Strata Decision Technology

StrataJazz® Certification Assessment

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Table of Contents

Certification Assessment Overview....3
What are the Benefits of obtaining Certification?....3
Certification Process....4
Test....5
Testing Information....5
Project....5
Assessment Grading....6
Project Submission Instructions....6
Accessing Certification Exam and Project....7

Certification Assessment Overview

The StrataJazz® Administrator Certification Program empowers all StrataJazz® system administrators to confidently and independently manage your StrataJazz® system. You also begin to develop a network of other advanced StrataJazz® administrators who can be valuable resources as new challenges emerge.

Certification includes classes and assessments, each offered separately. The classes give you the knowledge needed to administer your chosen StrataJazz® module, while the assessment lets you demonstrate your knowledge to earn a module certification. If you wish to take the assessment without taking the class, please reach out to training@stratadecision.com. This document outlines the certification assessment.

What are the Benefits of obtaining Certification?

Expand Network

Obtaining certification enables you to network and meet other clients to connect with while you implement your StrataJazz® system.

Prove Hands-On System Knowledge

Obtaining certification enables you to be more independent while using the StrataJazz® system by offering real-life examples that are applicable to a system administrator's day-to-day tasks.

Demonstrate Mastery of In-Demand Skills

Obtaining certification enables you to prove your StrataJazz® system knowledge and expertise. This empowers you to have a competitive edge that leads to new opportunities and allows you to better support your organization.

Certification Process

Follow the steps below to complete certification.

1 Navigate to Training Center

If you signed up, and attended, a class the assessments will be assigned to you automatically in Training Center.

2 Pass a Certification Assessment

In-System Project
You are given scenarios and problems to complete in a StrataJazz® training database.

Electronic Test
You will complete an electronic test through Training Center compiled of multiple choice and true/false questions.

You can choose to complete the test or project first. In order to become certified, you have up to (3) attempts to pass each separately. A passing grade is 75%. Detailed information about the test and project are in subsequent sections of this document.

3 Complete Annual Renewal

In order to maintain your certification and stay up to date on StrataJazz® updates, you will be required to complete a short quiz annually.

Test

One of the post-class requirements for certification is to complete an assessment in the form of a test. Most test questions are multiple choice, although some are true or false. Note that some of the multiple choice are multi-answer ("select all that apply").

Certification Test	Number of Questions	Duration (Hours)
Ad Hoc Reporter	19	1.5
Contract Analytics	20	1.5
Costing Level 1 – Fundamentals	24	1.5
Decision Support Analytics	32	1.5
Management Reporting Level 1 – Fundamentals	13	1.5
OnePlan™ Budgeting	14	1.5
Capital Planning Level 1 – Fundamentals	20	1.5
Strategic Planning Level 1 – Rolling Forecasting	13	1.5

Testing Information

The test is offered electronically through the Training Center, and it is open-book and open-system. We want to simulate real life, where you have several resources to assist if you're unsure of an answer! We only ask that you do not use your peers or Strata Decision team members as resources during the test.

IMPORTANT TESTING REQUIREMENTS

1. Look for times in your schedule when you will have uninterrupted time for the test duration.
2. While this test is open system and open book, you may not ask another person for help will testing.
3. You must pass with a 75% or higher grade to successfully pass the test.

If any of the test questions are unclear, please reach out to training@stratadecision.com.

Project

One of the post-class requirements for certification is to complete a hands-on project in a training. You have access to the database that you used in class for two months.

You must receive a 75% or higher to successfully pass the project. Because, in some instances, there can be multiple ways to complete the same objective, only the best practice method of meeting the objective is considered correct.

After you complete all the steps of the project, follow the submission instructions in the 'Project Submission Instructions' section below.

If you experience significant technical problems with the database or you feel any of the objectives in the project are unclear, please contact training@stratadecision.com. Be aware that we can't answer any questions about how to complete the objective.

Additionally, please note that some of the tasks in the project may take some time to finish processing, so you may need to complete some of the project steps, wait for those tasks to complete, then continue with the remaining tasks of the project.

Finally, you may choose whether you complete the project or test first; the order does not matter for certification purposes.

Assessment Grading

If you do not achieve a passing score (75%) on the first attempt of your test, you will be able to retake the test after 24 hours. After the initial test attempt, you will have two additional testing attempts (for a total of three attempts).

We grade your project and relay your score to you within two weeks of submission. If you don't achieve a passing score (75%) on the first attempt of your project, your grader sends you information about what you missed for the first submission. The feedback is intentionally vague so as not to provide the answers on how to correct the issues we found. You can adjust and resubmit the project twice after the initial submission (for a total of three submissions).

After 3 failed attempts of the same test or project, you must re-attend the corresponding certification class before additional attempts are allowed. This also applies to those who took the assessment only who have not previously attended class.

- If you previously attended this certification class and paid for it or used anniversary days, then there is no charge.
- If you paid the $100 for the assessment only, the cost to attend will be the difference in price between the assessment ($100) and the class.
- A person must review all available eLearning for the course and wait at least two months from initial assessment enrollment to attend class again.
- After 6 failed attempts of the same exam, the trainee must re-attend the corresponding class before additionally attempts are allowed. Re-attendance after 6 fails is charged at the regularly rate. Attendees are able to use anniversary dates, if applicable.

Email training@stratadecision.com if you wish to proceed with the above process.

Project Submission Instructions

After you complete all the work necessary for the project, please email training@stratadecision.com to have a trainer grade your project.

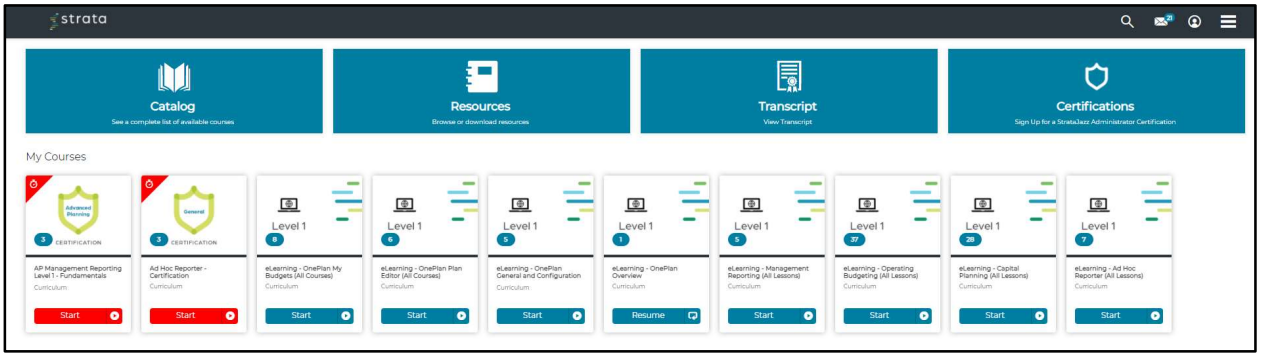
Include the following information in your email:

- Your name
- Your organization
- Database name
- Anything marked with an asterisk (*) in the course's project document
- Approximate time taken to complete project
    - This is only for Strata Decision to use to continue refining the content for the project
- Any items that you thought were confusing or unclear, or other suggestions for improving the project

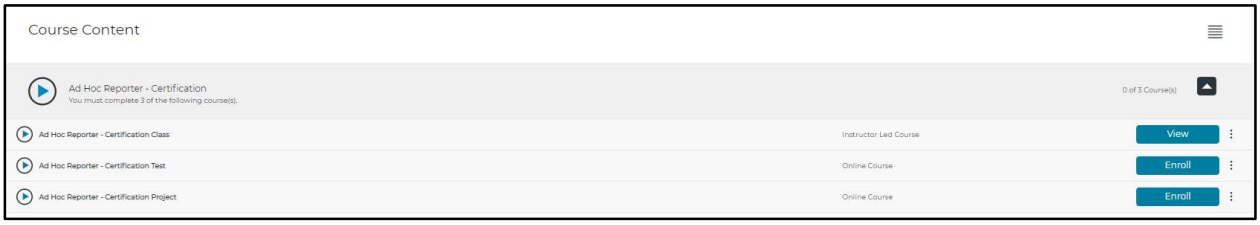
Accessing Certification Exam and Project

Upon purchasing your Certification Class, you will have gained access to information/ calendar invites pertaining to that specific class. Additionally, you will also see a corresponding test and project within the course (located within your Training Center). Once you have taken the facilitator led Certification Class, you can return to Training Center to complete the Assessment (the test and project).

Once you have accessed Training Center, shown below, select the course that you would like to complete the test or project for by selecting **Start**, **Resume**, or simply clicking on the name of the course.



Once inside of the course, you will now have access to **Enroll** in and **Start** either your test or project, options shown below.



Now that you have located both the test and project within Training Center, please be sure to follow the instructions for completing both that are notated in this guide above.

Additional reminders-

A. View the expiration date.
B. Click **Start** in order to start your exam.
    - It is important to note that your time will start once you click **Start**.
C. Once you have submitted your project, a training team member will update your score in this section.

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