

# Step-by-step Guide to Becoming a Select Certified Partner

## Step 1\*

### Become a Cisco Registered Partner

1. Review the Partner Registration User Guide  
[www.cisco.com/web/partners/pr11/pr193/guide.html](http://www.cisco.com/web/partners/pr11/pr193/guide.html)
2. Apply to the Registered Partner Program  
[tools.cisco.com/WWChannels/IPA/welcome.do](http://tools.cisco.com/WWChannels/IPA/welcome.do)

Cisco will review your application within 15 business days. After approval, your company will receive Registered Partner status and be granted partner-level access to Cisco.com as well as be eligible to participate in the Cisco Channel Partner Program. Registered-partner status is valid for 12 months and must be renewed annually.



\*For existing Cisco Registered Partners, please follow steps 3–5 only

## Step 2

### Associate people with your company

Use Partner Self-Service to register your company's details, partner-tool administrators and people associated with your company.

<http://tools.cisco.com/WWChannels/GETLOG/login.do> (PSS)

User Guide

[www.cisco.com/web/applicat/partserv/applications\\_training\\_tutorial\\_guest.html](http://www.cisco.com/web/applicat/partserv/applications_training_tutorial_guest.html)

Quick Reference Guide

[www.cisco.com/warp/public/765/tools/pss/Reference.html](http://www.cisco.com/warp/public/765/tools/pss/Reference.html)

## Step 3

### Certify individuals via courses and exams

1. Use the Partner E-Learning Connection (PEC) to review SMB Specialization role Learning Maps. [www.cisco.com/go/pec](http://www.cisco.com/go/pec)
2. Determine who will fill the required roles of Account Manager and Engineer. Create a training plan to ensure they meet any prerequisites as well as know which courses and exams must be taken. Web-based courses for each role can be initiated from Learning Map in PEC. [www.cisco.com/go/pec](http://www.cisco.com/go/pec)
3. Once the desired training is completed, register for an online exam via the SMB role's Learning Map in PEC. Following are the four SMB Specialization exams, two for account managers and two for engineers:
  - 646-171 SMBAM
  - 642-176 SMBEN
  - 650-173 SBSCAM
  - 650-178 SBSCEN

Pearson VUE administers the SMB Specialization online exams. Please visit the following URL to get started: [www.pearsonvue.com/cisco/online](http://www.pearsonvue.com/cisco/online). Follow the instructions under "Schedule." The cost of each exam is \$20.



## TIPS

To ensure passed exams quickly move from the testing center into Cisco's databases:

1. Individuals taking exams must be associated with your company in Partner Self-Service.  
<http://tools.cisco.com/WWChannels/GETLOG/login.do>
2. Each individual must sign the Cisco Certification Agreement before their exam will show as "completed." The Cisco Career Certifications and Confidentiality Agreement can be signed online.  
<http://tools.cisco.com/WWChannels/cpapp/selectGeo.do> (CSApps)Tools.

Once an exam has been passed, it can take 3–5 days before it registers in Partner Self-Service or the Certifications and Specializations Application. If the partner has validated that the individual is associated and the certification agreement is signed, but individuals who have passed tests are still not showing in the system, open a case with the Partner Relationship Team (PRT) online at [www.cisco.com/go/prt](http://www.cisco.com/go/prt).

## Step 4

### Apply for SMB Specialization

1. Use the CSApps Tool Specialization Planner to monitor the progress of individuals scheduled to fill the roles.  
<http://tools.cisco.com/WWChannels/cpapp/selectGeo.do>
2. Once both the Account Manager and Engineer role requirements are met by individuals and their information is available, use the Specialization Application tab within the CSApps Tool to submit your application.
3. You can open the SMB Specialization application without completing it. It will stay "In progress" status in the CSApps Tool for 90 days while you continue to make progress toward role completion.
4. All company administrators will receive an e-mail from [csapp-program@cisco.com](mailto:csapp-program@cisco.com) bearing a notification that your application has been submitted for the SMB Specialization.
5. Within 24 hours, you will receive a notification about the achievement of the SMB Specialization from [csapp-program@cisco.com](mailto:csapp-program@cisco.com). From this point, the CSApps Tool will reflect that you've achieved the SMB Specialization by showing the status of the specialization as "Approved." The Specialization is valid for one year; the anniversary date will be one year from the approval date.

## Step 5

### Apply for Select Certification

On the Certification and Specialization Application Tool:

1. Choose the "Select Certification" from the list of Certifications. Press the "Next" button.
2. Select the theater/country, and add the name of your company. Press "Search."
3. Select the radio button for your company and press "Select."
4. Choose the Select certification. Press the "Next" button.
5. Check the appropriate boxes to validate your support capabilities (no CSAT responses will be required) and press the "Next" button.
6. Review the Summary page. Press the "Next" button.
7. Review the terms and conditions. Press the "Next" button.
8. Review that all requirements are met and submit the application.

Once your Select Certification is approved, you may order your Select Certification Partner Welcome Kit materials.

Order your Select Welcome kit at [www.belding.com/Cisco\\_Channel\\_Partner/Select/](http://www.belding.com/Cisco_Channel_Partner/Select/).

You must be Select Certified to receive a kit. Please allow 3–5 weeks for delivery.

**For more details on how to complete this process, please visit [www.ingrammicro.com/cisco](http://www.ingrammicro.com/cisco).**

