



DASSAULT SYSTEMES

Certified Instructor

GUIDE

This guide describes the DASSAULT SYSTEMES Certified Instructor (CI) program in detail. The goal for the Certified Instructor program is to have our education partner instructors recognized as the best PLM instructors in the world. The program will assist them maintain a high standard of technical knowledge, instructional preparedness, and facilitation.

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Section 1: Definitions

Certified Instructors (CI) are qualified instructionally and certified technically by DASSAULT SYSTEMES to deliver DASSAULT SYSTEMES Official Courses (DSOC).

DASSAULT SYSTEMES Official Courses (DSOC) refers to courseware developed by DASSAULT SYSTEMES for a variety of audiences by using different media. These include the following:

- **Instructor Led Training (ILT)** courseware (paper format) which relies on the presentation of a Certified Instructor to a co-located group of class participants in the use, support, and implementation of DS products, technologies, and solutions.
- **Web based Learning Solutions courseware** in Companion format which relies on the presentation of a Certified Instructor (face-to-face or virtual class) with the assistance of DASSAULT SYSTEMES' web-based solution: Companion Learning Space (CLS). This includes, but is not limited to, the Companion, Companion Studio and DASSAULT SYSTEMES PLM learning systems.

DASSAULT SYSTEMES authorized Education channels include Certified and Gold Certified Education Partners. As a Certified Instructor (CI), your Certified Instructor (CI) credential will be highly valued by DASSAULT SYSTEMES Education Partners and in corporate customers.

DASSAULT SYSTEMES Gold Certified Education Partners (GCEP) and Certified Education Partners (CEP) is the premier training channel authorized to design, customize and deliver DASSAULT SYSTEMES Official Courses (DSOC) to PLM professionals.

The Gold Certified Education Partner (GCEP) and the Certified Education Partner (CEP) companies meet or exceed special requirements that guarantee the proper hardware, qualified instructors, and training environment for DASSAULT SYSTEMES Official Courses (DSOC) being offered to our customers.

Certified Instructor program year runs from January 1 until December 31. *All program requirements must be met during this period.*

Section 2: Certified Instructor Program Benefits

As a Certified Instructor, you receive all the benefits of the DASSAULT SYSTEMES Certified Professional credential you have earned (see Section 3). In addition, you will enjoy a variety of special benefits:

- **Access to special training from DS University.** Certified Instructors can obtain special training from the DS University on topics for the education professional.
- **Courseware support.** Certified Instructors can use a special instructional support to ask questions or report problems regarding **DSOC** courseware components. This support service can assist you with classroom setup problems, lab issues, content clarification, or other matters related to the courseware materials. Coverage is worldwide, although problems and resolutions are English-language only (learning.companion@3ds.com).
- **DASSAULT SYSTEMES Certified Instructor logo.** The Certified Instructor logo and other materials allow you to identify yourself to DASSAULT SYSTEMES CEP, GCEP, customers, and students. We recommend that you print the logo on your business cards.

Section 3: How to Become a Certified Instructor

This section outlines the steps involved in becoming a Certified Instructor (CI). If you are interested in becoming a Certified Instructor, you should read this DASSAULT SYSTEMES Certified Instructor Program Guide and the Certified Instructor Application form before beginning the application process. If you have questions about any of the procedures, refer to <http://www.3ds.com/certification> for information and assistance in your region.

To become a Certified Instructor, you must:

- | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Meet the Technical certification requirements in the DASSAULT SYSTEMES PLM solutions (CATIA, ENOVIA, DELMIA, 3DVIA) you are certifying to teach |
| 2. Attend a DSOC course |
| 3. Prove your Instructional and Presentation skills |
| 4. Work for a DASSAULT SYSTEMES GCEP or CEP Education Partner |
| 5. Complete and submit the Certified Instructor New Application form with all the necessary supporting documentation before September 30th of the current program year. |

Below are the specific details for each requirement of the Certified Instructor program.

1. Meet the Technical Certification Requirements for the DS Solutions you are Certifying to Teach

You must meet the technical certification requirements in the DASSAULT SYSTEMES solution (CATIA, ENOVIA, DELMIA, 3DVIA) you are certifying to teach.

These requirements ensure that Certified Instructors have a broad technical base of skills, which they can use to teach the DSOC.

See the DASSAULT SYSTEMES Education and Certification Web site (<http://www.3ds.com/education/ds-university/testing-and-certification>) for more information on acquiring these certificates.

Details of these requirements are documented hereafter:



CATIA Requirements

These are the technical requirements to qualify as a CATIA Certified Instructor to provide education on the CATIA Solutions.

- **CATIA V5 Certified Instructor** - You must achieve certification at the Specialist Level in all three Mechanical Design tracks (Part, Assembly & Surface Design) and at the Expert Level in two of these tracks (see below).

The following exams are available for selection:

CATIA V5 Levels	CATIA V5 Mechanical Design Tracks		
CATIA Specialist	Assembly Design	Part Design	Surface Design
CATIA Expert	Assembly Design	Part Design	Surface Design

Note: The Specialist level is required to get the Expert one. We recommend that you pass the Expert exams at the latest release level available.

- **CATIA V6 Certified Instructor** - To achieve this certification you must first, achieve the CATIA V5 certification (as described above) and then, pass one of the following exams:

CATIA V6 Exams	
CATIA V5 to V6 Transition	V6 Foundations (V5R2012)

ENOVIA Requirements

These are the technical requirements to qualify as an ENOVIA Certified Instructor to provide education on the ENOVIA Solutions.

- **ENOVIA V10.8 Certified Instructor** – To achieve this certification you must pass the following two exams :

ENOVIA V10.8 Exams
Business Administration of ENOVIA Collaboration Platform V10.8
ENOVIA Program, Engineering & Library Central V10.8

Note that passing with success these two exams will give you the following title: “ENOVIA Collaborative Consultant”.

- **ENOVIA V6 Certified Instructor** – To achieve this certification you must pass the following two exams:

ENOVIA V6 Exams
ENOVIA V6 Unified Live Collaboration
ENOVIA V6 Program Central



DELMIA Requirements

These are the technical requirements to qualify as a DELMIA Certified Instructor to provide education on the DELMIA Solutions.

- **DELMIA V6 Certified Instructor** – To achieve this certification you must pass the following two exams:

DELMIA V6 Exam
DELMIA V6 Machining (V6R2011x and V6R2012)

3DVIA Requirements

These are the technical requirements to qualify as a 3DVIA Certified Instructor to provide education on the 3DVIA Solutions.

- **3DVIA Certified Instructor** – To achieve this certification you must pass the following exam:

3DVIA Exam
3DVIA Composer Advanced User

2. Attend a DASSAULT SYSTEMES Official Course (DSOC)

- You must attend a classroom presentation of a DSOC course. You must have attended this course within 12 months prior to your application to the Certified Instructor program.

You will need to submit the course completion certificate with your Certified Instructor application. The course completion certificate must include the course name, the course number, the date you attended the course, and a signature by the instructor.

This requirement will provide you with an experience and observation of a DSOC in a live setting. Attending the course will also allow you to observe the course flow, timing, complete the course exercises, observe student and instructor interactions, and experience typical questions and answers.

We recommend that you locate a DASSAULT SYSTEMES CEP or GCEP that employs a Certified Instructor with two or more years of experience teaching DSOC. You may choose any course, but we recommend selection of a course you plan to teach.

3. Prove your Instructional & Presentation Skills as a Technical Instructor

In order to demonstrate that you possess instructional and presentation skills, you must indicate on your Certified Instructor application that you have completed one of the following requirements. Choose **one** of the following methods:

- Provide evidence of a Certified Technical Trainer (CTT+) certification or other accredited Instructor or Train the Trainer Program from a recognized public institution. The following are examples of accepted programs: CompTIA, Frazien Kay, etc. These cross-industry certifications validate



that a technical instructor has attained a standard of excellence in the training industry.

- Prove that you have passed a company's instructional presentation skills or train-the-trainer course. Include the course outline, presenting company and your course completion certificate for the presentation skills course you attended.
- Prove that you are an experienced technical instructor by including a resume of your previous teaching experience. Please include the name and date of the employing company, courses taught (name and length), and the profile of the students (Engineers, Designers, Manufacturing, etc...). If possible, please include a roster and course evaluation sheets from one of the training events.

Please include the required supporting documentation when submitting your Certified Instructor application.

4. Work for a DASSAULT SYSTEMES Education Partner

- You must work for DASSAULT SYSTEMES Education Partner before making a new application to the Certified Instructor program.
- You must also be working for a DASSAULT SYSTEMES Certified and Gold Certified Education Partner when applying for renewal of your Certified Instructor certification.

5. Complete the Certified Instructor New Application Form

- Complete the Certified Instructor [New Application](#) form, online or paper. Your signature (email) validates your acceptance of the terms and conditions of the Certified Instructor agreement.

Please, be sure to complete the Company Name field by filling in the DASSAULT SYSTEMES Education Partner you are employed with and also have your Education Partner Program Coordinator sign and date the Certified Instructor Application form.

- You can email or fax the application. They will be processed for the current year until September 30 (close date for new applications). Application forms submitted after this date will be processed for the following year.

Your application will not be considered complete unless it is accompanied by the appropriate documentation, as described above. Incomplete applications will not be processed.

The Certified Instructor Council will process all application in the order they are received. Please allow 4-6 weeks for processing.

Section 4: Certified Instructor Program Renewal Requirements

The Certified Instructor program year runs **from January 1 through December 31**. **Each year**, Certified Instructors are requested to meet certain requirements to renew their certification for the following year.

To **renew** your Certified Instructor status for the following year, you must meet the following requirements before **January 31st** of this same following year:

1. Have delivered at least 15 student days of DASSAULT SYSTEMES Official Course (DSOC) during the current year
2. Meet quality standards for the training delivered
3. Participate in update activities proposed by DASSAULT SYSTEMES
4. Meet the recertification requirements if any
5. Work for a DASSAULT SYSTEMES Certified or Gold Certified Education Partner (CEP or GCEP)
6. Complete and submit the CI Renewal form

Each of these requirements is described in detail below:

1. Deliver at Least 15 Student Days of DASSAULT SYSTEMES Official Courses (DSOC)

- To remain a part of the Certified Instructor community, you must deliver at least 15 student days of training using the DSOC courseware.

The training can be delivered in any venue (CEP, GCEP, Public or customer site), as long as it uses the DSOC courseware.

2. Meet Quality Standards for the Training Delivered:

To continuously monitor and improve the quality of the training delivered and of the courseware used we recommend the following:

- Provide the supporting documentation for the training delivered, i.e. the roster (sign-in) & evaluation sheets.

3. Participate in Update Activities proposed by DASSAULT SYSTEMES

- To keep current with the technical and quality enhancements implemented in the DSOC courseware, you must pass an Update test delivered online based upon the latest release evolutions.



4. Recertification Requirements (if any)

- New certification requirements may be requested to Certified Instructors to renew their CI status, based upon the latest release evolutions.

5. Work for a DASSAULT SYSTEMES Certified or Gold Certified Education Partner

- You must be working for a DASSAULT SYSTEMES GCEP or CEP when applying for renewal of your Certified Instructor certification.

Please be sure to complete the Company Name field in the Renewal form and also have your Education Partner Program Coordinator sign and date the Certified Instructor Renewal form.

6. Complete and Submit the CI Renewal Form

- To renew your Certified Instructor certification for the next year, you must meet the requirements and submit the [Renewal form](#) before January 31 of the following year.

Make sure that the renewal form is **dated and signed** by your company's Education Partner Program Coordinator.

Section 5: Losing your certification

Certified Instructors are considered to be professionals in their field. We recognize you as top performers who exemplify the best PLM instructors in the world. DASSAULT SYSTEMES will audit a selected number of Certified Instructors each year to ensure complete compliance with the program. Certified Instructors may be permanently dropped from the program for the following reasons:

- Delivering a DASSAULT SYSTEMES **DSOC** course without using student course materials in original form (for example, using illegal photocopied student or instructor materials)
- Cheating on Certified Instructor program requirements
- Cheating on a certification exam or helping another candidate cheat on a certification exam
- Not representing DASSAULT SYSTEMES or a GCEP, CEP, or AEP professionally and ethically

Section 6: Role of DASSAULT SYSTEMES Certified Education Partners

The primary responsibilities of DASSAULT SYSTEMES GCEP and CEP include:

- Assisting Certified Instructors to meeting the program renewal requirements.
- Ensuring that the instructor is prepared before offering a DASSAULT SYSTEMES **DSOC** course. (see appendix for suggestions)
- Ensuring Certified Instructors use original DASSAULT SYSTEMES **DSOC** course materials. Photocopying of materials constitutes courseware piracy and is not allowed. You are authorized to supplement the course materials with custom or additional materials to meet unique customer needs.
- Ordering and purchasing DASSAULT SYSTEMES **DSOC** materials.
- Ensuring that training facilities meet software and hardware equipment requirements for the **DSOC** courses offered, as published in the setup guides or as specified in the course syllabus.
- Scheduling, administering, and marketing **DSOC** to DASSAULT SYSTEMES customers.

Section 7: Summary

We are thrilled to have Certified Instructors (CI) offering the **DSOC** courseware to DASSAULT SYSTEMES customers. Please review this reminder of your responsibilities to safeguard DASSAULT SYSTEMES **DSOC** intellectual property.

- If you are aware of illegal use or copying of DASSAULT SYSTEMES **DSOC** courseware, please contact DASSAULT SYSTEMES at dby@3ds.com with specific details so that DASSAULT SYSTEMES can further investigate.

Appendix 1: Key Contacts

DASSAULT SYSTEMES Web sites will be your primary source of program information. The following list gives the Web sites most relevant to the DASSAULT SYSTEMES Certified Instructor program.

- **DASSAULT SYSTEMES Education and Certification:**
<http://www.3ds.com/education/ds-university/testing-and-certification/>
- **Exam list, registration & delivery through Pearson VUE:**
<http://vue.com/dassaultsystemes>

Appendix 2: Preparing to Teach a Course

Once you are certified as a Certified Instructor, you may teach any DASSAULT SYSTEMES DSOC course. This section discusses some basic steps you should take to prepare to teach any DASSAULT SYSTEMES course.

Prepare yourself technically

Attend or review the course. Attending the **DSOC** course you plan to deliver is an excellent way to gain technical skills. It is recommended that you bring your own instructor kit to the course. If you cannot attend a course, review the materials and complete the exercises in your own setting.

Attend or review higher-level or complimentary courses. Attend an **DSOC** course or review the materials for **DSOC** courses with content that complements or provides deeper technical information to supplement your technical knowledge.

Learn by Doing. There are many ways to practice the skills you want to teach.

- Review the **DSOC** courseware available on Companion, which contains or complements the skills you want to teach.
- Work with the product. Use your imagination. Envision a scenario. Plan the scenario. Implement the scenario. Install and configure, try the various features, create error situations, and troubleshoot them. Ask yourself questions about the process.
- Review version update classes, or technical presentations or papers that are available and practice the techniques or procedures described.

Prepare yourself instructionally

Prepare by attending the course. Attending the DASSAULT SYSTEMES **DSOC** course you seek to deliver is an excellent method of delivery preparation.

- Attending the course will help you better prepare to teach by obtaining additional product knowledge, completing the exercises, observing common problems students have, and understanding the course flow and timing.

It is recommended that you bring your own instructor kit to the course so that you can take notes for future reference.



Prove your skills

Most DASSAULT SYSTEMES courses prepare students to pass a DASSAULT SYSTEMES Certified Professional exam.

- You could pass the exam associated with the course you plan to teach, not only to prove your skills to yourself and your employer, but also to provide credibility with your students. See the DASSAULT SYSTEMES Certification Web site at <http://www.3ds.com/education/ds-university/testing-and-certification/> for more information.

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Subject to change: From time to time, the DASSAULT SYSTEMES Certified Instructor requirements may change to reflect changes in the DASSAULT SYSTEMES Certified Education Partner program specifications and DASSAULT SYSTEMES product specifications.