



Select Certified



Step by Step Guide to Renewing Your Select Certification

Cisco Select Certification and SMB Specialization is valid for one year from the original certification date.

Why Renew Your Select Certification?

By renewing you continue to enjoy the benefits of being a Select Cisco Partner:

- Differentiate yourself from the competition
- Increase your profitability with exclusive Cisco Partner Incentives
- Gain exclusive eligibility to begin selling the Smart Business Communications System, developed for the SMB market
- Convert opportunities into closed business with Cisco Sales Tools
- Gain access to guides and tools that will assist in technical design, delivery and support
- Increase your competitive advantage by leveraging Cisco's Support Services



Steps to Becoming Recertified

1 Look for your Recertification Notification

- 90, 60 and 30-day renewal reminder notices are automatically sent from Cisco to your Cisco administrator contact.

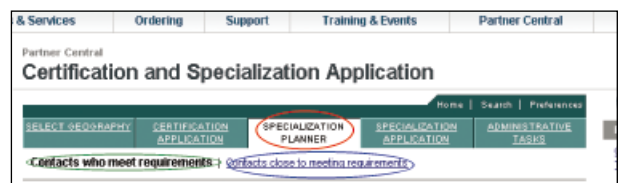
2 Verify Roles

- 1 If the SMB Specialized Account Manager (AM) and Engineer roles fulfilled in your company have not changed since certification and still remain within your company, you simply have to reapply online and you will be automatically Select Certified and SMB Specialized for one further year. No further exams or training are required and the recertification process should take no more than 10 minutes.

* If you achieved Select Certification before 1 Aug 07 and have not taken SBCS exams, the Account Manager will need to complete the SBCS exam (650-173 SBCSAM) and Engineer to complete SBCS Exam (EN 650-178 SBCSEN).

2 To Verify Roles:

- i. Click on CSApp(Certification & Specialization Application) Tool [www.cisco.com/go/csapp]
- ii. Click on Specialization Planner to find who already met or are close to meeting the requirements



- i** If your roles are complete, simply complete the recertification online by going directly to step 7

OR

- i** If you are missing roles, proceed to the next steps continue with steps 3-7
- * If an employee who originally took and passed the SMB Specialization exams has left your company, the missing job role(s) must be fulfilled before the SMB Specialization and Select Certification can be submitted for renewal.

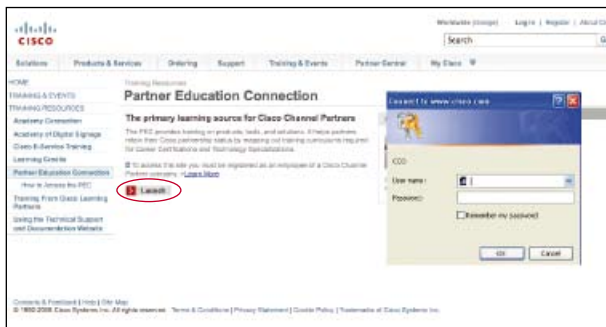


4 Take Exams

- 1 Go to **Cisco Online Testing Center** (www.pearsonvue.com/cisco/online).
- 2 The PearsonVUE Online Testing Site includes exams for SMB, SmartCare and Lifecycle Services. The SMB exams are those required for the SMB Specialization
- 3 If you have already have a Cisco ID – CSCO ID (Cisco Testing ID), please have it available
- 4 Click on **“Enter Testing Site”**
- 5 If you already have a Cisco ID (CSCO ID), but not a TesTrac ID, click on **“Lookup ID and PIN”**
OR
- 6 If you have not tested with Cisco before, you will need to **“Register”** to get a TesTrac ID.
OR
- 7 If you have forgotten your TesTrac ID / Cisco ID (CSCO ID), please contact ttonline@testrac.com
OR
- 8 Once you have your TesTrac ID (PVCXXXXXXXX) and 6-digit Password, click on **“Sign in”**

3 Prepare for Exams

- 1 Enter Partner E-Learning Connection (www.cisco.com/go/pec).
- 2 Find latest info on SMB Specialization and Select Certification.
- 3 Enter your Cisco.com ID (CCO ID) and password.



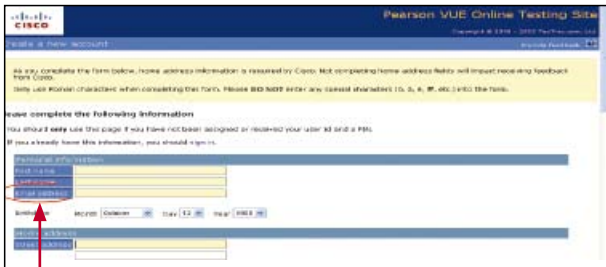
- Click on Specialization and find SMB Specialization with learning map for Account Manager and Field Engineer.

SMB Specialization		
SMB Specialization	Learning Maps	Related Info
SMB Specialization	Account Manager, Field Engineer	SMB Specialization Overview
		Cisco Select Certified Partner Overview



- 9 Create your account at: www.testrac.com/pvuecisco
- 10 Fill out registration form and you will immediately receive an ID and Password.
- 11 If you already have Cisco career certifications, e.g. CSE, CCNA please add your Cisco ID = CSCO ID
- 12 Remember your TesTrac ID and Password





i Please have a valid email address as soft copy exam results will be sent to this email address

- 13 Continue with the rest of the testing process by Logging on with TesTrac ID & PIN
- 14 Select “English Language Exams”
- 15 Choose the Exams that you would like to take
- 16 Purchase exam either via credit card or voucher

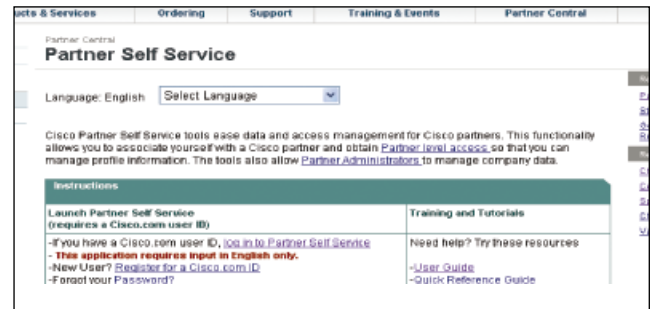
5 Pass Online Exams & Sign Agreement

- 1 After you pass the Exams:
 - i. Do a screen shot of your results
 - ii. Allow 3-5 business days for electronic certificates and 6-8 weeks from the date the certificate was mailed for printed certificates.
 - iii. The certificate will contain your Cisco ID (CSCO ID).
- 2 Sign Agreement:
 - i. Log in http://www.cisco.com/web/learning/e3/le11/learning_certification_tracking_system.html
 - ii. Using your Cisco ID (CSCO ID), Sign Cisco Certification Agreement for exams to be shown as “Completed”.



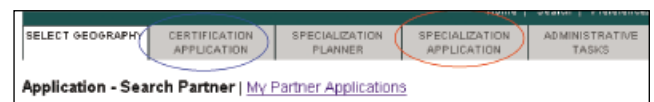
6 Associate Individuals to Company

1. Associate Individuals by logging into Partner Self-Service (www.cisco.com/go/ps)
2. Select the “Contacts” tab
3. Click “Add an individual to this location” hyperlink
4. Fill in the individual’s Cisco ID (CSCO ID), update any other info & select “Done”



7 Apply for SMB Specialization and Select Certification

1. Go to CSApp (www.cisco.com/go/csapp), log in with Cisco.com ID (CCO ID).
2. Ensure the AM and SE Roles are filled up.
3. It may take up to 10 working days for the exam results to appear in the tool.
4. Apply for SMB Specialization
5. Apply for Select Certification
6. For Additional Help: log a PRT case www.cisco.com/go/prt quoting the exams that you have passed and your TesTrac ID



Congratulations! You have renewed your SMB Specialisation and Select Certification for 1 further year. We hope you enjoy the continued benefits of being a Cisco Select Reseller for another year!

Resources and Tools

- Apply for Select Certification and SMB Specialization www.cisco.com/go/csapp
- Study for SMB Specialization Exams www.cisco.com/go/pec
- Take the Exams www.pearsonvue.com/cisco/online/
- Sign Cisco Certification Agreement www.cisco.com/web/learning/e3/le11/learning_certification_tracking_system.html
- Associate Individual who has passed Exam to Company www.cisco.com/go/pss

Questions on CCO ID, CSCO ID, Select Certification/ SMB Specialization and Application:

www.cisco.com/go/prt

International Number: +61 2 8446 7466

Toll-Free number (Limited to 5 countries)

- Australia – 1 800 612452
- New Zealand – 0800 449882
- China (North) – 10 800 712 1728
- China (South and East) – 10 800 120 1728
- India – 000 800 440 1367
- Korea – 00798 14 800-7254

Questions on Testrac ID, Exams, Individual Exam

Certificate: ttonline@testrac.com

