



# Step by step guide to becoming a Select Certified Partner

For existing SMB Select designated partners please follow steps 3-5 only.



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# Step 1.

## Become a Cisco Registered Partner

### Step 1. Become a Cisco Registered Partner

<http://www.cisco.com/web/partners/pr11/pr193/guide.html>

1. Review the **Partner Registration User Guide**  
<http://www.cisco.com/web/partners/pr11/pr193/guide.html>
2. Apply to the **Registered Partner Program**  
<http://tools.cisco.com/WWChannels/IPA/welcome.do>
  - i. Apply for a Cisco.com user ID – CCO ID  
(only if you do not already have one) After apply in for the CCO ID, you will receive an automated response with the assigned ID.
  - ii. Provide or verify company and contact information
  - iii. **Review and accept the terms of the Indirect Channel Partner Agreement (ICPA)**  
<http://www.cisco.com/web/partners/pr11/pr193/requirement.html>
  - iv. **Submit the application**  
[http://tools.cisco.com/RPF/register/registerdo?app\\_id=CHANNELS](http://tools.cisco.com/RPF/register/registerdo?app_id=CHANNELS)

After the partner completes the registration form and clicks to accept the ICPA, the partner will receive notification of their acceptance as a Registered Partner within 24 hours. As a Registered Partner, you will be granted partner-level access to Cisco.com, and be eligible to participate in the Cisco Channel Partner Program. Status as a registered partner is valid for 12 months and must be renewed annually.

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# Step 2.

## Associate People with your Company

### Step 2. Associate People with your Company

1. Use **Partner Self-Service** <http://tools.cisco.com/WWChannels/GETLOG/login.do> (PSS) to register your company's details, partner tool administrators and people associated with your company.
  - i. **Partner Self Service User Guide** [http://www.cisco.com/web/applicat/partserv/applications\\_training\\_tutorial\\_guest.html](http://www.cisco.com/web/applicat/partserv/applications_training_tutorial_guest.html) and **Quick Reference Guides** <http://www.cisco.com/warp/public/765/tools/pss/Reference.html> are available.



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# Step 3.

## Certify Individuals via Courses and Exams

### Step 3. Certify Individuals via Courses and Exams

1. **Use Partner Education Connection (PEC)** <http://www.cisco.com/go/pec> to review SMB Specialization role learning maps.
2. Plan which people will fill the required roles (Account Manager, Engineer) and create a training plan for those people to ensure they meet any pre-requisites and know which courses and exams must be taken.
  - i. Web-based courses for each role can be started from the Learning Map in PEC <http://www.cisco.com/go/pec>.
  - ii. Work with one of the **Cisco Learning Partners in your region** [http://tools.cisco.com/E-Learning-IT/LPCM/pub\\_jsp/lplist/LpcmLPListSearchPage.jsp](http://tools.cisco.com/E-Learning-IT/LPCM/pub_jsp/lplist/LpcmLPListSearchPage.jsp) to create and implement a training plan.
3. Once any desired training is complete, register for the on-line exams via the SMB role's Learning Map in PEC <http://www.cisco.com/go/pec>.

The company that administers the exams globally is **PearsonVUE** <http://www.pearsonvue.com/cisco/online>.

Once at the PearsonVUE site, the exams can be accessed at [www.testrac.com/pvuecisco](http://www.testrac.com/pvuecisco)

This website includes easy-to-follow information on how to register and schedule exams. If the test taker already has a CSCO ID, they should have that available. If they do not have a CSCO ID, one will be sent to you upon completion of your first exam. A Tes Trac ID is also required and will be issued

the first time the person registers for an exam. The same Tes Trac ID is used for all exams taken by that individual. If you have not tested with Cisco before, you will need to create an account on the Tes Trac site where the ID will be issued. [How to Register for the SMB Specialization Exams](#).

**The four SMB Specialization exams, two for account managers and two for engineers are:**

**646-171 SMBAM**  
**642-176 SMBEN**  
**650-173 SBSCAM**  
**650-178 SBSCEN**

The same individual can fill both account manager and engineering roles. **Upon passing the exams, please allow 10 business days for the results to appear in the Partner Self-Service (PSS) tool and the CSApp tool.** All four exams must be passed before the SMB Specialization application can be processed. See Step 4: Apply for SMB Specialization on how to complete the application found in the CSAPP tool.

There are 2 tips to ensure that passed exams move quickly from the testing center into Cisco's databases:

- i. Ensure that all people taking exams are associated with your company in Partner Self-Service (PSS).
- ii. Each individual needs to sign the Cisco Certification Agreement in order for the exam to show as "completed". The Cisco Career Certifications and Confidentiality Agreement can be signed online.

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# Step 3.

## Certify Individuals via Courses and Exams

Once an exam has been passed, it can take up to 10 business days before it registers in **Partner Self-Service** <http://tools.cisco.com/WWChannels/GETLOG/login.do> or the **Certifications and Specializations Application** <http://tools.cisco.com/WWChannels/cpapp/selectGeo.do>

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).

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# Step 4.

## Apply for SMB Specialization

### Step 4. Apply for SMB Specialization

1. Use the **CSApp Tool** <http://tools.cisco.com/WWChannels/cpapp/selectGeo.do>. Specialization Planner to monitor progress of the individuals scheduled to fill the roles.
  - i. Select the theater, country and add the name of your company and press "Search"



- ii. Select the radio button for your company and press "Select"
  - iii. Select the Specialization Planner tab, the SMB Specialization, and all (or the desired) roles. This shows you the requirements for each role and any individuals who already meet these requirements.
  - iv. If you'd like to see progress, you can select the "Contacts close to meeting requirements" hyperlink. This tab shows all company contacts and what requirements are still missing.
2. Once both specialization roles (Account Manager and Engineer) are met by individuals and their information is available, use the Specialization Application tab within the **CSApp Tool** <http://tools.cisco.com/WWChannels/cpapp/selectGeo.do> to submit your application.

- i. Select the SMB Specialization
  - ii. Allocate the job roles to an individual who meets the requirements, then press the "Next" button
  - iii. Review the Summary page and press the "Next" button.
  - iv. Confirm candidates who will hold job roles in summary page.
  - v. Partner must accept ICPA and Terms and Conditions.
  - vi. If you are ready, submit your specialization application.
3. You can open the application for the SMB Specialization without completing it. It will stay "In progress" status within the **CSApp Tool** <http://tools.cisco.com/WWChannels/cpapp/selectGeo.do> for 90 days while you continue to make progress towards the roles.
  4. All company administrators will receive an e-mail from [csapp-program@cisco.com](mailto:csapp-program@cisco.com) with the notification that a new application has been submitted for the SMB Specialization. Within 24 hours, you should receive a notification of the achievement of the SMB Specialization. This e-mail will also be from [csapp-program@cisco.com](mailto:csapp-program@cisco.com). From this point, the CSApp Tool <http://tools.cisco.com/WWChannels/cpapp/selectGeo.do> will reflect that you have achieved the SMB Specialization by showing the status of the specialization "Approved". The Specialization is valid for 1 year, so the anniversary date will be 1 year from the date it was approved.
  5. To receive the Select Certification, the Select Certification application in the CSApp Tool must now be completed and submitted.

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# Step 5.

## Apply for Select Certification

### Step 5. Apply for Select Certification

1. Partner enters **CSApp Tool** (Certification and Specialization Application) <http://tools.cisco.com/WWChannels/cpapp/selectGeo.do> and chooses the "Select Certification" from the list of Certifications and presses the "next" button.
  - i. Select the theater, country and add the name of your company and press "Search".
  - ii. Select the radio button for your company and press "Select".
  - iii. Select the Select certification and press the "Next" button.
  - iv. Check the appropriate boxes to validate your support capabilities (no CSAT responses will be required) and press the "Next" button.
  - v. Review the Summary page and press the "Next" button.
  - vi. Review the terms and conditions and press the "Next" button.
  - vii. Review that all requirements are met and submit the application.

Partner Center  
Certification and Specialization Application

Certification Application - Submit  
You are in **Read-Write** mode. Application (USA)  
Current In-Progress Certification - SELECT

Terms and Conditions  
Terms and Conditions  
Indirect Channel Partner Agreement (ICPA) Accepted  
Accepted

Certification Requirements  
Requirement Met?  
Specialization Requirements Yes  
CCIE Requirements NA

You can open the application for the Select Certification without completing it. It will say "In progress" status within the **CSApp Tool** <http://tools.cisco.com/WWChannels/cpapp/selectGeo.do> for 90 days while you continue to make progress towards the roles.

All company administrators will receive an e-mail from [csapp-program@cisco.com](mailto:csapp-program@cisco.com) with the notification that a new application has been submitted for the Select Certification.

Within 24 hours, you should receive a notification of the achievement of the Select Certification. This e-mail will also be from [csapp-program@cisco.com](mailto:csapp-program@cisco.com). From this point, the CSApp Tool <http://tools.cisco.com/WWChannels/cpapp/selectGeo.do> will reflect that you have achieved the Select Certification by showing the status of the specialization "Approved". The Specialization is valid for 1 year, so the anniversary date will be 1 year from the date it was approved. Congratulations.

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# Step 5.

## Apply for Select Certification

### Once approved Select Certified

Once your Select Certification is approved, you may order your Select Certification Partner Welcome Kit materials. These valuable partner marketing materials include:

- Select Certified Cover Letter and Certificate
- Channel Partner Program Overview Brochure including the Certification Program and Specialization Brochure
- Program At A Glance Flyer
- Marketing Acceleration Planner Tool Overview\*
- Select Certified Logo CD
- Campaign Builder CD
- Steps to Success CD

Order your Select Welcome kit here:

[http://www.belding.com/Cisco\\_Channel\\_Partner/Select/cert\\_new.html](http://www.belding.com/Cisco_Channel_Partner/Select/cert_new.html) You must be Select Certified to receive a kit.

Please expect 3 - 5 weeks for delivery.

\*US Partners only.



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