

# Celonis Certification Program Guide

Welcome to the Celonis Certification Program!

Celonis Certification Exams are practitioner exams for individuals who have on-the-job, practical experience with Celonis and want to validate their skills and knowledge and gain recognition.

This Celonis Certification Program Guide (the “**Guide**”) forms a part of, and is incorporated by reference into, the Celonis Certification Program Agreement. By participating in the Program, you indicate that you **accept the terms** of the [Celonis Certification Program Agreement](#).

Please review the entire Guide and the Celonis Certification Program Agreement prior to registering for an Exam. If you have any questions, please reach out to [academy@celonis.com](mailto:academy@celonis.com).

## Introduction

The purpose of the Guide is to:

1. Provide you with information about the Program; and
2. Give you the tools to help you successfully obtain a Celonis Certification.

In this Guide, you’ll review general policy information that is applicable to all Celonis Certification Exams. This includes question types, Exam delivery method, forms of payment, and the retake policy among other information.

You’ll also review information applicable to each Exam Celonis offers, including the target audience for the Exam, the number of questions and the maximum time to complete the Exam, and a list of topics covered in the Exam along with the recommended learning resources.

For the avoidance of doubt, the Celonis Certification Program Guide does not apply to any training or certification requirements in the Celonis Partner Certification Program.

To ensure you’re accessing the **latest version of the program Guide**, click this link:

<https://dam.celonis.com/download/en/2U4jaUF92gIMkssKB4hO3>

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## Potential Benefits of Holding a Celonis Certification

One of the benefits of holding a Celonis Certification is the market's trust in you. Celonis Certification Exams validate your skills and knowledge through rigorously developed Exams where Celonis employees, customers, and partners with experience using our products and services contribute their time to set the bar for competency in a particular role or technical domain, and write and review Exam questions.

In general, the potential benefits of holding an IT certification are outlined by industry research, which shows that individuals who achieve SaaS certifications are more likely to receive salary raises and to experience enhanced career advancement opportunities.

## Credential Designation: Certified Status and Celonis Digital Badge

Celonis will grant you two Credential Designations when you pass an Exam: (i) you'll be granted "Certified" status for 12 months; and (ii) you'll be provided with a corresponding Celonis Digital Badge, with an expiration date, to communicate your status publicly.

You may not claim to be Celonis Certified once your Credential Designation has expired.

## Renewing a Celonis Certification

You can renew your Celonis Certification by registering for and taking the appropriate Exam within the 30 days prior to the certification expiration date. If you pass the Exam within these 30 days, your Credential Designation will renew for another 12 months from the original expiration date. The updated expiration date will be reflected on the public URL of your corresponding Celonis Digital Badge. If you do not pass the Exam within this 30-day period, your Certification will expire.

If your Certification has expired, you can get certified again by registering for and passing the appropriate Certification Exam.

## Registration and Access Expiration

Registering for an Exam grants you one attempt. Access to the Exam will expire *90 days from the date of purchase*. The registration fee for each Exam is listed in its corresponding Exam-specific section. After an unsuccessful attempt, you may register for and take an Exam again up to the specified limit. See the "Retake Policy" section.

Accepted forms of payment are: American Express, China UnionPay (CUP), Discover & Diners, Japan Credit Bureau (JCB), Mastercard, and Visa. [Stripe](#) is our partner for payment processing.

## Cancellation Policy

Your payment obligation is final, non-cancellable and non-refundable—even if you have not taken the Exam.

## Requirements for Taking Exams

Exams are available online, on demand—no prior scheduling is needed.

Exams are proctored: your audio and video will be recorded and you need to show proof of acceptable identification. If you believe you cannot meet all the requirements listed, please do not register for any Exams.

- **Technical Requirements:** Exams should be taken on a laptop computer (not mobile phones or tablets) using Google Chrome. Make sure you have a reliable device with a webcam, microphone, and strong internet connection.

Before launching into Exam questions, you will be guided through video, audio and connection checks by Proctorio, our proctoring provider. You'll also be required to install the [Proctorio extension for Chrome](#). Additionally, you'll be forced to close all other browser tabs and use one screen.

- **Environmental Requirements:** Since Exams are proctored, you will need to be in a quiet room, by yourself. You should not read the questions aloud. Detection of audio (including music, TV sounds) or persons in the background will cause your Exam to be flagged for closer scrutiny.
- **Identification Requirement:** You will be required to present an official government-issued photo identification (ID), such as a national ID card, driver's license, or passport, prior to beginning an Exam. Your photo ID must not be expired, and the name on the ID must match the name you used to register for the Celonis Academy. You can update your name on the Academy by writing an email to [academy@celonis.com](mailto:academy@celonis.com) with the request.

Please be sure that you can comply with all the requirements before registering for an Exam.

**Tip:** Once you have registered for an Exam, schedule a day and time on your calendar to take the Exam, keeping in mind the access expiration date. Book a private meeting room if you're planning to take the exam at your workplace. If at home, make sure you can be in a quiet room by yourself with no distractions and no interruptions.

## Question Types

You'll encounter two types of questions in Celonis Certification Exam:

- Multiple choice, with one correct response and two incorrect responses.
- Multiple choice, with two or more correct responses out of five or more response options.

## Maximum Time to Complete Exams

The maximum time allowed to complete an Exam is listed in the Exam-specific section.

If you do not click the “Submit” button before the time expires, the Exam will automatically be submitted when the timer runs out.

**Note:** Once you’re in the Exam (after pre-Exam system and identification checks), if you stop the proctoring and/or close the browser tab before the Exam has been submitted, you will lose your progress. You will not be able to resume the Exam. This attempt will count toward your maximum of three unsuccessful attempts per Exam, as detailed in the “Retake Policy” section.

## Pass and Fail Mechanism

Celonis Certification Exams are graded as “pass” or “fail”. Each Exam’s minimum passing score is listed in its corresponding Exam-specific section. The minimum passing score is established by Celonis professionals who follow certification industry best practices and guidelines.

Unanswered questions are scored as incorrect.

Each Exam may include up to five unscored questions that do not affect your score. Celonis collects information about these unscored questions and evaluates them for future use as scored questions. These unscored questions are not identified on the Exam.

## Retake Policy

To retake an Exam you did not pass on the 1st or 2nd attempt, you need to register for it again.

We strongly recommend you take the time necessary to study before attempting a retake. It’s very likely that without further preparation, you’ll achieve a similar result since Celonis Exams are designed with reliability in mind. Celonis enforces the following ‘cool-off periods’ after an unsuccessful Exam attempt:

- If you are not successful on your 1st attempt for a particular Exam, you can retake the Exam after 14 days.
- If you are not successful on your 2nd attempt for the same Exam, you can retake the Exam after 30 days.
- If you are not successful on your 3rd attempt for the same Exam, you will have to wait until the new version of the Exam is available. This may mean having to wait several months. You’ll receive an email from us in this case.

You can register for an Exam during the cool-off period, but the Exam will not be available to you until the applicable time has passed. Access to the Exam will expire *90 days from the date of purchase*, not from the date when the Exam is made available to you after the cool-off.

**Note:** Stopping the proctoring and/or closing the Exam (browser) tab before the Exam has been submitted counts as an unsuccessful attempt and toward the maximum of three attempts.

## Exam Languages Available

All Exams are available in English. If an Exam is available in other languages, it'll be noted in its corresponding Exam-specific section.

## Code of Conduct

Protecting the *security* and the *value* of your Credential Designation is up to all of us. By participating in the Program, you acknowledge and agree to the following.

Before taking an Exam:

- You will not ask for and will not receive Exam questions.
- You will not ask anyone to take the Exam on your behalf and you will not offer to take it on behalf of someone else.

During the Exam:

- You will not use or access any personal items while taking an Exam, including mobile phones, tablets, other electronic devices, writing tools, papers or preparation notes. (The certification Exam is completely 'closed-book' and 'closed-notes'.)
- You will not leave the camera view.
- You will not allow another person to enter the camera view during the Exam.
- You will not read aloud any part of the Exam content.
- You will not talk aloud during the Exam.
- You will not share or discuss Exam questions with anyone.
- You will not take screenshots or pictures or take notes of Exam content.
- You will not use screen recordings or other types of built-in or external camera recordings.
- You will not take the Exam on behalf of someone else or vice versa.

After the Exam:

- You will not share Exam questions with anyone or accept for Exam questions to be shared with you.
- You will not offer to take the Exam on behalf of someone else.

Failure to abide by these rules will result in your Exam attempt being flagged for closer scrutiny.

Consequences for violating the Program Agreement include but are not limited to:

- Cancellation of upcoming Exams.
- Prohibition from taking any future Exams.
- Revocation of all Credential Designations, including all Celonis Digital Badges.

## **Reporting Exam Security Concerns**

We monitor Celonis Certification Exams for security issues to protect the value of Celonis Certifications and to ensure that the Certification program is fair and reliably validates the skills and knowledge of Celonis practitioners. You can help. Have you seen or heard of Celonis Certification Exam participants cheating? Have you seen Exam questions shared on an outside platform? Please, write to us at [academy@celonis.com](mailto:academy@celonis.com).

## **Disputes**

If you disagree with an action taken against you for actual or suspected Exam policy violations, you have 30 days to direct an appeal to Celonis Academy at [academy@celonis.com](mailto:academy@celonis.com).

# Data Analyst Certification Exam

This section lists Exam-specific details.

## Targeted Audience

The 'Celonis Data Analyst Certification Exam' evaluates a candidate's ability to use Celonis Studio to create process analyses, apps, and automations that drive business improvements. The Exam is intended for individuals with at least 6 months of hands-on experience with Celonis Studio. The successful Exam candidate gathers and understands business requirements, collaborates with stakeholders, and develops Celonis Studio solutions that generate value. It is recommended that the candidate have at least 1 year of experience in a similar role.

## Specifics

- Registration fee: \$200, includes applicable taxes, for 1 attempt
- Number of questions: 60
- Maximum time allowed to complete the Exam: 100 minutes
- Minimum pass score: 72%
- Language(s): English

## Exam Topics

Here are the Exam Topics and their weightings followed by topic details.

| Topics                              | Weight in Exam |
|-------------------------------------|----------------|
| Topic 1: General Concepts           | 8%             |
| Topic 2: Analyses (includes PQL)    | 42%            |
| Topic 3: Action Flows               | 28%            |
| Topic 4: Knowledge Models and Views | 22%            |
| <b>TOTAL</b>                        | <b>100%</b>    |

### Topic 1: General Concepts

- List activities in data and process validation.
- Describe the purpose of the most common Activity Table columns.
- Describe the association between the Activity Table and EMS process visualizations.
- Identify the right combination of Celonis Studio assets to address a given business need.



## Topic 2: Analyses

- Understand the relationship between Data Model tables and dimensions and KPIs.
- Determine the timing of the last dataload.
- Identify the correct course of actions for configuring KPIs after receiving a request.
- Write basic Celonis PQL queries containing basic functions and/or CASE WHEN.
- Modify string input and timestamps for further usage by writing PQL queries.
- Leverage basic process-related functions such as PROCESS EQUALS and MATCH\_PROCESS\_REGEX.
- Configure custom process KPIs such as Total Throughput, Ratio of cases flowing through an activity, and Ratio of cases with a certain process flow.
- Apply the correct syntax for PU-functions.
- Apply PU functions instead of standard aggregation, where appropriate.
- Act on error messages such as “no common table” and “PU-function could not be executed.”
- Understand the difference between manual filtering by end user and background filters applied by Analysis builder (Analysis filter, Sheet filter, Component filter).
- Determine if enabling Selection Views is appropriate, given business needs.
- Determine the correct PQL filter to achieve the desired output, given business need.
- Add background filters to components, sheets, or an entire Analysis to filter on certain values or behaviors in the Data Model.
- Identify use cases for variables in Analysis.
- Create dynamic (drilldown) OLAP Tables in Analysis allowing the end user to select dimensions from a list.

## Topic 3: Action Flows

- Identify business use cases for implementing Action Flows.
- Determine which error handling directives to use (Rollback, Resume, Break, Ignore).
- Select the correct combination of Action Flow modules, given business logic.
- Determine whether to use a Webhook module, given business needs.
- List steps to schedule and activate Action Flows.
- Understand the difference between scheduled and instant triggers.
- Identify use cases for implementing HTTP modules.
- Insert functions into modules (addDays, formatDate).
- Evaluate output and map data items in subsequent Action Flow modules.
- Inspect and debug output of an Action Flow.
- Reuse intelligence from EMS in automation.
- Set up Action Flows that automate in key source systems.
- Understand the role of general global pages in Studio.

## Topic 4: Knowledge Models and Views

- Explain the benefits of using Knowledge Models.
- Understand the effects of adjusting Knowledge Models on Views.
- Create a KPI in a Knowledge Model using the Visual Editor.
- Create Table components in Views using the Visual Editor.

- Assign Attributes and KPIs to a Table in the Visual Editor.
- Create Chart components in Views using the Visual Editor.
- Create Filters in the Knowledge Model.
- Describe use cases for Filter components such as a Dropdown List and Global Search Bar.
- Determine what type of variable (View, KM, runtime) is most appropriate, given a scenario.
- Explain when to embed a View.
- Leverage YAML Documentation in the YAML Editor.

## Out-of-Scope Celonis Services and Features

The following are NOT in the scope of the Celonis Data Analyst Certification Exam.

- Data Integration
- Machine Learning Workbench
- PyCelonis

## Recommended Learning Resources

Completion of Celonis training is not a prerequisite for purchasing and attempting the exam. However, there are a number of self-study resources you can leverage to prepare.

Celonis highly recommends a combination of on-the-job experience (1 year in a similar role and a minimum of 6 months working with Celonis Studio) in addition to self-study in the topic areas listed in the Exam Topics. For self-study, you may use the following resources.

- Academy.celonis.com relevant trainings include:
  - [Review and Interpret Analyses](#)
  - [Build Analyses](#)
  - [Write PQL Queries](#)
  - [Build Action Flows](#)
  - [Build Knowledge Models and Views](#)
  - [Microlearning videos on PQL](#)
- Docs.celonis.com

Additionally, you may form a study group with other individuals interested in taking the Certification Exam. This is something you would do on your own; Celonis Academy will not facilitate this. You may network with colleagues at work or post on Celopeers—always keeping in mind the “Code of Conduct” outlined in this Guide to avoid compromising the security and value of your hard-earned Celonis Certifications.