

**STRATAJAZZ® TRAINING**

## Table of Contents

---

Class Registration ..... 1

Class Frequency ..... 1

Class Attendance ..... 2

Certification Assessment / Certificate ..... 2

## Class Registration

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### How much does a certification class cost?

Certification prices are priced on a per person per day basis. Even if a course is not a full day’s length, the price is rounded up to the next full day.

Current pricing is below:

| Training Location | Price            |
|-------------------|------------------|
| Virtual           | \$375/person/day |

As of September 1<sup>st</sup>, 2023, below is the list of price offering per class.

| Solution          | Course                                | Virtual |
|-------------------|---------------------------------------|---------|
| Cross-Solution    | Ad Hoc Reporter                       | \$375   |
|                   |                                       |         |
| Advanced Planning | Capital Planning Fundamentals         | \$375   |
|                   | Management Reporting Fundamentals     | \$375   |
|                   | OnePlan™ Budgeting                    | \$375   |
|                   | Strategic Planning – Rolling Forecast | \$560   |
| Decision Support  | Decision Support Analytics            | \$375   |
|                   | Cost Accounting Fundamentals          | \$375   |
|                   | Contract Analytics                    | \$375   |

### When does registration close?

Class registration closes one week prior to the date of the course. This is to ensure each participant has a database for the course in order to practice the training scenarios.

### Do I need to complete any prerequisites before the class?

It is recommended to take the General Platform Features eLearning course in Training Center before taking any other certification course. See our [class directory](#) for other recommended training paths.

### What course should I take if I am brand-new to StrataJazz®?

General Platform Features is a great introduction to the StrataJazz® system. In this eLearning course in Training Center, you will learn a brief overview of the homepage, security, and basic system configurations.

## Class Frequency

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### What if I can’t make the class posted, when is it offered again?

You can expect an offering of each class in the cadence listed below:

| Solution                 | Course                              | Cadence       |
|--------------------------|-------------------------------------|---------------|
| <b>Cross-Solution</b>    | Ad Hoc Reporter – AP & DS           | Every 8 weeks |
| <b>Advanced Planning</b> | Capital Planning Fundamentals       | 2x a year     |
|                          | Management Reporting Fundamentals   | Every 8 weeks |
|                          | OnePlan™ Budgeting                  | Every 4 weeks |
|                          | Strategic Planning Rolling Forecast | 4x a year     |
| <b>Decision Support</b>  | Analytics                           | Every 8 weeks |
|                          | Cost Accounting Fundamentals        | Every 4 weeks |
|                          | Contract Analytics                  | Every 8 weeks |

## When are the next quarter classes posted on the StrataJazz® Administrator Certification website?

The upcoming quarter’s class schedule is posted on the following days below:

| Quarter                                    | Post Date   |
|--|---|
| Q1<br><i>(January, February, March)</i>    | Courses are posted the third Tuesday of November. |
| Q2<br><i>(April, May, June)</i>            | Courses are posted the third Tuesday of February. |
| Q3<br><i>(July, August, September)</i>     | Courses are posted the third Tuesday of May.      |
| Q4<br><i>(October, November, December)</i> | Courses are posted the third Tuesday of August.   |

## Class Attendance

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### Is class attendance mandatory?

Attendance in certification classes is not required to get certified, however, if obtaining CPE credits, attendance in certification class is mandatory for the entire class.

### What is the cancellation policy?

Cancellation and full refund requests can only be honored until one week prior to the training. The request must be received via email to [training@stratadecision.com](mailto:training@stratadecision.com). After that date, registration fees are forfeited.

If you cannot attend, you may designate a substitute attendee from your organization. Requests for substitutions may be made no later than three business days prior to the training. For further information, please contact the Strata Decision Training team at [training@stratadecision.com](mailto:training@stratadecision.com).

Additionally, please keep in mind that we reserve the right to cancel scheduled classes due to low enrollment or attendance.

## Certification Assessment / Certificate

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### Do I need to take the certification class before I take the certification assessment?

The class and assessment (which includes a project and test) are part of a curriculum. Taking the class is the first step, and then you can take the assessment. If you wish to take the assessment without taking the class, please reach out to [training@stratadecision.com](mailto:training@stratadecision.com).

### What is the certification assessment?

The assessment consists of a test and project.

- Projects will be graded and scores will be communicated within two weeks of submission. A score of 75% or higher is required. A maximum of three attempts is allowed.
- Tests must be completed by the individual in Training Center. A score of 75% or higher is required. A maximum of three attempts is allowed.

- Clients may not take screenshots of the questions or work with others while taking his/her test or project. A client's certification will be voided if discovered to be cheating.

## What happens if I fail the test or project?

You have to pass both the test and the project to get certified.

After 3 failed attempts of the same test or project, you must re-attend the corresponding certification class before additional attempts are allowed. This also applies to those who took the assessment only who have not previously attended class.

- If you previously attended this certification class and paid for it or used anniversary days, then there is no charge.
- If you paid the \$100 for the assessment only, the cost to attend will be the difference in price between the assessment (\$100) and the class.
- A person must review all available eLearning for the course and wait at least two months from initial assessment enrollment to attend class again.
- After 6 failed attempts of the same exam, the trainee must re-attend the corresponding class before additionally attempts are allowed. Re-attendance after 6 fails is charged at the regularly rate. Attendees are able to use anniversary dates, if applicable.

Email [training@stratadecision.com](mailto:training@stratadecision.com) if you wish to proceed with the above process.

## How long is my certification valid?

Your certification will be valid until December 23<sup>rd</sup>. Certified individuals are responsible for completing and passing the annual renewal quiz in order to maintain certification. If an individual does not take the quiz during the time allotted, the certification will lapse.

## How can I obtain my certificate?

After achieving certification, the certified individual will receive a framed certificate. The certificate will be mailed within 3 months of the certification achievement.

A certified individual can also view and print their certificate from their Training Center profile.

## What are the benefits of the Certification classes?

The certification classes offer a comprehensive overview of the module you will work in on a day-to-day basis while providing hands-on system practice in order to prepare you for a successful implementation and maintenance of StrataJazz®. Below are key benefits of obtaining certification.

1. Provide practical skills, processes, and tools for optimal ability to administer the system
2. Offer real-life training examples that are applicable to a system administrator's day-to-day tasks
3. Provide a small classroom training environment with experienced Strata staff members
4. A comprehensive training manual will be provided as part of the class, which can be used as an invaluable resource for reference year-to-year to prepare for new financial processing cycles and changing system setup needs
5. Comprehensive overview for new team members or those affected by role changes

For more information regarding training, email [training@stratadecision.com](mailto:training@stratadecision.com)