



Relativity Certified Administrator

November 17, 2009



200 West Jackson Blvd.
Suite 800
Chicago, IL 60606
(312) 263-1177

1 Introduction

kCura is pleased to offer a Relativity Certified Administrator program.

This program is for experienced Relativity Admin looking to validate their knowledge of the platform.

The certification will be for a major version – 5.x – and will be valid for 1 year.

2 Why Should I Become Certified?

RCA's will enjoy the following benefits:

- Quick access to second level support
- Industry recognition as a Relativity expert
- Added emphasis for the RCA's organization on the kCura website list of partners
- Logos for use on websites and email signatures

3 Becoming a Relativity Certified Administrator

Here are the required steps to become a Relativity Certified Administrator (RCA).

3.1 Prerequisites

Before attempting to become an RCA, you must have a minimum of 3 months working as a Relativity administrator.

3.2 Cost

The cost is \$250 per exam taker. Space is limited to 10 people per session, and will be reserved on a first come, first served basis.

3.3 Preparing for the exam

Enrolled candidates will be emailed a study guide to help them prepare for the exam. This will help prepare for the exam. However, this certification validates Administrative expert's knowledge. An

inexperienced Administrator, regardless of preparation time, would have difficulty with the exam.

3.4 Taking the Exam

The exam has two parts:

- An set of 150 questions
- A hands-on project, performed in Relativity

To pass the exam, you must score an 80% or higher.

The exam will be a closed-book exam. No manuals or cheat sheets may be used. Additionally, the use of mobile devices will not be allowed during the exam.

3.4.1 Location

The exam will be offered in kCura's Chicago office:

200 W. Jackson Boulevard, Suite 800
Chicago, IL 60606

3.4.2 Hotels

kCura does not have a special rate at any area hotels. Any hotel in the Loop will be a reasonable walk or \$5 – 10 cab ride to the office.

3.4.3 Transportation

kCura's office is located in the west end of Chicago's Loop business district. Getting to the Loop from Midway or O'Hare is equally easy, either by cab or public transit.

3.4.3.1 Cabs

From O'Hare to downtown will run around \$50.
From Midway to downtown will run around \$35.

3.4.3.2 Public Transportation

You can easily get from the either airport to downtown using Chicago's L train service. The fare is \$2.75 per passenger.

- From O'Hare
 - o Take the Blue Line
 - o If you are going to kCura's office directly, exit at the Jackson stop, highlighted with a blue box in the below map.
- From Midway
 - o Take the Orange Line
 - o If you are going to kCura's office directly, exit at the Quincy/Wells stop, highlighted with an orange box in the below map.



4 FAQ

Q: What topics are covered?

A: All aspects of Relativity case administration. Relativity Analytics and Relativity Dynamic Objects are not covered. Administration topics include:

- Clients
- Matters
- Users
- Groups
- Case creation

- Importing
- Fields
- Layouts
- Summary Reports
- Document Views
- Productions
- Exporting
- Security
- dtSearch
- Mass operations
- Batching

Q: Can I take the exam online?

A: No. At this time, the exam is only being offered in kCura's Chicago office.

Q: Can you come give the exam at my location?

A: No. At this time, the exam is only being offered in kCura's Chicago office.

Q: Can I come to training and then take the exam immediately after?

A: No, we do not offer a training/exam combo. The exam is challenging, and should only be attempted by a seasoned Admin looking to validate their knowledge of the platform.

Q: So the exam is challenging? How can I prepare for the exam?

A: The exam is challenging. There are a few proven ways to successfully prepare:

- Be comfortable with Relativity
- Be familiar with the documentation – specifically the Admin and Searching Manuals.
- Use the Study Guide, provided upon registration.

Q: What if I don't pass?

A: Re-takes are available at a 50% discount. You must wait 1 month before retrying. A maximum for 5 attempts per year are allowed.

Q: What is the exam format?

A: The exam has two parts:

- 150 questions – True/False, Multiple Choice, and matching. 90 minutes are allotted.
- A hands on task within Relativity. 60 minutes are allotted.

Q: What can I bring with me into the test?

A: No materials are allowed in the exam, including mobile devices. Plan to be unavailable for 2.5 hours.