CloudBees.

CERTIFIED 2022

CD/RO Admin
Associate

Certification Guide for:

CloudBees CD/RO Admin Associate

Information, Instructions, and Study Guide

28 November 2022

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About this certification

The CloudBees CD/RO (Continuous Delivery / Release Orchestration) Admin Associate certification builds on the foundation established by the Essentials course and certification, covering both basic user skills as well as 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 at [CloudBees Certification Levels](#) and [CloudBees Role-based Learning Paths](#). You should choose the Associate-level certification that best suits your job role (Developer, Admin, or DevOps Engineer).

Who is it for?

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 the following courses:

- [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. Once 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 [CloudBees CD/RO Level 1: Basics](#) course, either online through CloudBees University or by one of our instructor-led sessions, as well as the [CloudBees CD/RO Level 1: Admin](#) course since 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 remote-proctored online exam.

You can take the exam at any computer with a reliable internet connection. Be advised, however, that you will need to install a browser extension before the exam, so make sure you have sufficient privileges on the computer you intend to use. Google Chrome is the recommended browser.

NOTE: A webcam 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) within 10 days.

Registration and scheduling the exam

You must register for the exam by enrolling in the certification course through the CloudBees University 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 Associate Certification" course. 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 should receive an email with detailed instructions and links. Please read that email completely, as the instructions are important to preventing any exam-day issues.

If you did not receive an email from testingsupport@getyardstick.com, check your spam/junk mail folders. If you still don't have it, please email certifications@cloudbees.com regarding your confirmation email.

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

No Shows and Cancellations: Failure to take the exam at the scheduled time will be considered a "no show" and you will forfeit your exam fee.

Rescheduling: 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.

If you have special circumstances that caused 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 explaining the nature of the disability (i.e., the diagnosis), the type of accommodation you feel is appropriate, and any supporting documentation of the diagnosis from a qualified healthcare professional must accompany the registration application. CloudBees reserves the right to request reasonable documentation from healthcare or other professionals to support requests for special accommodations.

For instructions on how to request accommodation, see the FAQ at the end of this Handbook.

Expiration and recertification

This certification expires in 3 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 3 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. If you receive the certification before the requirements are posted, we will contact you regarding recertification.

APPENDIX A: Exam blueprint

This Exam Blueprint shows the topics (domains) and sub-topics (sub-domains) covered on the exam, as well as the tasks expected of the candidate in the exam.

The percentage given below the domain names indicate the weight of the domain on the exam (i.e. Domain I: Deployment Automation constitutes 35% of the exam).

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 C: FAQ

- **What is the passing score for the exam?**

  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.

- **I failed the exam, now what?**

  You may re-register and retake the exam. We strongly recommend that you study based on the feedback you get from the score report after the exam.

- **I registered for the exam but I need to reschedule. How do I do that?**

  See "Rescheduling" on Page 4 above.

- **My score report after the exam showed "Field Test Items (Unscored)". What is that?**

  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.

- **I have a disability or medical condition that affects my ability to take an exam. How do I request Special Accommodation?**

  See Accessibility and Accommodations on Page 4.
  Written requests with a subject line of Exam Accommodation Request should be made to certifications@cloudbees.com explaining the nature of the disability (i.e., the diagnosis) and the type of accommodation you feel is appropriate (such as additional time, etc.).

  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.

  More answers can be found on the CloudBees University FAQ site.