Quick Base Certification Overview

Get the Most Value Out of Quick Base, Demonstrate Your Expertise and Bolster Your Career The Quick Base Certification Program validates Quick Base mastery at two levels:

- App Builder

- Expert Builder

It's based on certification exams consisting of multiple-choice questions randomly selected from a pool of questions.

The certification program includes three exams:

The App Builder exam is a 60-minute, 60-question exam for intermediate builders who can build apps for themselves and roll-out apps to end users.

The Expert Builder exam is a 60-minute, 60-question exam for advanced builders capable of building apps and training others on how to maintain those apps. You need an App Builder Certification to qualify for this exam.

The Combined exam is a 120-minute, 120-question exam for advanced builders who want to earn their Expert Builder Certification in one step.

Certification Benefits

As a builder, demonstrate your expertise and bolster your career

- Validate your platform knowledge and proficiency in building well-designed apps

- Promote your innovative problem-solving skills and business impact by sharing your certification badge with your social network

- Advance your career and find new opportunities based on your proven Quick Base app building skills

As a business leader, get the most value out of Quick Base

- Confidently recruit and develop qualified Quick Base builders

- Promote competent app building aligned with best practices and your business goals

- Solve more and increasingly complex business problems by building effective apps that your users love

The Computing Technology Industry Association issues vendor-neutral professional certification in over 120 countries. According to CompTIA organizations increasingly view certifications as an indicator of the qualification of their applicants when looking for the right candidate to fill their open positions. According to a CompTIA study, employers overwhelmingly agree that certified IT professionals make the ideal job candidates and employees.

- 92% report that IT certified individuals receive higher starting salaries than those without IT certifications

- 90% state that IT certifications enable IT employees to learn faster once starting a job

- 90% agree IT-certified individuals are more likely to be promoted than those without IT certifications

- 89% report that IT-certified individuals tend to perform better than non-IT-certified individuals in similar job roles.

Source: CompTIA HR Perception of IT Training and Certification Study, 2015

About the Exam

Each certification exam is presented online within Quick Base University. Exams take 1 to 2 hours to complete and are available at any time. Builders who earn a score of 70% or above are awarded a certificate in an electronic format that can be printed as needed. Successful candidates also receive a digital badge to share on LinkedIn and other social media.

Exam Cost

You have a choice of 3 certification exams.

- App Builder Exam - $199

- Expert Builder Exam - $199

  Combined Exam - $299

![Quick Base University logo]

1.

2. Continuing Education (CE) training is available at no cost

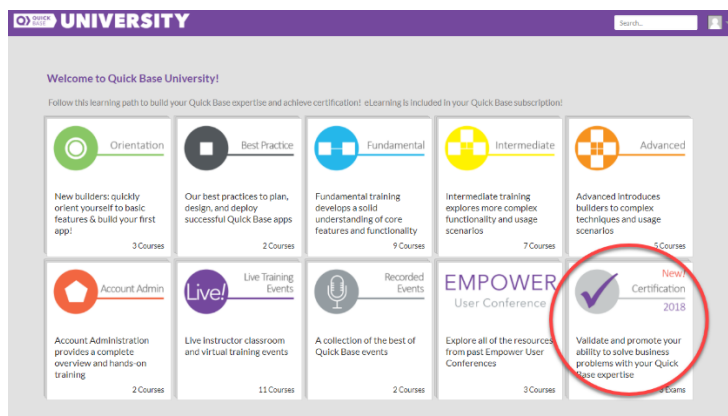## Additional Information

3. do not provide refunds

If you fail your first attempt at certification, we will send you a promo code good for 50% off a single re-take for 1 exam.

Exams must be completed in the current calendar year.

Purchasing Certification Exams

You can purchase the certification exams directly from the Quick Base University home page.

The exams can be purchased by credit card or promotional code.

the exam, click the exam link.

How to Prepare for the examExam Preparation

The Certification exams are based on training content presented by [Quick Base University](). The available training includes eLearning and live classroom training. The exams are also based on additional resources including [Quick Base Help](), [Quick Base Blog posts](), and ongoing [release notes]().

Although participation in training is not a requirement, we *strongly recommend* you view all of the available eLearning and related resources. Additionally, we recommend that you have a *minimum of 4 to 6 months hands-on experience creating apps* in Quick Base.

Expiration and Continuing Education (CE)

Quick Base issues certifications on a yearly basis. To maintain your certification, you will be required to complete continuing education training. CE training consists mainly of product release related content and assessments. The training, estimated to take no longer than 1 hour per quarter, is offered at no cost.

If you obtain a certification in 2018, you will be required to sequentially complete all the CE courses presented in 2018 in order to automatically be awarded the 2019 certification. If you do not complete the CE training, you will need to purchase and complete the current certification exam.

Quick Base Certification FAQs

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- ***How many times can I take the exam?***

  There is no limit on the number of times you can purchase an exam. However, you only need to pass the exam once to be awarded the certification at the related level.

- ***If I fail the exam, can I retake it? Is there a waiting period?***

  You can purchase and take an exam as often as you wish. There is no waiting period to retake an exam. However, we strongly encourage you to review the available training resources before retaking the exam.

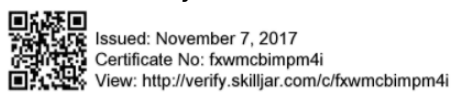- ***What happens if I don't complete the yearly CE training?***

  Completion of the yearly continuing education (CE) training is required to automatically receive the current year's certification. If you are unable to complete the continuing education (CE) training you will be required to purchase and pass the current certification exam.

- ***Will Quick Base provide certification validation to my current or potential employer?***

  The easiest way for employers to validate your certification credentials is for you to post your certification to LinkedIn. From your *My Profile* page on Quick Base University, click the LinkedIn button "Add to profile". A link is presented along with information to populate the LinkedIn post. Additionally, from your *My Profile* page you can view and print a PDF copy of your certification and email that file as needed or post to other social media sites.

- ***Will specific test information be shared?***

  Yes, your Quick Base *My Apps* page and your LinkedIn profile will display your certification credentials including the date issued, a certificate number and a link to view and verify the certificate.

  Issued: November 7, 2017
  Certificate No: fxwmcbimpm4i
  View: http://verify.skilljar.com/c/fxwmcbimpm4i

![Quick Base University logo]

- *How do I view or post my certification to LinkedIn?*

  An email notification with instructions will be sent to you upon achieving a passing score. Once you post your certification, people can click the link to verify your credentials. Additionally, you can view and print your certification from your Quick Base University profile page.

Need Help?

For assistance with the exams please send us a note: university@quickbase.com

App Builder Certification Exam Blueprint

Purpose

The App Builder Certification Exam verifies the candidate has current intermediate product knowledge including best practices. The exam enables customers to hire qualified Quick Base App Builders.

Target Audience

The target audience is anyone who is building apps in Quick Base.

Exam Format and Item Types

The App Builder Certification Exam is a 60-question exam that takes approximately 1 hour to complete. The exam is made up of 2 types of questions:

- Multiple Choice

- Multiple Select

The questions range from knowledge to application to scenario based.

Exam Topics

Managing Your App (5%)

- Sharing an App

- Customizing Your App's Appearance

- Leveraging the App Exchange

Following Best Practices (10%)

- Gathering User Requirements

- Assembling a Team

- Developing a Plan

- Diagraming Your App

- Implementing Your App

- Documenting Your App

Building an App (15%)

- Structuring a Database

- Building an App from Scratch

- Importing Data from a Spreadsheet

- Adding and Updating Records Through Imports

- Using Quick Base Sync
- Moving Data Between Quick Base Apps
- Designing for Performance
- Table to Table Import
- Quick Base Actions

Managing Relationships (15%)

- Defining Relationships, One-to-Many
- Defining Relationships, Many-to-Many
- Using Lookup and Summary Fields
- Using Conditional and Cascading Dropdowns
- Creating Report Links

Managing Forms and Reports (15%)

- Creating Forms
- Creating Reports
- Creating Home Pages
- Managing an App Home Page
- Distributing Data with Enhanced Reports
- Creating Custom Forms

Managing Roles and Permissions (15%)

- Configuring Roles
- Configuring Groups
- Associating Roles with Home Pages and Reports
- Reordering Role Priorities
- Creating Custom Rules

Setting up Email Notifications, Reminders and Subscriptions (10%)

- Creating Custom Notifications
- Customizing Your App Emails
- Creating Reminders
- Sending Manual and Automated Emails
- Creating Subscriptions

Working with Formulas (10%)

- Using Formulas
- Troubleshooting Formulas

Troubleshooting (5%)

- Finding Help Resources
- Troubleshooting Apps

Expert Builder Certification Exam Blueprint

Purpose

The Expert Builder Certification Exam verifies the candidate has current advanced product knowledge including best practices and process standardizations. The exam enables customers to hire qualified Quick Base Expert Developers.

Target Audience

The target audience is anyone who has completed the App Builder Certification and wants to demonstrate a more advanced level.

Exam Format and Item Types

The Expert Developer Certification Exam is a 60-question exam that takes approximately 1 hour to complete. The exam is made up of 3 types of questions:

- Multiple Choice
- Multiple Select
- Fill-in-the-Blank

The questions range from knowledge to application to scenario based.

Exam Topics

Working with Advanced Formulas (30%)

- Creating Functions
- Troubleshooting Functions

Working with APIs (30%)

- Creating API Calls

- Troubleshooting APIs

Automating a Complex Workflow (30%)

- Sync

- Actions

- Snapshotting

- Archiving

Working with Webhooks (10%)

- Creating and Modifying Webhooks

- Troubleshooting Webhooks