



Certification Guide:

CloudBees CD/RO Admin Associate

About this certification

The CloudBees CD/RO Admin Associate certification builds on the foundation established by the CloudBees CD/RO Essentials course and certification. It covers both basic user skills and an introduction to platform administration.

The certification is earned by passing a proctored online exam.

Learn more about our certification tiers and how they tie in to our role-based learning paths by exploring the [CloudBees Certification Levels](#) and [CloudBees Role-based Learning Paths](#).

Note that this certification is only available on the CD/RO Administrator learning path.

Who should take this exam?

The Associate level Admin certification is ideal for those in roles where basic CloudBees CD/RO platform administration skills are needed.

What is the exam based on?

The body of knowledge for this exam is contained in the following courses (self-paced or instructor-led):

- [CloudBees CD/RO Level 1: Basics](#)
- [CloudBees CD/RO Level 1: Admin](#)

Prerequisites

The CloudBees CD/RO Essentials certification is required to be eligible for this program. After you attain an Associate certification, you will no longer need to maintain the lower level Essentials certification.

It is also *strongly* recommended that you take the courses listed above because this certification is based primarily on those courses and the knowledge and skills presented therein.

Cost

Registration for the exam costs \$149 USD.

About the exam

The exam consists of 70 multiple-choice questions and must be completed in 90 minutes. It is available only as a remotely proctored online exam.

You can take the exam at any Windows or macOS computer with a reliable internet connection. Be advised that you will need to install a proprietary browser app from our exam delivery partner, Meazure Learning, before the exam, so make sure you have sufficient privileges on the computer you intend to use. The browser app, called Guardian, provides a secure testing and proctoring environment. Instructions on how to download the Guardian app will be provided to you after you schedule the exam and you can install it any time before your scheduled exam.

NOTE: A webcam with microphone is required for the online proctored exam.

Pass/Fail results will be reported immediately upon completion of the exam and you will receive an email with a link to your certificate (that can be shared on LinkedIn) after your exam is successfully completed. If you do not receive such an email, check your spam/junk filters for an email from CloudBees.

Registration and scheduling the exam

You must register for the exam by enrolling in the certification course through the CloudBees University CloudBees CD/RO page (<https://university.cloudbees.com/page/cloudbees-cdro>). Choose the [CloudBees CD/RO Administrator](#) role-based learning and certification path. There you will find all the relevant training and the *CloudBees CD/RO Admin Associate Certification*. This course is required and will tell you everything you need to know about how to prepare for and take the exam.

At the end of the course, you will find a link to purchase the exam. Upon purchase, you will find more information and a link to the Exam Portal where you will schedule the exam.

When you schedule the exam, you will receive an email with detailed instructions and links. Please read that email completely to prevent any issues on exam day.

If after you schedule the exam you do not receive an email from testingsupport@getyardstick.com, check your spam or junk mail folders. If you still cannot find it, please email certifications@cloudbees.com regarding your confirmation email.

When taking the exam, CloudBees recommends that you log in 15-30 minutes before your appointed exam time. Use the extra time to ensure that the Guardian browser is installed, your system is set up properly and passes the system checks, and your exam space is prepared in accordance with the instructions you will receive by email.

No shows

Failure to take the exam at the scheduled time will be considered a “no show” and you will forfeit your exam fee.

Rescheduling and cancellations

If you need to reschedule or cancel the exam, you can do so by logging in to the Exam Portal through the appropriate course in CloudBees University (use the “Access the Exam Portal” button in the Schedule/Log in to Exam lesson).

Please note that rescheduling or cancellation must be completed at least 72 hours prior to your scheduled exam time or you will forfeit your exam fee.

If you have special circumstances that cause you to have to make a change on short notice, you can request special consideration by reaching out to testingsupport@meazurelearning.com or certifications@cloudbees.com.

Accessibility and accommodations policy

CloudBees provides special accommodations in accordance with the Americans with Disabilities Act of 1991 (ADA). If a disability prevents you from taking the examination under standard conditions, you may request special accommodations. Written requests must include the following:

- An explanation of the nature of the disability (i.e., the diagnosis)
- The type of accommodation you feel is appropriate (such as additional time, etc.).
- Any supporting documentation of the diagnosis from a qualified healthcare professional .

CloudBees reserves the right to request reasonable documentation from healthcare or other professionals to support requests for special accommodations.

Written requests with a subject line of Exam Accommodation Request should be made to certifications@cloudbees.com.

Your request will be routed to the appropriate persons who will consider your request and who may reach out to you to request supporting documentation of the diagnosis from a qualified healthcare professional.

Expiration and recertification

This certification expires three years from the date of your certificate. This is to ensure you are staying current and up-to-date on the software and platform, since they evolve over time.

In order to maintain your certification, you will need to recertify before your certification expires in three years.

The recertification requirements for this program are still under review, but will consist of a training requirement. Please check back with CloudBees Certification or related documentation for updates.

APPENDIX A: Exam blueprint

The Exam Blueprint below shows the topics (domains) and sub-topics (sub-domains) covered on the exam and the tasks expected of the candidate in the exam.

The number shown beside the domains indicate the percent of the exam that comes from that domain.

Domain	% of Exam by Domain	SubDomain
I. CD/RO Basics	50%	Deployment Automation
		Release Orchestration
		Security
		Reporting
II. CD/RO Admin Configuration	30%	Groups
		Users
		Personas
		Privileges
III. CD/RO Admin Configuration	20%	Resources
		Workspaces
		Plugins
		Project Creation

APPENDIX B: FAQ

- Q: What is the passing score for the exam?
A: We do not publish the passing score, as it may vary depending on the difficulty of the version of the exam you are given. This is common practice among professional credentials.
- Q: I failed the exam. Now what?
A: You may reregister and retake the exam. We strongly recommend that you study based on the feedback you get from the score report after the exam.
- Q: I registered for the exam but I need to reschedule. How do I do that?
A: See "[Rescheduling](#)" above.
- Q: My score report after the exam showed "Field Test Items (Unscored)". What is that?
A: Some exams use Field Test items. Field Test Items are potential future exam questions that we are collecting data on. There are a few mixed into your exam but they do not count for or against your actual score. They are for administrative data collection only.
- Q: I have a disability or medical condition that affects my ability to take an exam. How do I request Special Accommodation?
A: See [Accessibility and accommodations policy](#) above.

More FAQs can be found on the [CloudBees University FAQ site](#).