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## Alma Administration Certification Overview

This page contains details about how the Alma Administration Certification training program works.

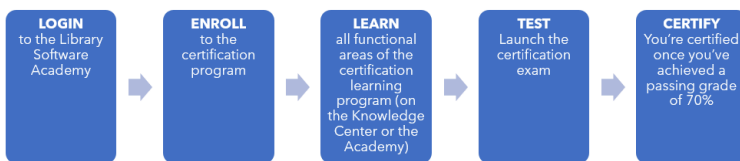
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### About the Alma Administration Certification Program

Become a Certified Alma Administrator and gain the knowledge and skills to administer and manage Alma system configuration. This certification program is entirely self-paced -- all online training content is openly available on the Knowledge Center, and the certification exam can be taken at any time through the [Library Software Academy](#).

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### The Alma Administration Certification Process



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### Validate your knowledge

Learn and understand the advanced configuration options available in Alma and validate your knowledge against a benchmark of proficiency for Alma administration. Earning a professional credential prepares you to be the go-to expert for your library staff, and to serve as a primary point of contact for our Ex Libris Support team.

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### What's covered on the exam

The certification test includes roughly 30 questions randomly assigned from across all the major functional areas of Alma. Once it is launched, you have 90 minutes to complete it and obtain a minimum passing score of 70%.

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### How to prepare

We strongly advise that you complete the [Alma Essentials training](#) *prior* to the [Alma Administration Certification program](#), as the Essentials training provides a foundational understanding of the basics of Alma functionality. The certification course covers content across the major functional areas. It contains short (~5 min), focused, demo-based workflows. Practice is highly recommended, and you are advised to use your institution's Alma sandbox as your primary learning environment.

Each e-learning session page links to relevant Knowledge Center assets and printable handouts containing narration notes. These are great post-training resources meant to supplement and enhance the learning experience.

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## Who should become a Certified Alma Administrator?

Administrators and system librarians, and those who are tasked with making system-critical decisions should plan on becoming



certified Alma Administrators at their institutions.

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## Ready to take the certification?

Register at the [Library Software Academy](#) using your Support Portal account for single sign-on (SSO). Once you log into the Academy, enroll to take the Alma Administration certification exam. Check out the [FAQs](#) for more detailed information on the process. Good luck!

