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## 00 Primo Administration Certification Overview

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

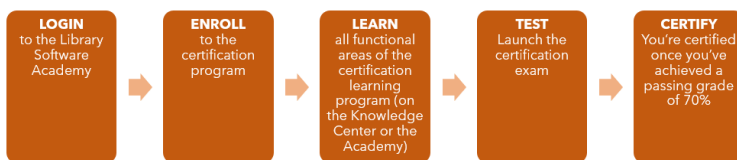
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### About the Primo Administration Certification Program

The Primo Administration Certification program is a combination of a self-paced, online training program that is available on the Knowledge Center and a certification exam that can be taken at any time through the [Library Software Academy](#).

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### The Primo Administration Certification Process



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### Validate your knowledge

Learn and understand how to apply the advanced configuration options available in Primo and validate your knowledge against a benchmark of proficiency for Primo 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 25 questions randomly assigned from across the different facets of Primo configuration: publishing, normalization rules, search scopes, display labels, view configuration. You have 90 minutes to complete the exam once it is launched and obtain a minimum passing score of 70%.

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### How to prepare

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



## Who should become a Certified Primo Administrator?

Library staff who are tasked with making system-critical decisions and who are responsible for maintaining their Primo instances at their institution should plan on becoming certified Primo Administrators.

## Ready to take the certification exam?

Register at the [Library Software Academy](#) using your institution email address. Once you log into the Academy, enroll to take the Primo Administration certification exam. Check out the [FAQs](#) for more detailed information on the process. Good luck!

