

Customer Education Certification Program

- Career development
- Professional recognition
- Validation of your expertise
- Enhanced business opportunities



Certification Opportunities

As part of our expanding Customer Education program, we offer several certification opportunities based on your needs and interests. Each opportunity validates the knowledge you have acquired through your experience with National Instruments products. With Customer Education Certification, you invigorate your existing business and create new business opportunities.

Below, you will find more detailed information about the certification opportunities currently available. To begin the certification process, complete the enclosed application and mail or fax it to Customer Education. Outside of North America, please contact your local branch office for the certification requirements in your country.

National Instruments Certified Programmer (NICP)

As an NICP, you will be recognized for your expertise in LabVIEW™ and/or LabWindows™/CVI. Once you become certified, you demonstrate to others you have mastered a high level of knowledge and skills in one or both product areas. As an NICP, you distinguish yourself from others, giving you the competitive edge. Other benefits of certification include:

- ◆ Career development
- ◆ Professional recognition
- ◆ Enhanced business opportunities
- ◆ Use of NICP logo

Requirements

To achieve this certification, you must meet the following requirements:

- ◆ Complete application and pay administration fee of \$295
- ◆ Take corresponding National Instruments course at a discount
- ◆ Receive passing grade on certification exam

National Instruments Certified Instructor (NICI)

Becoming a Certified Instructor is the first step in educating customers in the use of National Instruments products. As a Certified Instructor, you demonstrate a thorough understanding in one or more of the following product areas:

- ◆ LabVIEW
- ◆ LabWindows/CVI
- ◆ IEEE 488.2 (GPIB)
- ◆ Data Acquisition
- ◆ Lookout™
- ◆ BridgeVIEW™

Once you become certified, you indicate to others your high level of expertise in a specific product area. You can then provide National Instruments approved courses in

your area(s) of product certification. You may also be requested to teach National Instruments scheduled courses, for which you would receive a stipend. As an instructor, you can share your expertise with students and help them realize the full potential of National Instruments products. You can also become a Startup Assistance provider and assist customers in the basic set up of National Instruments products and ensure their success. Benefits of certification include:

- ◆ Validation of your expertise in a product area
- ◆ Instructor kits (instructors manual and course slides)
- ◆ 50 percent discount on the purchase of course kits
- ◆ Use of NICI logo
- ◆ NICI Certificate

Requirements

- ◆ Complete an application and pay administration fee of \$495*
 - ◆ Take corresponding class at 40 percent discount
 - ◆ Co-teach with a National Instruments instructor and receive a favorable evaluation
 - ◆ Receive a passing grade on the certification exam
 - ◆ Use National Instruments course kits
 - ◆ Return course rosters and evaluations to National Instruments
- * \$195 for each subsequent person from the same company

National Instruments Certified Training Center (NICTC)

After you have illustrated your commitment to Customer Education Certification as a National Instruments Certified Instructor (NICI), you are eligible to apply for our

premier certification and have your facility become a National Instruments Certified Training Center. With certification, educational institutions and other organizations can offer National Instruments scheduled courses in a dedicated training facility. NICTCs can also offer courses which National Instruments does not currently offer, or courses not offered on the same schedule. Benefits of becoming a NICTC include:

- ◆ All the benefits of NICI
- ◆ Ability to offer complementary courses for which you schedule, register, and collect revenue
- ◆ A 20 percent credit of course fees to your account for all students you refer to National Instruments scheduled courses at your facility
- ◆ Stipend instructor services and for use of your training facility
- ◆ Revenue from the rental of your computers during National Instruments scheduled courses held at your facility
- ◆ Promotion of your training center by National Instruments Customer Education Representatives
- ◆ Promotion of your training center in National Instruments literature and website
- ◆ NICTC Plaque

Requirements

- ◆ Have a NICI on staff
- ◆ Submit a business proposal outlining how your training facility will add value to our current course offerings
- ◆ Provide a training facility that meets National Instruments requirements (See Table 1)
- ◆ Purchase course hardware and software, and supply computers meeting National Instruments requirements (See Table 2)
- ◆ Purchase National Instruments course kits

Requirements and Application Information

Table 1. Training Facility Requirements

To ensure consistency and high standards throughout all Certified Training Centers, a training room must support 12 students plus an instructor, and must meet the following minimum requirements:

- ◆ At least 800 sq ft
- ◆ 6 tables (8 ft x 30 in.) for computers, with two students per table
- ◆ 1 table (8 ft x 30 in.) for instructor's computer
- ◆ Total of 60 amps available (at least 3 circuits)
- ◆ Overhead
- ◆ LCD
- ◆ Blackboard or dry erase board
- ◆ Projection screen (6 ft x 6 ft)

We recommend that each NICTC have no more than 12 students per class to preserve the low student to teacher ratio, thus enhancing the interaction and understanding of each student.

Table 2. Computer Requirements for NICTC Program

To offer quality hands-on training, the NICTC program requires each student have access to a Windows platform computer meeting the following specifications:

- ◆ P-133 processor or greater
- ◆ 32 MB RAM or greater
- ◆ 256 color display, 640x480 or greater
- ◆ Windows 95 or greater
- ◆ Latest versions of National Instruments software in your certification area(s)
- ◆ Appropriate hard disk space for software in your certification area(s)

Each NICTC is required to have one spare computer at all times. All equipment must be in good working order for all classes. Annual training software licenses are available with purchase of a Full Development System.

The NICTC program requires each student have access to the following hardware for all National Instruments classes*:

- ◆ AT-GPIB/TNT
- ◆ AT-MIO-16-E2
- ◆ R6868 cable
- ◆ DAQ Signal Accessory
- ◆ National Instruments Instrument Simulator
- ◆ GPIB cable

NICTC Program requires additional hardware for DAQ, BridgeVIEW, and Lookout courses. For a listing of these requirements, please contact National Instruments Customer Education at (512) 794-0100.

*Discounts are available on the volume purchase of required hardware for the NICTC program.

Program Application and Exam

To apply for certification, complete the enclosed application and include payment information. We accept a company purchase order, check, VISA, or MasterCard (U.S. Banks Only). Upon receipt and acceptance of your application, a Customer Education Representative will contact you to schedule your Certified Programmer exam or Certified Instructor co-teach. The application fee includes one product certification exam. Additional product certifications are \$95 per exam.

Discounts are available for businesses with additional employees seeking certification. Certified Programmer exams are based on skills acquired through using National Instruments products. Certified Instructor exams are based on material from the corresponding National Instruments hands-on course. Exams are held in Austin, Texas, or at a Regional Course location and will be administered by a National Instruments Applications Engineer or representative. All exams are closed-book.

We will contact you approximately three weeks after the exam date with the exam results. Individuals who do not pass the exam may retake the exam within three months at no charge.

To maintain current certification as a Certified Instructor, you are required to take maintenance exams. These exams coincide with the release of software upgrades, or for hardware certifications, one year from the date of original certification. Maintenance exams cost \$95 and are administered in the same manner as the Certification Exam.

Application for National Instruments Certification Program

Please complete this application to begin the certification process for National Instruments Certified Programmer (NICP) or National Instruments Certified Instructor (NICI). Mail your application and payment information to National Instruments, Customer Education Department, Attention: Certification, 6504 Bridge Point Parkway, Austin, TX 78730-5039. You may also fax your application to (512) 794-5499.

Name _____ Title _____
Company _____ Department _____
Mailing address _____ Mail stop _____
City _____ State _____ Zip _____
Tel _____ Fax _____ E-mail _____

Please check one

- I am applying for NICP (\$295).
Which product certification? _____
- I am applying for NICI (\$495).
Which product certification? _____

If you are applying for NICI:

- Are you interested in becoming a Start Up Assistance provider? Yes No
Are you interested in teaching classes through National Instruments? Yes No

Are you interested in further certification? Yes No

One certification is included in the program application fee. Additional certifications are \$95 per exam. For each additional employee at your company, the application fee is \$195 for NICI.

Payment Methods

Payment information is required to process your application. We accept company purchase orders, checks, VISA, or MasterCard (U.S. banks only).

P.O. number _____ Check number _____
Credit card number _____ Expiration date _____ Signature _____

Please help us get to know you better by answering the following questions:

Which of the National Instruments products do you use?

Why have you decided to apply for Customer Education certification?

How did you find out about the National Instruments Customer Education Certification Program?

Background

Through the National Instruments Customer Education Certification Program, qualified individuals can become certified by National Instruments as an NICP by demonstrating a high level of knowledge and skills in the applicable products of National Instruments for which NICP certification is obtained. Currently NICP certification is available for LabVIEW and LabWindows/CVI. With certification as an NICI, individuals are certified by National Instruments to teach classes on their own and, if requested by National Instruments, on behalf of National Instruments. NICI certification is available in the following products: LabVIEW, LabWindows/CVI, IEEE 488.2 (GPIB), data acquisition, Lookout and BridgeVIEW.

To receive and maintain certification, you must 1) complete and submit this application with the required fee to National Instruments; 2) take the applicable class; (3) co-teach a class with a National Instruments Instructor for the applicable product and receive a favorable evaluation (NICI only); (4) pass the applicable certification exam, which is administered by National Instruments; and (5) if NICI certification is achieved, promptly provide the course rosters and student evaluations to National Instruments for each of the classes you teach. National Instruments will process all applications in a timely manner.

Application for National Instruments Certification Program

Terms and Conditions

Recertification. National Instruments may require you to undergo an annual recertification process and pay one or more annual fees to maintain your certification. For NICI certification, the annual process consists of passing an exam for those software programs which have undergone a major upgrade and for which you desire to maintain certification. The fee for each of these exams is \$95. For NICL, National Instruments may, at any time and without notice to you, audit classes taught by you. If in the sole discretion of National Instruments you are not maintaining adequate teaching levels, National Instruments may revoke your NICI certification. The recertification process and fees are subject to change.

Fees. All certification and recertification fees are nonrefundable.

Trademarks. Your use of any trademarks or logos of National Instruments must be in accordance with the standards and requirements for usage as published by National Instruments. Further, before you use or otherwise distribute any materials containing the trademarks or logos of National Instruments, you must first submit samples of such usage to and receive the written approval of National Instruments.

Information. To process this application or a recertification application, National Instruments may request additional information from you. From time to time, National Instruments publishes or otherwise makes available to third parties information on individuals who are certified and the status of their certification. You agree that National Instruments may make available your information and you agree to defend, indemnify, and hold National Instruments harmless from and against any claims which are based upon information you have provided to National Instruments. National Instruments makes available to you all certification information on an "AS IS" basis and makes no warranties regarding such information, including the accuracy or veracity of such information, or the results you might obtain from being certified, or being involved with the Customer Education Certification Program.

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.

Certification Program. National Instruments reserves the right to discontinue the Customer Education Certification Program at any time with or without notice to you. National Instruments shall not be responsible for any expenses, losses, damages, or claims against you as a result of information provided to you or your participation in the Customer Education Certification Program.

Representation and Warranties. You represent and warrant to National Instruments that all services provided by you under the Customer Education Certification Program will be in a good and workmanlike manner, and you agree to indemnify, defend, and hold National Instruments harmless from and against any claims resulting from your failure to provide your services in a good and workmanlike manner.

By signing below, you acknowledge that you have read the above Terms and Conditions and agree to them. You agree that these Terms and Conditions are the complete agreement between you and National Instruments regarding the Customer Education Certification Program and that they supersede and replace any prior oral or written agreements between you and us regarding the Program. You represent and warrant that the information you have provided in this Application is accurate, and, if applicable, you agree that National Instruments may charge the indicated application fees to the credit card number you have provided above.

Signature _____ Date _____

Prior to submitting this application, please obtain the signature of your local National Instruments District Sales Manager or Field Sales Engineer so that he or she may be apprised of your desire to obtain certification.

Signature _____ Date _____
Printed name _____



Customer Education Department, Attn: Certification • 6504 Bridge Point Parkway • Austin, TX 78730-5039

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6504 Bridge Point Parkway • Austin, TX 78730-5039 USA
Tel: (512) 794-0100 • (800) 433-3488 (U.S. and Canada) • Fax: (512) 794-8411
info@natinst.com • www.natinst.com

Branch Offices

Australia 03 9879 5166 • **Austria** 0662 45 79 90 0 • **Belgium** 02 757 00 20 • **Brazil** 011 288 3336
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