2012 IBM Certified Instructor for Lotus Software Program Guide

IBM Certified Instructor Program Overview

The IBM Certified Instructor Program is a program for certified professionals involved in the delivery of Lotus authorized courseware and workshops through authorized training channels. Lotus provides the framework for instructors to acquire the product knowledge and skills to effectively train others on IBM software.

If you have questions about the instructor certification requirements please contact your Instructor Program Administrator, an Authorized Independent Training Provider (AITP) or an Authorized Training Provider (ATP).

IBM Certified Instructor Benefits

Each IBM Certified Instructor earns the right to display a certification mark that corresponds to the IBM software brand in which they have validated skills. These certification marks are a statement of an instructor's expertise and commitment to educational excellence.

Once an instructor is successfully certified, IBM will provide access to the materials and courseware needed to develop a structured but flexible training program for customers, other IBM Business Partners and IT professionals.

IBM Certified Instructors have access to the private Certified Instructor private pages. This site provides tools, program updates and enablement information for instructors.

How to Apply

In order to become an IBM Certified Instructor, you may be an employee of an approved Authorized Independent Training Provider, you may be an employee or a contractor with an approved Authorized Training Provider or you may apply as an independent instructor.

At a minimum, you must:

1 Earn an accepted IBM Certified Professional for Lotus Software credential
2 Prove your instructional skills
3 Complete the online instructor application in PartnerWorld
4 Notify the Lotus Instructor program of your application by contacting the Instructor Program Administrator for your region.

The Instructor Program Administrator has authority to approve, accept with conditions or deny an application based on program requirements, regional needs and professional discretion. If you are approved, you will be authorized to teach selected courses which fall under the Lotus Software brand as listed in the competency table at the end of this document. The courses for which you are authorized to teach will be sent to you via email upon acceptance into the program.

Step 1: Earn an accepted IBM Certified Professional for Lotus Software credential

Before you apply through PartnerWorld to become a certified instructor, you must earn one of these qualifying professional certifications. Information on the how to earn these certifications can be found on the Lotus Certification home page at http://www-03.ibm.com/certify/certs/lt_index.shtml.

IBM Lotus Notes Domino
˜ IBM Certified Application Developer - Lotus Notes and Domino 8.5
˜ IBM Certified System Administrator - Lotus Notes and Domino 8.5
˜ IBM Certified Application Developer - Lotus Notes and Domino 8
˜ IBM Certified System Administrator - Lotus Notes and Domino 8

IBM WebSphere Portal and Portal Products
˜ IBM Certified Solution Developer – WebSphere Portal 7.0
˜ IBM Certified System Administrator – WebSphere Portal 7.0
˜ IBM Certified Solution Developer – WebSphere Portal V6.1
˜ IBM Certified System Administrator – WebSphere Portal V6.1
˜ IBM Certified Solution Developer - WebSphere Portlet Factory 7.0
˜ IBM Certified Application Developer - WebSphere Portlet Factory 6.1.5
˜ IBM Certified Designer – Forms 4
˜ IBM Certified Application Developer - Lotus Web Content Management 7.0
˜ IBM Certified Application Developer - IBM Workplace Web Content Management 6.0

IBM Lotus Advanced Collaboration and Social Software
˜ IBM Certified System Administrator - Connections 3.0
˜ IBM Certified System Administrator - IBM Lotus Connections 2.5
˜ IBM Certified System Administrator - IBM Lotus Sametime 8.5
˜ IBM Certified System Administrator - IBM Lotus Sametime 8
˜ IBM Certified System Administrator - Lotus Quickr 8.1 for IBM Lotus Domino
˜ IBM Certified System Administrator - Lotus Quickr 8.1 for Portal
˜ IBM Certified System Administrator - Lotus Quickr 8.5 for Domino

Note: *Attaining advanced professional certification in either Lotus Notes and Domino System Administration or Lotus Notes and Domino Application Development may qualify you for advanced instructor status if applicable courseware is available.*

Step 2: Prove your instructional skills

You have many ways in which you can prove your instructional skills. You must complete one of the following requirements and then enter the information into your online application in Partnerworld:

˜ Previous instructor certification from Lotus or another IBM program
˜ Instructional certification from other SW or HW vendors such as Microsoft, Novell, Cisco, Citrix, or HP
˜ Provide evidence of employment as an instructor for an academic institution or another company that provides training

˜ Achieve CTT+ from Comptia
˜ Successful completion of private or academic instructional skills seminars or classes
˜ Provide evaluations from previous training sessions
˜ Successful co-teaching evaluations

Step 3: Complete an online application

All instructor candidates working for an AITP, an ATP or as an independent must apply through PartnerWorld.

If you are an employee of an AITP:
- Submit an online application through the employee information section of the PartnerWorld location profile. Login into PartnerWorld: http://www-1.ibm.com/partnerworld/pwhome.nsf/weblook/index.html

If you are applying as an ATP, contractor or an independent instructor
˜ Become a member of PartnerWorld and establish a location profile (there is no charge) http://www-1.ibm.com/partnerworld/pwhome.nsf/weblook/index.html
˜ Submit an online application through the Employee Information section of the PartnerWorld location profile
˜ Select "Independent Instructor" in the status field, but if you are active with an ATP, highlight this in another part of your application

This application determines whether you will be accepted into the Lotus Certified Instructor Program. It is imperative you provide as much detail as possible. If you are accepted into the program, this application becomes your PartnerWorld profile. It is recommended you review the information in your PartnerWorld profile every six months to ensure it is still accurate and up to date.

An up to date profile contains, at minimum, the following: current employer/employment information, current email address and other contact information, a valid IBM ID, a completed instructor application and your primary candidate/testing ID. Only one testing ID – typically issued by a Prometric testing center – should be listed in your PartnerWorld profile. Any IDs listed other than your primary ID will have to be removed.

In order to remain in good standing an instructor must have an up to date PartnerWorld profile. Failure to maintain this will impede the issuance of subsequent instructor certifications and may result in suspension from the program

*Note that IBM employees who wish to become an instructor should not apply through PartnerWorld. All necessary information, including proof of teaching skills must be sent directly to your Instructor Program Administrator for review.

Step 4: Notify your Lotus Instructor Program Administration

You must notify the Instructor Program Administrator assigned to your region. Your application will not be processed until you notify us.
Send an email to the applicable Program Administrator with the following information:
˜ Your full name
˜ Your AITP name, ATP name or notice of your independent status
˜ Your geographic location (city, country)
˜ Your email address

˜ The date your application was submitted to PartnerWorld
Your application will be processed as soon as possible after receipt of the above information.

Maintaining Your Instructor Status

If your instructor application is accepted and you are approved as an IBM Certified Instructor, you must notify the program each time you upgrade your professional certification(s) and/or want to add courses to your portfolio. Note that unlike professional certifications, instructor certifications are not automatically issued. Their attainment is not only contingent upon passing an exam (or exams), but also on maintaining good standing within the Instructor Program.

Send an email to your Instructor Program Administrator if you wish to upgrade your instructor certifications or add courses to your portfolio.

Instructor Competency Requirement by Course

This table provides a listing of Lotus authorized courses and workshops along with the competency required to teach the offering. Please note that you must also meet the other instructor requirements outlined above.
For each course, you must buy the corresponding Instructor Guide, where applicable. Information on how to buy Instructor Guides can be found on the Lotus Instructor private website, which you will have access to once you have been accepted into the program.

IBM Lotus Notes Domino

Course Code and Course Name	Instructor Competency Requirement
D8L51 - Fundamentals of IBM® Lotus® Domino® 8.5 Application Development	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8.5 Application Development
D8L53: Developing IBM Lotus Domino 8.5.2 Applications: Intermediate XPage Design	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8.5 Application Development
D8L55: Introduction to IBM Lotus Domino 8.5 XPages	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8.5 Application Development
D8L54: Developing IBM Lotus Domino 8.5.2 Applications: Advanced XPage Design	Achieve: IBM Certified Advanced Instructor - Lotus Notes and Domino 8.5 Application Development by passing Exam 922
D8L56: Modernizing IBM Lotus Domino 8.5.2 Applications	Achieve: IBM Certified Advanced Instructor - Lotus Notes and Domino 8.5 Application Development by passing Exam 922
D8730: Exploring New Features in IBM Lotus Domino 8.5 Administration	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8.5 System Administration
D8L75: IBM Lotus Domino 8.5 System Administration Fundamentals	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8.5 System Administration
D8L76: Building the IBM Lotus Domino 8.5 Infrastructure	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8.5 System Administration
D8L77: Managing IBM Lotus Domino 8.5 Servers and Users	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8.5 System Administration

D8L89: IBM Lotus Domino 8.5 System Administration Bootcamp	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8.5 System Administration
D8L36: IBM Lotus Domino 8.5.x Help Desk Troubleshooting	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8.5 System Administration
D8420: Exploring New Features in IBM Lotus Domino Designer 8	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8 Application Development
D8510: Fundamentals of IBM Lotus Domino 8 Application Development	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8 Application Development
D8520: Building Web Applications with IBM Lotus Domino Designer 8	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8 Application Development
D8530: Developing IBM Lotus Domino 8 Applications: Intermediate Skills	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8 Application Development
D8550: Developing Composite Applications for IBM Lotus Notes 8	Achieve: IBM Certified Advanced Instructor - IBM Lotus Notes and Domino 8 Application Development by passing Exam 838
D8720: Exploring New Features in IBM Lotus Domino 8 Administration	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8 System Administration
D8750: IBM Lotus Domino 8 System Administration Operating Fundamentals	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8 System Administration
D8760: Building the IBM Lotus Domino 8 Infrastructure	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8 System Administration
D8770: Managing IBM Lotus Domino 8 Servers and Users	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8 System Administration
D8900: IBM Lotus Domino 8 System Administration Bootcamp	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8 System Administration
N8360: Help Desk Basic Troubleshooting for IBM Lotus Domino 8	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8 System Administration

IBM WebSphere Portal and Portal Products

Course Code and Course Name	Instructor Competency Requirement
WPL50: Exploring New Features in IBM WebSphere Portal 7.0 Application Development	Achieve: IBM Certified Instructor - WebSphere Portal 7.0 Solution Development
WPL51 - Developing Applications for IBM WebSphere Portal 7.0	Achieve: IBM Certified Instructor - WebSphere Portal 7.0 Solution Development
WPL8(9)2 - Essential Websphere Portal 7.0 Administration skills for Developers on Windows(Linux)	Achieve: IBM Certified Instructor - WebSphere Portal 7.0 Solution Development OR IBM Certified Instructor - WebSphere Portal 7.0 System Administration
WPL8(9)0 - Exploring new features of IBM Websphere Portal 7.0 Administration on Windows(Linux)	Achieve: IBM Certified Instructor - WebSphere Portal 7.0 System Administration
WPL8(9)1 - Administration, Installation & Configuration of IBM WebSphere Portal 7.0 on Windows(Linux)	Achieve: IBM Certified Instructor - WebSphere Portal 7.0 System Administration
WPL52: Developing Multichannel Applications with IBM Web Experience Factory	Achieve: IBM Certified Instructor - WebSphere Portlet Factory 7.0 Solution Development

WP611 IBM WebSphere Portal V6.1 Application Development 1	Pass exam 959: IBM WebSphere Portal 6.1 Application Development and obtain Instructor Certification in Portal 6.1
WP621 IBM WebSphere Portal V6.1 Application Development 2	Pass exam 959: IBM WebSphere Portal 6.1 Application Development and obtain Instructor Certification in Portal 6.1
WP631 IBM WebSphere Portal V6.1 Application Development 1 & 2	Pass exam 959: IBM WebSphere Portal 6.1 Application Development and obtain Instructor Certification in Portal 6.1
WP711 IBM WebSphere Portal V6.1 Administration 1	Pass exam 955: IBM WebSphere Portal 6.1 Deployment and Administration and obtain Instructor Certification in Portal 6.1
WP721 IBM WebSphere Portal V6.1 Administration 2	Pass exam 955: IBM WebSphere Portal 6.1 Deployment and Administration and obtain Instructor Certification in Portal 6.1
WP731 IBM WebSphere Portal V6.1 Administration 1 & 2	Pass exam 955: IBM WebSphere Portal 6.1 Deployment and Administration and obtain Instructor Certification in Portal 6.1
WP416 IBM WebSphere Portlet Factory V6.0.1: Developer Fundamentals	Pass exam 989: Building Portlets with IBM WebSphere Portlet Factory 6.1.5 and obtain Instructor Certification in Portlet Factory
WP516 IBM WebSphere Portlet Factory V6.0.1: Advanced Developer Topics	Pass exam 989: Building Portlets with IBM WebSphere Portlet Factory 6.1.5 and obtain Instructor Certification in Portlet Factory
WPL41: Administering IBM Web Content Manager 7.0	Achieve: IBM Certified Instructor - WebSphere Portal 7.0 System Administrator and attend a WPL41 enablement session
WPL42: Advanced IBM Web Content Manager 7.0	Achieve: IBM Certified Instructor - Web Content Management 7.0 Application Development
WPL40: Developing Web Sites Using IBM Lotus Content Management 7.0	Achieve: IBM Certified Instructor - Web Content Management 7.0 Application Development
WP440: Developing Web Sites Using IBM Workplace Content Management 6.0	Achieve: IBM Certified Instructor - Web Content Management 6.0 Application Development
WPL46 Creating Forms Using IBM Lotus Forms 3.5	Hold instructor certification in Forms. Then enable on courseware or provide list of differences between Forms 2.6 or 4.0 and 3.5
WP460 Creating Forms Using IBM Lotus Forms 3.0	Hold instructor certification in Forms. Then enable on courseware or provide list of differences between Forms 2.6 or 4.0 and 3.0

IBM Lotus Advanced Collaboration and Social Software

Course Code and Course Name	Instructor Competency Requirement
QR700: Administering IBM Lotus Quickr 8.1 Services for IBM Lotus Domino	Achieve: IBM Certified Instructor - IBM Lotus Quickr 8.1 for Domino System Administration
QR800: Administering IBM Lotus Quickr 8.1 Services for IBM WebSphere Portal	Achieve: IBM Certified Instructor - IBM Lotus Quickr 8.1 for Portal System Administration
STL85: Deploying and Administering IBM Lotus Sametime 8.5	Achieve: IBM Certified Instructor - IBM Lotus Sametime 8.5 System Administration
ST850: Implementing an IBM Lotus Sametime 8 Infrastructure	Achieve: IBM Certified Instructor - IBM Lotus Sametime 8 System Administration

Workshops

These offerings are solutions based, unlike our courseware which focuses on the administrator or developer. In order to be certified to teach these workshops, you must obtain instructor certification in the product and then contact lotusedu@us.ibm.com for access to the workshop and further enablement instructions. Once you have worked through the materials and followed the instructions, contact your Instructor Program Administrator to have the workshop added to your portfolio.

Code and Name	Instructor Competency Requirement
CNW40: Social Networking with IBM Lotus Connections 3.0 Workshop	Achieve: IBM Certified Instructor - Connections 3.0 System Administration and contact lotusedu@us.ibm.com
D8W51: IBM Lotus Notes and Lotus Domino 8.5 : Building Collaborative Applications Workshop	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8.5 Application Development and contact lotusedu@us.ibm.com
D8W55: Creating an XPage Application in IBM Lotus Domino 8.5.x Workshop	Achieve: IBM Certified Instructor - Lotus Notes and Domino 8.5 Application Development and contact lotusedu@us.ibm.com
QRW30 - IBM Lotus Quickr 8.5 Solutions Workshop	Achieve: IBM Certified Instructor - Lotus Quickr 8.5 for Domino System Administration and contact lotusedu@us.ibm.com
STW85: Lotus Sametime 8.5: Build Solutions for Communications and Collaboration Platform	Achieve: IBM Certified Instructor - IBM Lotus Sametime 8.5 System Administration and contact lotusedu@us.ibm.com
WPW10: IBM Forms 4.0: Developing an Electronic Forms Solution	Achieve: IBM Certified Instructor - Forms 4 and contact lotusedu@us.ibm.com

Information on professional certifications and Lotus exams are available on the IBM Lotus Certifications Page.

Instructor-led Online (ILO) Format

Many of our offerings can be taught in ILO format. A complete list of ILO courses available can be found at the bottom of our Instructor-led Online training page. In order to be certified to teach our ILO classes, the following criteria must be met:
Have certified (or been authorized) to teach the corresponding Instructor-led training course
Have successfully taught ILO classes in the past OR complete both free Saba Centra training courses
For tips on the soft skills necessary to teach ILO, please view Delivering Successful Online Presentations in our community courseware wiki.

Provisional Authorization for Certified Instructors

Once accepted into the instructor program, there may be opportunities to become authorized to teach new courses without achieving professional certification. These opportunities arise when courseware is released prior to the corresponding exam or when courseware is released independent of any exams.

Instructors can follow an "upgrade" process to become authorized to teach new courses or new versions of existing courses. The specific process will depend on the degree of change in the technology and courseware from one version to the next. Upgrade requirements may include one or more of the following, depending on the product and whether the course is new or an updated version of a previously released course:

- Participating in course development or courseware review
- Participating in a pilot session of the soon to be released course
- Participating in Early Enablement

- Being “grandfathered” to teach the new version of the previous course based on your skill as an instructor and your knowledge of the differences between the old and new versions

Completion of the upgrade requirements will result in provisional authorization for a specified time period to teach the new version of the course until the corresponding exam is released. If the corresponding exam is not taken and passed before the provisional authorization expires, you will no longer be authorized to teach the course. If the exam is taken and passed, then you will attain certification in the product area and the new offering will be added to your permanent list of teachable courses.

In some cases - if there is no corresponding exam scheduled for release within the calendar year, for example – then authorization to teach a given course or courses will be granted indefinitely.
In all cases, the duration of authorization will be clearly stated in the email correspondence letting the instructor know the course has been added to their portfolio.

For more information on provisional authorization requirements for upcoming courseware, please visit the Certified Instructor Private Site.