



HP Certified Professional Program

Worldwide Program Guide

Module 3 – The Steps to Certification

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There's no time like the present to be an HP Certified Professional.

If you are ready to become an HP Certified Professional, there's no better time to get started. This document outlines the steps you will take to attain your certification.

Remember that this guide is a basic overview of the HP Certified Professional Program. You can find much more information on how to use The Learning Center to plan your training and certification by viewing the tutorial "Using The Learning Center" at <http://h10120.www1.hp.com/partnerlearning/documents/UsingTheLearningCenter.pdf>.

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Follow these steps to HP certification [↓](#)

Here are the basic steps to attaining a certification from HP. Note that you only need to complete steps 1 and 2 one time.

1. Acquire access to your regional partner portal.
2. Request access to the “Train & certify” page and The Learning Center.
3. Decide which certification you would like to achieve.
4. Review the requirements for the certification.
5. Complete the prerequisites (if any) for the certification.
6. Complete the recommended training (optional).
7. Pass the required exam(s).
8. Receive notification from your regional HP Certified Professional Program Office regarding your new certification.

Each step is outlined in more detail below.

Step 1: Acquire access to your regional partner portal [↓](#)

Whether you work for an HP partner or an HP customer, you need to go through your regional partner portal in order to reach The Learning Center, the learning management system where all information about training and certification is located. (HP employees seeking certification should go through Grow@HP.)

The partner portal requires a user ID and password. Information about [how to obtain a user ID and password](#) can be found at www.hp.com/go/partnerportalaccess.

Step 2: Request access to the “Train & certify” page and The Learning Center [↓](#)

If this is your first visit to The Learning Center, you will need to complete a one-time-only process to obtain an HP Learner ID. This ID allows you to gain access to the “Train & certify” section of the partner portal and to The Learning Center. If you already have a learning or certification history with HP, this process facilitates linking up your previous partner learning history with your new partner portal account. This ensures that all your partner learning history will be available to you. Once you complete this process, it will take up to three business days to gain access and acquire your [HP Learner ID](#).

For more information about your HP Learner ID, visit http://h10120.www1.hp.com/partnerlearning/learner_id.html.

Step 3: Decide which certification you would like to achieve [↓](#)

HP offers more than 100 sales and technical certifications spanning a wide range of HP product and solution areas. The certifications are grouped according to HP technology areas, including:

- BladeSystem
- Imaging and printing solutions
- ProCurve Networking
- Desktops, workstations and mobile solutions
- Servers
- Software
- Storage solutions

You can find a complete list of the certifications in Module 6 of this Program Guide.

To learn about the prerequisites and requirements to attain any of these certifications, you need to view that information in The Learning Center. First login to your regional partner portal at www.hp.com/go/partnerportalaccess. Then, from the left-hand navigation menu of your partner portal, select "Train & certify." On the Train & certify home page, under "Find learning," select "Easy access to learning plans."

Next you can select a product or technology area that falls within your job role; for example, "BladeSystem" for Presales Technical professionals.

When you click on your choice of technology area within your job role, you will see a list of certifications that are available from HP. Click on a certification to see the prerequisites (if any) and requirements to attain the certification.

Step 4: Review the requirements for the certification [↓](#)

When you select a specific certification and click on its name, The Learning Center shows the requirements to attain that certification. There may be multiple paths to achieve the certification; for example, for candidates who are new to this certification, or for candidates who hold a previous version of the certification and want to upgrade to the newer version. Select the path that is appropriate for your situation. This is important, as the requirements for certification are dependent on the path you choose.

Your certification may have a prerequisite and will have at least one, and possibly several, requirements. A prerequisite is typically a lower level certification or exam from HP or a third party vendor or agency. A requirement is usually either a proctored or a web-based exam. You must fulfill all prerequisites and take and pass all of the exams that are required in order to earn your certification.

Step 5: Complete the prerequisites for the certification [↓](#)

Many HP certifications have a prerequisite, such as a lower level HP certification, or a third party exam or certification from another vendor or agency. You must meet the conditions of the prerequisite(s), if any, before pursuing your desired certification.

For third party prerequisites, you must submit a copy of the certificate or exam transcript to your regional HP Certified Professional Program Office. Send scanned copies of any third party certifications or exams to:

- North America, Canada & Latin America: send to certification.americas@hp.com
- Europe, Middle East & Africa: send to certificationandeducation.emesupport@hp.com
- Asia Pacific: send to support@hpcp.biz

Step 6: Complete the recommended training (optional) [↕](#)

For each requirement of a certification, there is recommended training. This training is optional; however, it will help you learn the subject matter so you can better prepare to take the certification exam.

HP offers hundreds of courses and other learning opportunities in many flexible formats to suit your education needs and to help you attain and maintain your HP credentials. Module 5 of this Program Guide provides more information about training from HP.

When you complete a training course, it will show as “completed” on your personal record of learning in The Learning Center.

Step 7: Pass the required exams [↕](#)

When you feel you have sufficient knowledge and hands-on experience, you can register to take the required exam(s) that count toward your chosen certification. You must achieve a passing score on an exam in order to receive credit for it. Module 4 of this Program Guide provides more information about certification exams.

Some HP certification exams (designated with an “HP2” or “HP3” prefix) can be taken via the Web. The exams (designated with an “HPO” prefix) must be taken in a proctored environment. Some HPO exams are performance-based and use the Prometric Internet-based test (IBT) format and a virtual lab in a proctored testing location.

When you pass a certification exam, it will show as “successful” on your personal record in The Learning Center.

Step 8: Receive notification regarding your new certification [↕](#)

Once you have completed all the prerequisites and requirements for your HP certification, you will have attained your certification. Your achievement will be reflected in The Learning Center and you will be eligible for the full range of benefits allotted to that certification.

Within two to four weeks of completion of your certification requirements, you will receive a welcoming email with instructions on how to access your certificate.

Additional modules of this program guide [↑](#)

[Module 1: Program Introduction](#) – Discover who should become an HP Certified Professional, and why.

[Module 2: About HP Certification](#) – Learn about the five certification focus areas, the skills and competencies that are required for certification, and the lifecycle of a certification.

[Module 3: The Steps to Certification](#) – Discover how to get started on the path to HP certification.

[Module 4: Certification Exams](#) – Find out how to prepare for a certification exam, how to register to take an exam, and what exam security is in place to protect your investment in certification.

[Module 5: Overview of HP Partner Learning](#) – Discover a vast world of HP training, from online courses to instructor-led courses and hands-on labs.

[Module 6: Current Available Certifications](#) – HP has more than 100 technical and sales certifications. See the complete list of what certifications are currently available.

[Module 7: Regional information for U.S. and Canada](#)

[Module 8: Regional information for Latin America](#)

[Module 9: Regional information for Europe, Middle East and Africa](#)

[Module 10: Regional information for Asia Pacific](#)

[Module 11: Regional information for Japan](#)

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