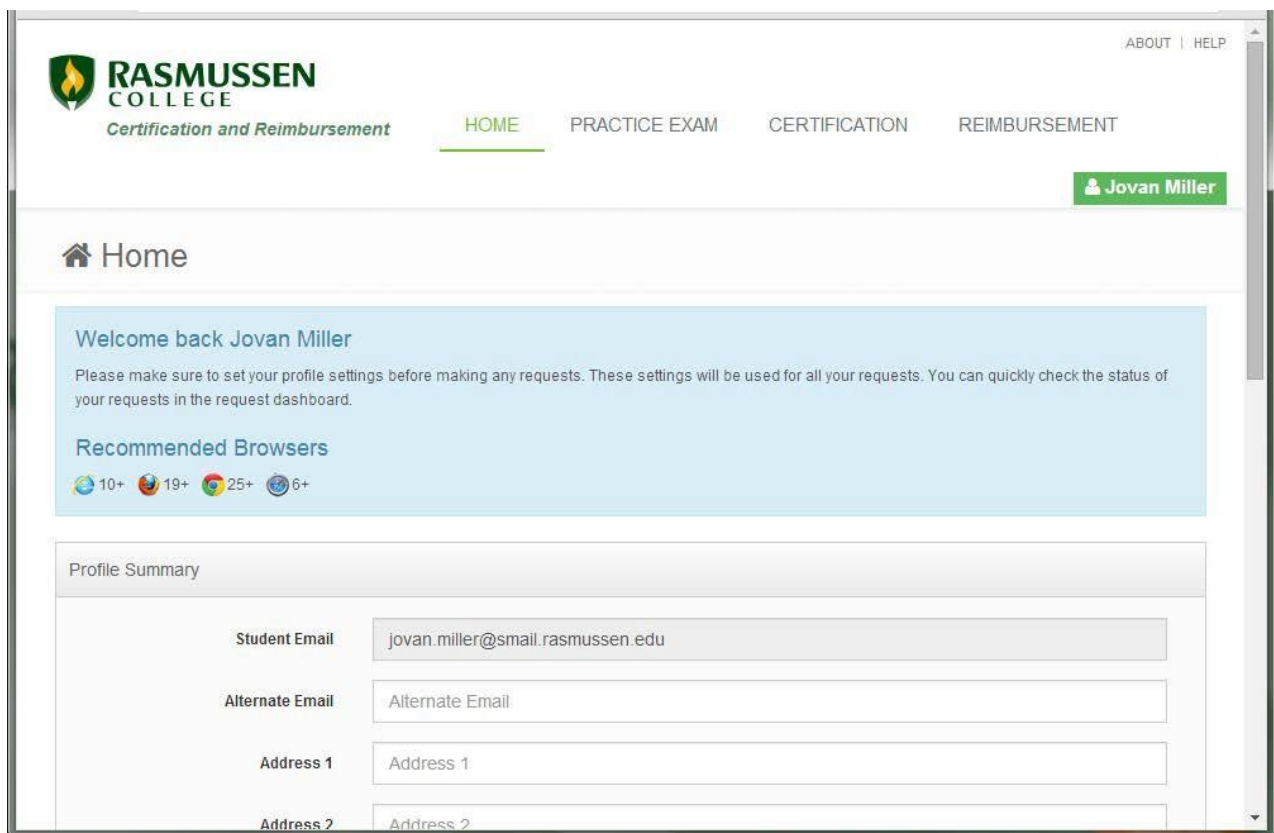
A certification website is available for students to use in requesting exam information, practice tests, and uploading information for exam cost reimbursement. This site can be accessed through a link in the portal or by going directly to:

https://reimbursement.rasmussen.edu/

In order to receive reimbursement for exam sittings, students will need to submit a scanned copy of their score sheet and upload a receipt of payment for the exam sitting.

8. Student Home Page

This is the page where the student has the most current contact information. This is important as payments will be sent to the address listed here.

There is an orientation video located here: http://www.kaltura.com/tiny/zjtmg

9. Practice Exam Page

This is the page where students can request practice exams or other information about a specific certification. In addition, information about previous requests can be found here. Requests can be sorted by column. While a request is still in the "pending" state, the request can be deleted to be made at a future time, or in case the student changes his or her mind about which certification to pursue. Once a request is approved or denied, it cannot be deleted.

There is an instructional video located here: http://www.kaltura.com/tiny/p2npf

Requesting Practice Materials
To start, click on "Add New Practice Exam Request"
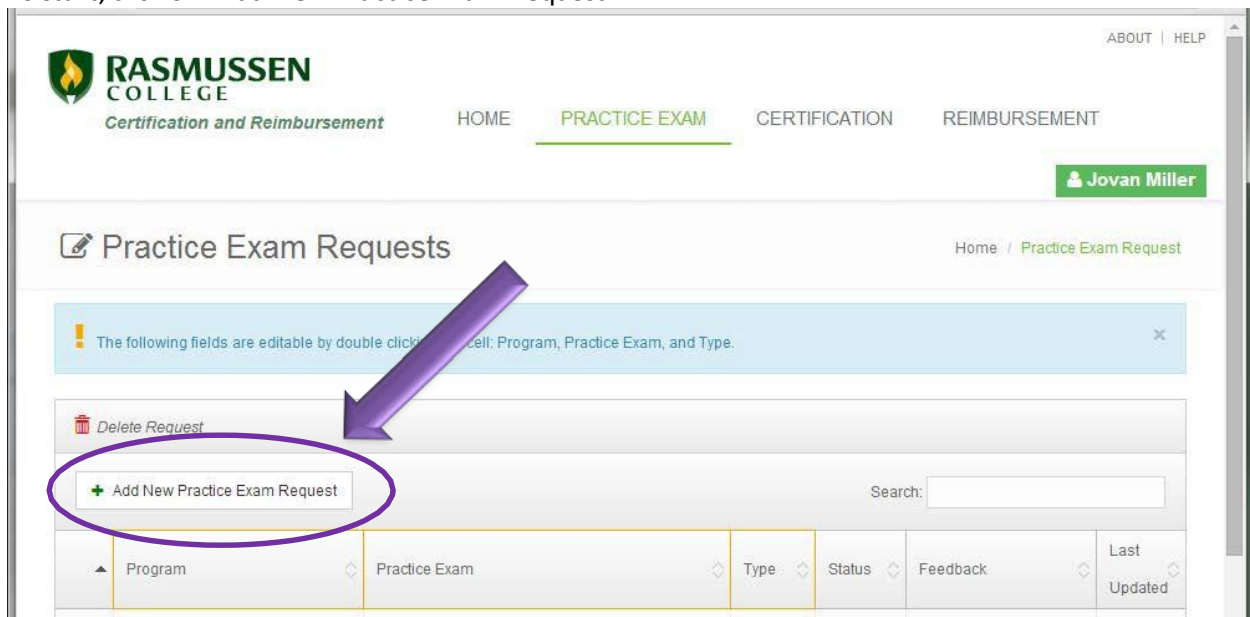
A dialog box will appear requesting the degree program, Certification Exam, and the type of request, Practice Test Key, Request Info, or Placement Exam. (*Note: Placement Exam is only used for special circumstances. Please use the other two options.*)

Proprietary and Confidential

Once the request has been made for practice materials or information, a program administrator will be in contact to fulfill the request. It may take a week to fulfill requests. If you have questions, please contact one of the resources at the end of this document.

Certification Page

This is the page where the student will register a certification score and upload the score sheet. **Note: the score sheet can only be .PDF or .JPG/.JPEG file types.** Only one document can be uploaded. Please combine multiple pages into one file.

There is an instructional video here on uploading certification score sheets: http://www.kaltura.com/tiny/tten6

Uploading Certification Scores

To start, click on "Add New Certification Request"

Select the appropriate information and click on "Upload a Certification File..." where a scanned document containing the student's score will be added. The "Certification Date" should be the date the certification was taken.

Proprietary and Confidential

Only official certification score sheets will be accepted. The sheet should look something like this:

Proprietary and Confidential

Once the request has been made, it will appear on the Certification Requests page. When updated by the Program Administrator, the student will be notified. The certification score upload must be approved before reimbursement can be sought.

Reimbursement Page

This is the page where a student uploads the receipt for the exam sitting. **Note: when possible, students must use discount coupons as noted on the reimbursement website.**

Once the certification score has been approved, the record for reimbursement will automatically appear. Under the receipt heading, click "Click to edit."
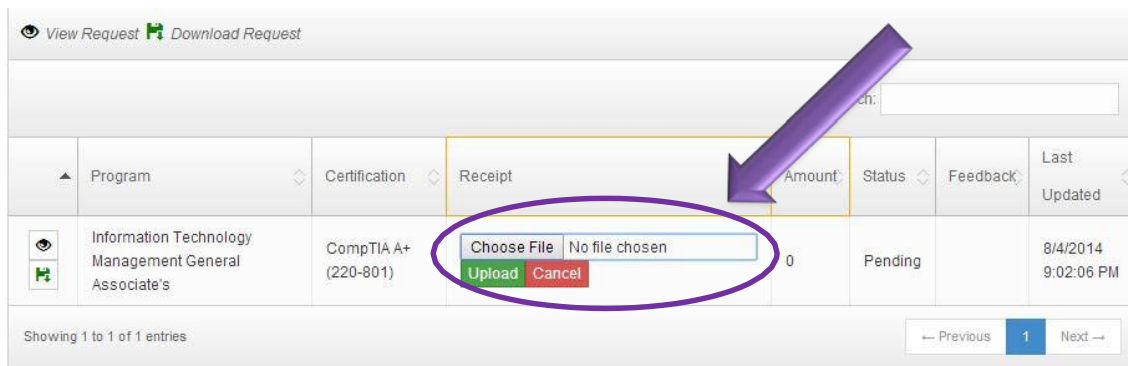
The receipt file can then be uploaded. **Note: the score sheet can only be .PDF or .JPG/.JPEG file types.**

Only one document can be uploaded. Please combine multiple pages into one file.

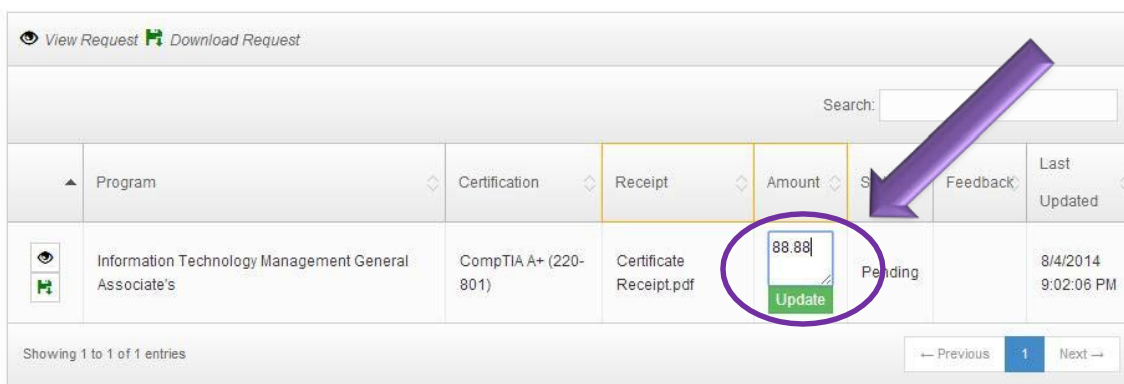After the receipt has been uploaded, click in the "Amount" field and record the cost of the exam sitting.

The Program Administrator will then approve or deny the request. Once approved, expect payment in 3-5 weeks.

10.   Practice test information

Many, but not all, of the certifications have an associated practice test. These practice tests help students study the exam objectives as well as getting into the frame of mind to sit for these exams. We use MeasureUp.com for the majority of our practice tests. To order MeasureUp practice tests, use the following link:

Order Practice Test - https://reimbursement.rasmussen.edu/

Testout is another practice option. To continue to use your TestOut labsim to prepare for a certification, please call TestOut support at 800-877-4889 ext 405. Have your course ID and Title along with student username for verification. Note: you have 180 days after you complete the aligned course for this option. It is highly recommended that you pursue this option ASAP.

Using MeasureUp.com

The following will assist students in using MeasureUp.com

First, create an account at MeasureUp.com, if one has not yet been created
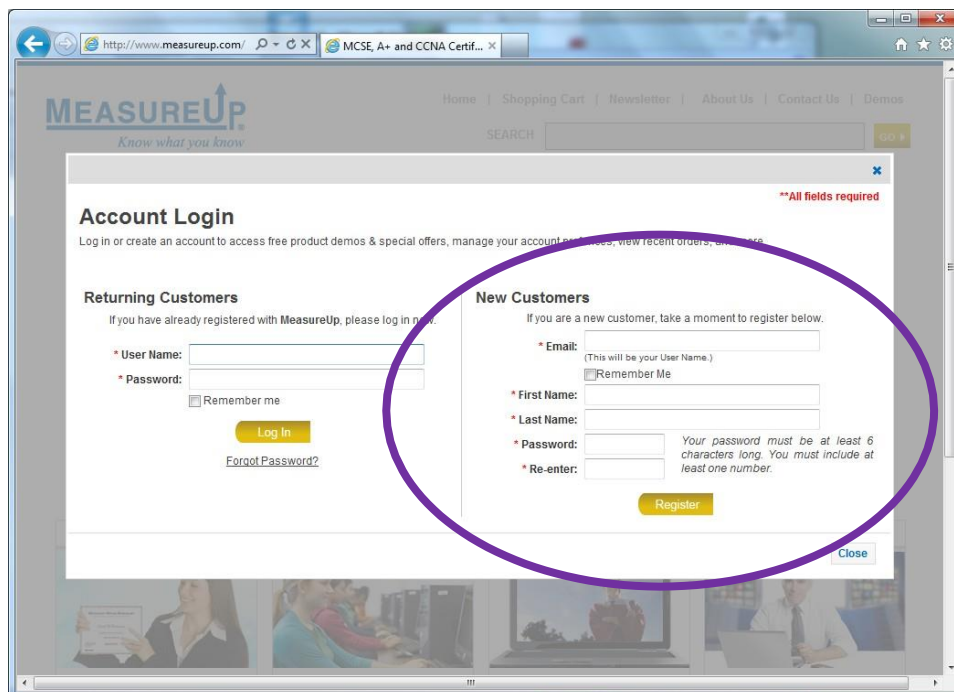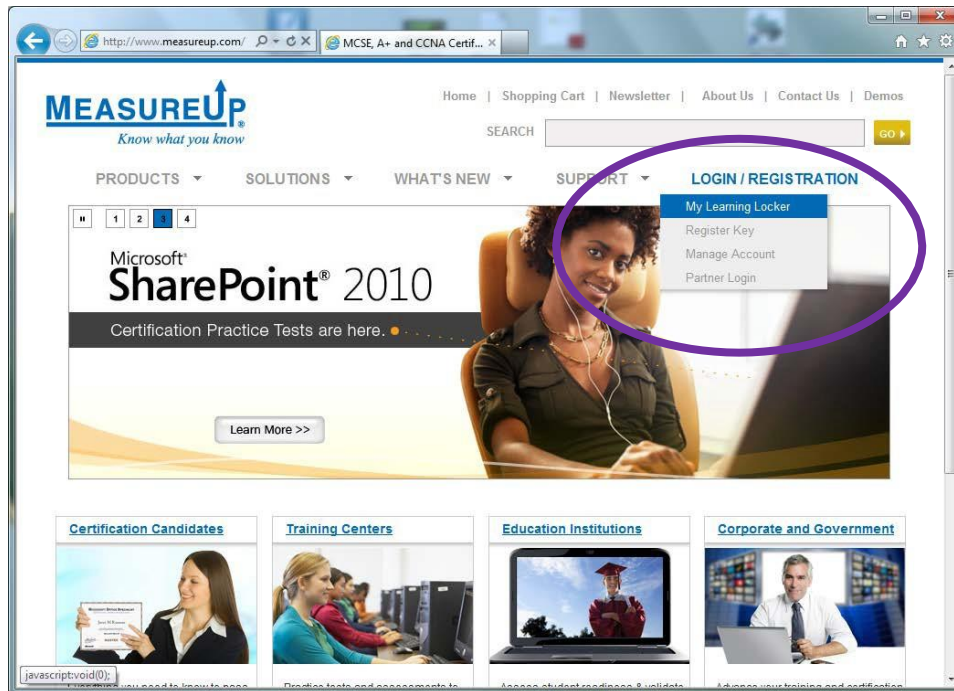
It is recommended that students use their student mail account, but any e-mail account will work.

Once the practice test key has been received, click on "Register Products" and enter the key.
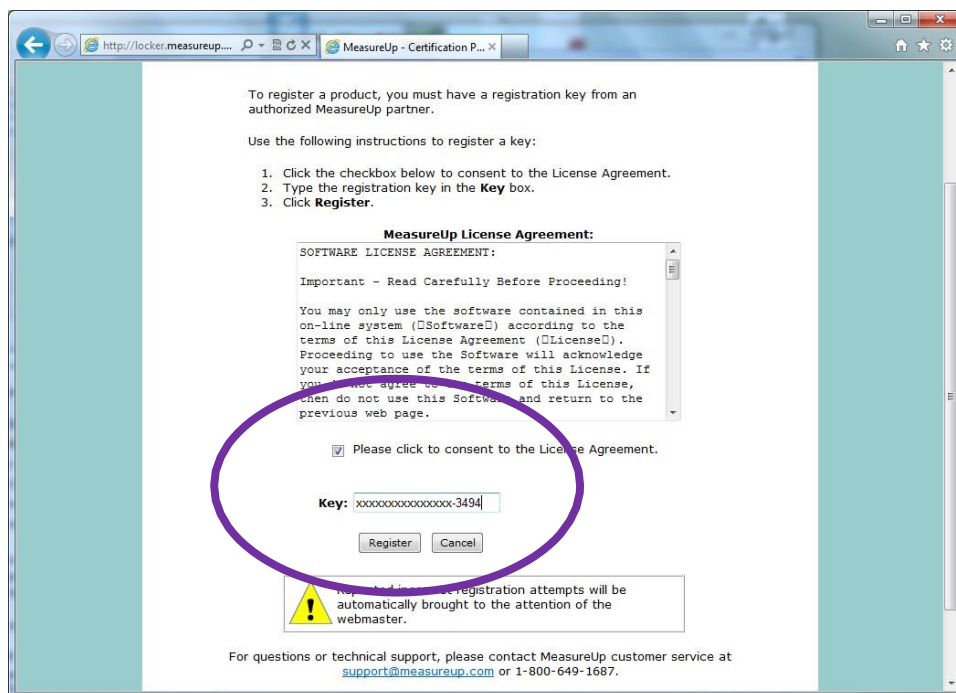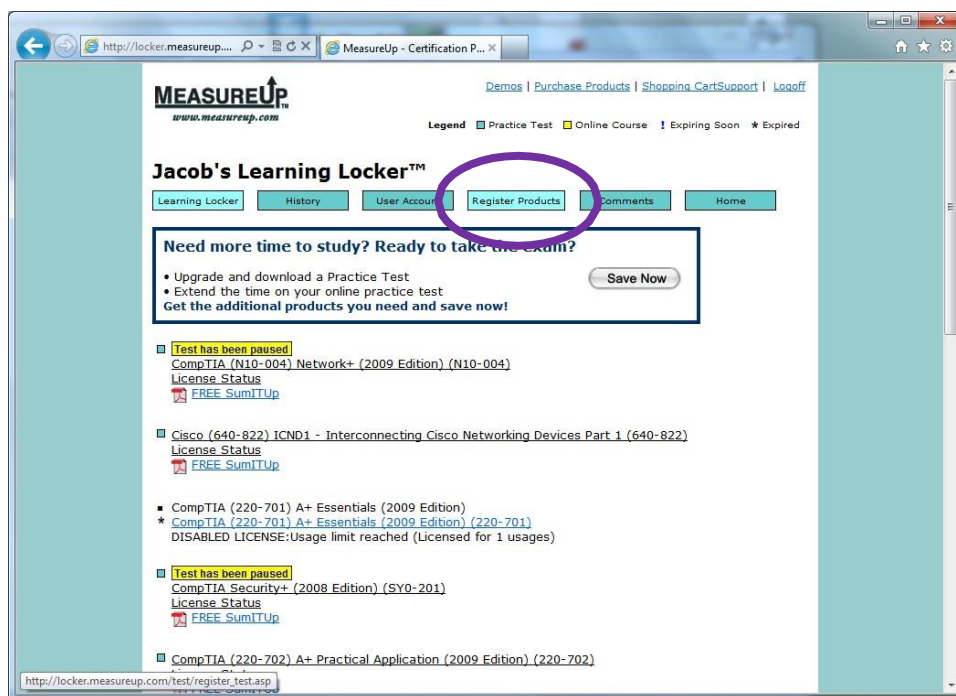
At this point, the practice test should appear on the "My Learning Locker" page, ready for use.

Proprietary and Confidential

Recommendations for using and ordering the practice tests

When sitting for the actual certification, you will likely be asked to sign a Non-Disclosure Agreement (NDA) that requires you to keep private any questions and answers you see on the exam. For this reason, legitimate practice test sites like MeasureUp.com will not use the actual questions as seen on the exams. Rather, they give questions in a similar style as appears on the actual test and touch on the objectives.

Modes of Practice

MeasureUp.com practice tests can be taken in several modes. It is recommended that students start in Study mode:

- Students can get instant feedback on questions
- Not only is the correct answer explained, but the incorrect answers as well
- Students can choose the number of questions to practice
  - From 10 to all the available questions in the entire test bank
- Other study options are available
  - Show only questions missed on previous tests
  - Show questions not seen on previous tests

Certification mode displays the test as if the student was taking the actual examination. There is a set number of questions and a time limit. This mode is good for practicing exam taking techniques like time management. Cert mode contains the following features:

- Students are not alerted to which questions they got wrong
- The overall score is displayed as well as the score in each objective area
  - This is presented very similar to the actual score sheet
- Each Certification Mode exam will pull different questions from the test bank

It is recommended that students be able to consistently pass the practice tests in Certification mode with over 90% before taking the actual exam. Once the student is comfortable with the material, then the exam should be scheduled.

Which practice tests should be ordered?

Several certifications come in two parts, like the CompTIA A+ and Linux+ certs. Some students prefer to concentrate on the first part before moving on to the second. Other students prefer to take on both parts immediately. It is recommended that students order both practice tests only if the intent is to take both exams within 6 months. (This is mostly due to the 180 day time limit on practice tests.) It is entirely up to the student on which direction to go.

11.   Test Center and Certification Cost Information

All the certification exams must be proctored and taken at either a PearsonVUE or Prometric testing center, depending on the certification body. (The certification list shows which test center is used.) Students will need to create an account with the testing center to schedule the exam:

- PearsonVUE.com
- Prometric.com

From the website, the student will need to know the certification body that owns the exam(s), such as CompTIA or Microsoft. This information is available on the certification table above. It might be a good idea to explore multiple test centers in case a time is unavailable when the student would like to schedule the test.

Once the exam has been scheduled, the student will pay for the exam sitting, using any coupons or discounts that are available (reimbursement from the college will come after the student sits for the exam and submits his or her exam scores). Rasmussen College will only reimburse for the value after discounts. After the exam has been paid for, follow the instructions from the website to locate the test center. Please note that the rules for taking the tests are very strict, with the student not allowed to take anything but forms of ID. Lockers are usually available for some small valuables, like car keys. Additionally, the room is locked and monitored by video cameras or roving proctors. Check with the test center for specific policies.

Cost of certifications: Certification exams can cost anywhere from $75-300, and some certifications require more than one exam. It is the responsibility of the student to budget and plan for this expense prior to reimbursement by the college. Students should contact the Financial Aid office for possible funding options.

12.   Resources

For certification questions, contact your program's Department Chair or Student Advisor.
For technical issues with the reimbursement website, contact Rasmussen's Personal Support Center: 1-866-693-2211 help@rasmussen.edu