



Certification Guide

Table of Contents

Introduction to Relativity Certifications	3
Product Certifications	4
Pro Certifications	5
Specialist Certifications	7
Administrator Certification	9
Trainer Certifications	11
Relativity Certified Trainer	12
Continuing Your Certification Journey	14
Relativity Expert & Master Designations	15
Certification Paths	16

Introduction to Relativity Certifications

Relativity certifications validate your proficiency in Relativity and add value to yourself and your organization. No matter your role or experience level, Relativity certifications are an option for anyone.

You can use certifications to differentiate yourself from your peers, make yourself and your organization more marketable, and establish your credibility as a subject matter expert.

Not sure which exams to take? Use this guide to find out what to expect and where to go next.

What to consider when deciding which exam to take:

- What is my role?
- What specific product areas do I work in?
- What are my career goals?
- What processes or workflows do I need to attend more training for?
- How much time am I willing to spend studying for a certification?
- Have I taken or prepared for a Relativity certification exam before?

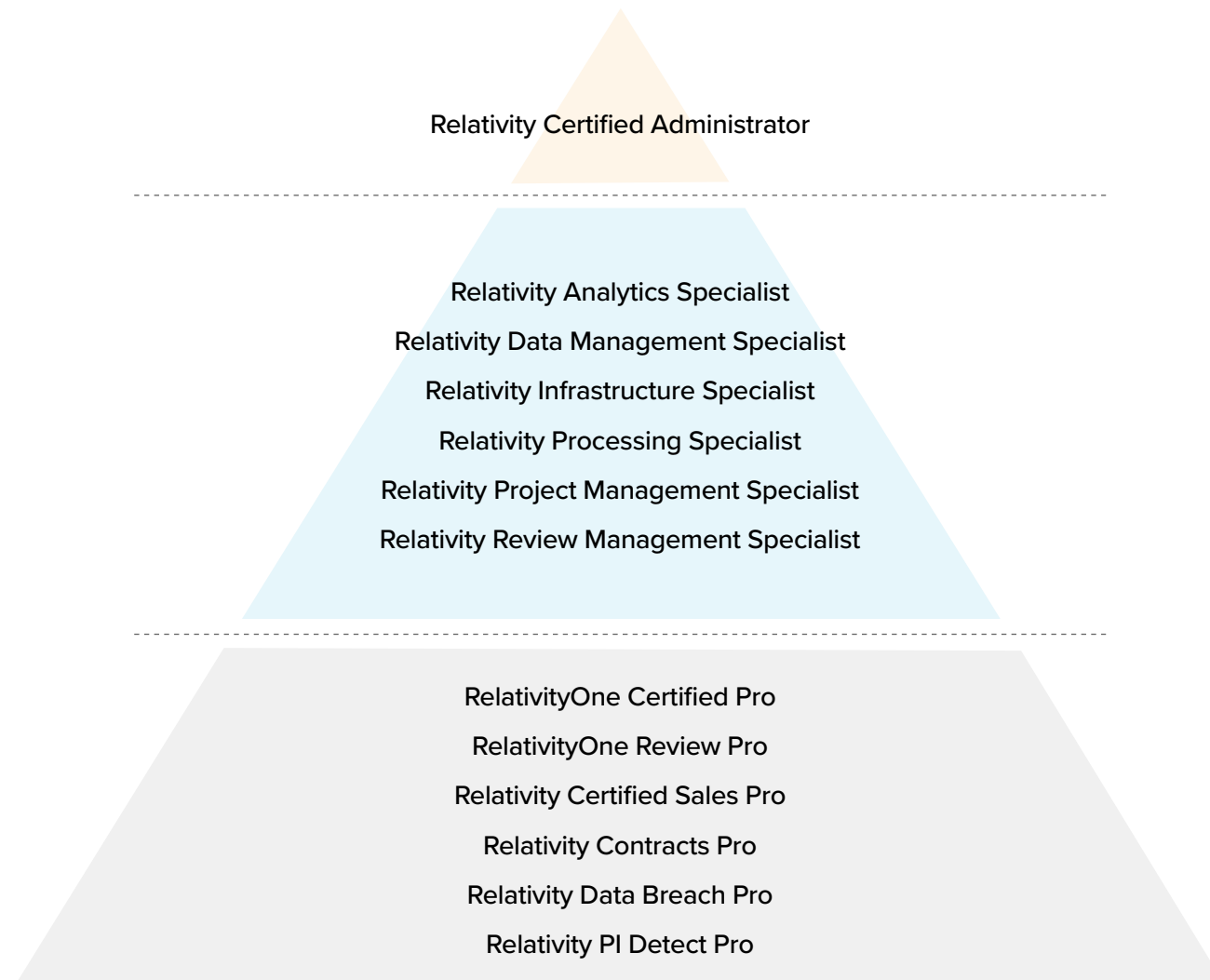
Exam Resources

- Exam details on the [Certifications page](#)
- Answers to common questions in our [FAQs](#)
- Study materials on the Certification Tracker in the [Relativity Community](#)
- Instructor-led and self-paced trainings on the [Training Center](#)

Product Certifications

Depending on your experience level, there are multiple entry points to Relativity Certifications. If you have less than six months of experience with Relativity, or if this is your first Relativity exam, start with a **Beginner** exam. If you use the product every day with years of experience at expert level, select a **Skilled** or **Advanced** exam.

Aspiring to even greater heights? Check out the Relativity **Expert** and **Master** designations on [page 15](#).



Advanced

Admin exam: 40+ hours of study; **6+ months** experience administering Relativity recommended. Counts toward Relativity Expert and Master designations.

Skilled

Specialist exams: 30+ hours of study; **6+ months** of relevant product experience in Relativity recommended. Counts toward Relativity Expert and Master designations.

Beginner

Pro exams: 5+ hours of study; any experience level can be successful.

Pro Certifications

Relativity Experience Level: Beginner (any experience level)

Cost: \$50

Study commitment: 5+ hours

*Does not count toward Relativity Expert/Master designations

Relativity Pro certifications are a great entry point into the certification program, compliment existing certifications and knowledge you already have, and do not expire. Consider a Pro certification if you are:

- Looking to validate your knowledge of Relativity fundamentals
- Newer to Relativity
- Interested in learning more about RelativityOne
- Interested in a certification with a shorter time commitment
- Someone who frequently discusses the advantages of Relativity

Path to getting certified:

1. Join the [Relativity Community](#) to access exam resources and register for an exam.
2. Review and complete the checks to ensure you meet the [technical and physical requirements](#) for an online exam.
3. [Schedule your exam!](#)
4. Review the [Study Guide](#).
5. Check out the related trainings.
6. Take the exam and get certified.
7. Start studying for your next certification exam to continue your journey!



RelativityOne Certified Pro

The [RelativityOne Certified Pro](#) certification is designed to help Relativity Server and RelativityOne users, and others who advocate for RelativityOne, verify their proficiency in the product.



Relativity Certified Sales Pro

The [Relativity Certified Sales Pro](#) (RCSPro) certification is designed to help individuals articulate the value proposition of RelativityOne and validate their understanding of how Relativity can solve the challenges they face.



Relativity Data Breach Pro

The [Relativity Data Breach Response Pro](#) certification is designed for individuals who want to validate their understanding of the key features, functionalities, workflows, and use cases of the Data Breach Response Extend product.



RelativityOne Review Pro

The [RelativityOne Review Pro](#) certification is designed for individuals who want to validate their understanding of Relativity document review fundamentals, functionality, and workflows.



Relativity Contracts Pro

The [Relativity Contracts Pro](#) certification is designed for individuals who want to validate their understanding of the key features, functionalities, workflows, and use cases of the Contracts Extend product.



Relativity PI Detect Pro

The [Relativity Personal Information Detect Pro](#) certification is designed for individuals who want to validate their understanding of the key features, functionalities, workflows, and use cases of the PI Detect Extend product.

	RelativityOne Certified Pro	RelativityOne Review Pro	Relativity Certified Sales Pro	Relativity Contracts Pro	Relativity Data Breach Response Pro	Relativity PI Detect Pro
Role	<ul style="list-style-type: none"> End user Sales professional Lit support professional Academic student 	<ul style="list-style-type: none"> Document reviewer Attorney Paralegal End user Academic student 	<ul style="list-style-type: none"> Sales professional Lit support professional Project manager 	<ul style="list-style-type: none"> Compliance/Regulatory Officers Transactional & Litigation Attorneys Paralegals 	<ul style="list-style-type: none"> Document Reviewers Paralegals Attorneys Litigation support professionals Cybersecurity Professionals 	<ul style="list-style-type: none"> Document Reviewers Paralegals Attorneys Litigation support professionals
Key Topics	<ul style="list-style-type: none"> RelativityOne features Cloud benefits 	<ul style="list-style-type: none"> Workspace and core reviewer interface navigation Coding documents Working with batches Using Analytics features for review 	<ul style="list-style-type: none"> RelativityOne value proposition Relativity differentiators and use cases Product functionality 	<ul style="list-style-type: none"> Product Value Features & Functionality Workflows & Use Cases 	<ul style="list-style-type: none"> Product Value Features & Functionality Workflows & Use Cases 	<ul style="list-style-type: none"> Product Value Features & Functionality Workflows & Use Cases
Next Certifications	<ul style="list-style-type: none"> Learn more about RelativityOne features and benefits with the RelativityOne Certified Pro exam Demonstrate your understanding of review management practices with the Review Management Specialist exam Demonstrate your Admin knowledge with the Relativity Certified Administrator exam 					
Related Trainings	<ul style="list-style-type: none"> Relativity 101 Admin Essentials I Documentation 					

Specialist Certifications

Relativity Experience Level: Skilled (6 months of relevant product experience in Relativity recommended to be successful)

Cost: \$250

Study commitment: 30+ hours

*Counts toward Relativity Expert/Master designations

Relativity Specialist certifications are advanced certifications for skilled Relativity users. Consider a Specialist certification if you are:

- Familiar with Relativity on a more technical level
- Looking to validate your expertise in a specific area of Relativity
- Interested in achieving Relativity Expert or Master designations
- Proficient in advanced Relativity workflows

Path to getting certified:

1. Join the [Relativity Community](#) to access exam resources and register for an exam.
2. Review and complete the checks to ensure you meet the [technical and physical requirements](#) for an online exam.
3. [Schedule your exam!](#)
4. Review the [study materials](#) and begin the study plan.
5. Check out the related trainings.
6. Take the exam and get certified.
7. View the list of [Relativity Continuing Education \(RCE\)](#) credit opportunities and complete activities to maintain your certification.
8. Start studying for your next certification exam to continue your journey!



Relativity Analytics Specialist

The [Relativity Analytics Specialist](#) certification is available for individuals who have extensive experience with Relativity's conceptual analytics and active learning tools and workflows.



Relativity Data Management Specialist

The [Relativity Data Management](#) exam is designed for individuals who want to validate their knowledge and skills involving data flows in and out of RelativityOne.



Relativity Infrastructure Specialist

The [Relativity Infrastructure Specialist](#) certification is available for individuals who have extensive experience managing and troubleshooting Relativity infrastructure and SQL performance.



Relativity Processing Specialist

The [Relativity Processing Specialist](#) certification is available for individuals who perform all Processing tasks during a Relativity project and can effectively manage and communicate that process with stakeholders.



Relativity Project Management Specialist

The [Relativity Project Management Specialist](#) certification is available for individuals who manage a Relativity instance and understand the full suite of Relativity's front-end features and capabilities.



Relativity Review Management Specialist

The [Relativity Review Management Specialist](#) certification is available for individuals who have experience creating and managing document review processes, monitoring review team efficiency and accuracy, and reporting on the status of document reviews in Relativity.

	Relativity Analytics Specialist	Relativity Data Management Specialist	Relativity Infrastructure Specialist	Relativity Processing Specialist	Relativity Project Management Specialist	Relativity Review Management Specialist
Role	<ul style="list-style-type: none"> Project manager Analytics user Case admin Solutions engineer Litigation support professional 	<ul style="list-style-type: none"> Case admin IT professional Litigation support professional Operations analyst 	<ul style="list-style-type: none"> Applications Specialist / Engineer Systems Administrator Database Administrator 	<ul style="list-style-type: none"> Processing user Project manager Litigation support professional Solutions engineer 	<ul style="list-style-type: none"> Project manager Case manager Consultant Client liaison Litigation support professional Solutions engineer 	<ul style="list-style-type: none"> Project manager Review team lead Review consultant Litigation support professional
Key Topics	<ul style="list-style-type: none"> Building and maintaining indexes Conceptual analytics Active learning 	<ul style="list-style-type: none"> Collecting Data Installing and Configuring Settings Importing and Exporting Data Workspace Management Reporting and Troubleshooting 	<ul style="list-style-type: none"> SQL server performance Relativity configuration Server setup and administration Environment monitoring Networks and security 	<ul style="list-style-type: none"> Basic processing workflow Processing profiles and sets Deduplication Processing administration Troubleshooting and error handling workflow 	<ul style="list-style-type: none"> Basic knowledge of Legal Hold, Processing, importing and exporting, and Case Dynamics In-depth knowledge of review, searching, Analytics, and production 	<ul style="list-style-type: none"> Managing review workflows Searching Analytics for reviewers Reporting
Next Certifications	<ul style="list-style-type: none"> Showcase your Analytics knowledge from an Admin capacity with the Relativity Certified Administrator exam Demonstrate your Analytics workflow knowledge with the Project Management exam 	<ul style="list-style-type: none"> Demonstrate your Analytics skills with the Analytics Specialist exam Amplify your knowledge of case administration with the Relativity Certified Administrator exam 	<ul style="list-style-type: none"> Demonstrate your Admin knowledge with the Relativity Certified Administrator exam Learn more about RelativityOne with the RelativityOne Certified Pro exam 	<ul style="list-style-type: none"> Showcase your Processing knowledge from an Admin capacity with the Relativity Certified Administrator exam Demonstrate your Processing workflow knowledge with the Project Management exam 	<ul style="list-style-type: none"> Become a Relativity Certified Administrator to get one step closer to Relativity Expert or Master status Show expertise with Review or Analytics with the Review Management Specialist or Analytics Specialist exams 	<ul style="list-style-type: none"> Deepen your knowledge of case administration with the Relativity Certified Administrator exam Strengthen your Analytics skills with the Analytics Specialist exam Learn more about RelativityOne with RelativityOne Certified Pro exam
Related Trainings	<ul style="list-style-type: none"> Analytics and Active Learning 	<ul style="list-style-type: none"> Data Loading and Productions Tips and Tricks for Loading Data in Relativity 	<ul style="list-style-type: none"> Infrastructure self-paced trainings 	<ul style="list-style-type: none"> Processing 	<ul style="list-style-type: none"> Admin Essentials I Analytics and Active Learning Processing Legal Hold 	<ul style="list-style-type: none"> Relativity 101 Admin Essentials I
	<ul style="list-style-type: none"> Documentation 					

Administrator Certification

Relativity Experience Level: Advanced (6 months experience administering Relativity recommended to be successful)

Cost: \$300

Study commitment: 40 hours, minimum

*Counts toward Relativity Expert/Master designations

The Relativity Certified Administrator (RCA) certification is an advanced certification for a skilled Relativity admin. Consider the RCA exam if you are:

- Striving to demonstrate your ability to handle a case from start to finish
- Interested in increasing your credibility in the industry by achieving Relativity Expert or Master designations

Path to getting certified:

1. Navigate to the [Relativity Community](#) to access exam resources and knowledge articles, and register for an exam.
2. Review and complete the checks to ensure you meet the [technical and physical requirements](#) for an online exam.
3. [Schedule your exam!](#)
4. Review the [study materials](#) and begin the study plan.
5. Check out the related trainings.
6. Take the exam and get certified.
7. View the list of [Relativity Continuing Education \(RCE\)](#) credit opportunities and complete activities to maintain your certification.
8. Start studying for your next certification exam to continue your journey!



Relativity Certified Administrator

The [Relativity Certified Administrator](#) (RCA) exam is designed for individuals who manage a Relativity instance and understand the full suite of Relativity's front-end features and capabilities.

Relativity Certified Administrator

Role	<ul style="list-style-type: none">• Relativity admin• Litigation support professional• Project manager• Solutions engineer• Consultant
Key Topics	<ul style="list-style-type: none">• Data loading• Workspace and instance permissions• Case administration• Structured Analytics• Productions
Next Certifications	<ul style="list-style-type: none">• Compliment your admin knowledge with the Relativity Pro exam• Demonstrate expertise in a core product or workflow area with a Specialist exam• Take your expertise and learn to train others with the Relativity Certified Trainer
Related Trainings	<ul style="list-style-type: none">• Relativity 101• Admin Essentials I• Data Loading and Productions• Documentation

Trainer Certifications

The Relativity Certified Trainer (RCT) program offers you membership to an exclusive group of highly technical and instructional experts who are passionate about technical training and Relativity. The RCT program adds value by providing you the tools you need to conduct in-person or virtual training at your sponsoring company, validating your Relativity knowledge and ability to conduct training, and reducing the cost of training, amongst other benefits. The Trainer certifications focus on delivering training effectively versus the Product certifications that focus on different areas of the product and feature sets.

Here are the pre-requisites and requirements:

- Earn your Relativity Certified Administrator certification.
- Be employed at a sponsoring company. Your sponsoring company must be a licensed user of Relativity—either via a direct contract with Relativity or through a Relativity partner—and in “Good Standing.”
- Apply and be accepted into the Relativity Certified Trainer program.
- You are required to attend the following to enter the program: Relativity 101: Relativity for End Users Training Bootcamp.
- After attending bootcamp and earning your Relativity 101 RCT status, you can opt to earn another Trainer certification available via virtual training evaluation, or conversely, earn additional Product certifications to deepen your expertise, or both!

Relativity Certified Trainer Program

Relativity experience level: Skilled / Advanced

Time commitment: 45 hours (prework and Bootcamp)

Cost: \$1,000

Pre-req: [Relativity Certified Administrator](#) and employed at a sponsoring company

*Does not count toward Relativity Expert/Master designations

The Relativity Certified Trainer program certifies you in Relativity's instructor-led training and focuses on adult learning principles, facilitation techniques, and training best practices. In addition to your Relativity knowledge, these skills will enhance how you deliver training to your staff today. You are provided access to Relativity Training materials, virtual environments, and access to our full-time trainers during the process.

Path to getting certified:

- Read the [Program Guide](#).
- Fill out the [Relativity Certified Trainer application](#) in the Relativity Community and wait for acceptance.
- Complete pre-work, prior to bootcamp.
- Attend the virtual meet & greet and bootcamp to achieve your certification.
- Continue your journey with another Trainer or Product certification!



Relativity Certified Trainer

The [Relativity Certified Trainer](#) (RCT) program certifies your ability to effectively and efficiently conduct Relativity training. With access to Relativity training materials and virtual environments, you'll have all the tools you need to successfully train your staff, on your turf—there's no need to spend time re-creating the wheel when you have these resources at your fingertips.

Relativity Certified Trainer

Role	<ul style="list-style-type: none"> • Trainer • Training/implementation specialist • Relativity admin or lit support professional • Project manager • Consultant
Key Topics	<ul style="list-style-type: none"> • Fundamentals of adult education • Best practices of instructor-led training and facilitation • Techniques for delivering clear, technical instruction • Evaluation methods and providing feedback
Next Certifications	Once RCT certified, you can continue to explore additional Trainer or Product certifications, ideally in the areas you want to train. For example, you might attend Analytics training, achieve the Analytics Specialist certification, and then proceed with the Analytics and Active Learning virtual evaluation.
Related Trainings & Certifications	<p>If you want to certify as a Trainer in additional areas, consider attending these optional trainings before attempting evaluation:</p> <p>Available for evaluation via <i>bootcamp</i> or <i>virtually</i>:</p> <ul style="list-style-type: none"> • Relativity 101: Relativity for End User <p>Available for <i>virtual evaluation only</i>:</p> <ul style="list-style-type: none"> • Admin Essentials I: Fundamentals of Case Administration • Analytics and Active Learning • Data Loading and Productions

Continuing Your Certification Journey

Relativity Expert & Master Designations

Relativity Expert: Relativity Certified Administrator + 2 Specialists



Relativity Master: Relativity Certified Administrator + 4 Specialists



Benefits of Relativity Expert and Master designations:

- Join a growing community of talented Relativity users
- Participate in networking opportunities
- Share your achievements on your LinkedIn profile and email signature
- Use your vast Relativity knowledge across many product areas to help with your day-to-day work consulting and using the product
- Show your competitive drive to continue your Relativity education

Additional benefits for Relativity Masters:

- Join an exclusive Relativity Community group for Relativity Masters only where you can network and learn from other Relativity power users
- Be the first to hear about new Certification programs, promotions, and events
- Annual benefits including one free Pro exam, one free Specialist exam, and one free Training of your choice. These benefits will be awarded at the start of a new year for current Relativity Masters, and on the first week of every month for new Relativity Masters.



Relativity Expert and Master designations offer ways for individuals to validate their expertise in multiple areas of the software. Because these designations are intended to recognize proficiency of technical skills, the Pro certifications do not count toward Relativity Expert or Master status.

“Being a Relativity Expert has empowered me to confidently represent the valuable service that I provide to our clients to help them effectively and efficiently reach their goals.”

Contessa Glass, Relativity Expert

Forensics Investigator & eDiscovery Manager



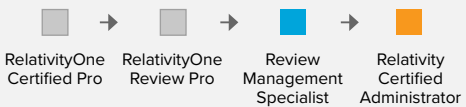
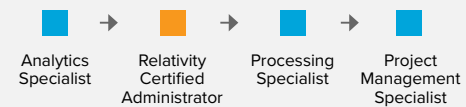
“Being a Relativity Master means that I can serve my clientele with the most efficient and streamlined workflows that promote defensibility, enhance review, and create competence for all stakeholders involved in a matter.”



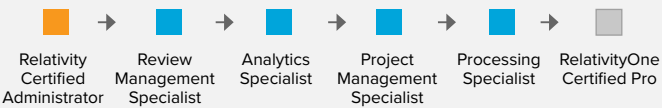

Dawud W. Burke, Relativity Master

Litigation Support Project Manager

Certification Paths

When considering where to start your learning journey and how to continue achieving certifications, there are several paths that we recommend you review. Remember, each certified professional will have their own certification journey, so think about your certification goals when deciding where to go next on your path.

<p>Advocate path: Lakshmi is an employee at a RelativityOne Partner and is an advocate for Relativity within her organization. She helps her organization sell RelativityOne to their customers and is involved in discussions where she is consulting on how Relativity can solve their challenges. It's crucial that she is familiar with key features in Relativity and wants to show her expertise in the product with her peers and her customers. Lakshmi should consider the Advocate path.</p>	 <pre> graph LR A[Relativity Certified Sales Pro] --> B[RelativityOne Certified Pro] B --> C[RelativityOne Review Pro] </pre>
<p>Reviewer path: Sandy is contract attorney, looking for a role in house at a law firm; he knows the law firm uses RelativityOne, and eventually, he thinks he could lead reviews or manage workspaces. Sandy should consider the Reviewer path.</p>	 <pre> graph LR A[RelativityOne Certified Pro] --> B[RelativityOne Review Pro] B --> C[Review Management Specialist] </pre>
<p>Specialist path: Nellie is new to Relativity and is motivated to learn all aspects of the software to set herself up for success in future roles. She wants to begin with a more general overview of RelativityOne, then work her way through learning key features of Relativity. Nellie should consider the Specialist path.</p>	 <pre> graph LR A[RelativityOne Certified Pro] --> B[RelativityOne Review Pro] B --> C[Review Management Specialist] C --> D[Relativity Certified Administrator] </pre>
<p>Project Manager path: Kathy is a project manager with experience in creating different Relativity workflows with her clients. She has experience in various aspects of Relativity, including Legal Hold, Processing, Review, and Analytics. Kathy should consider the Project Manager path and after she completes the certifications, she achieves Relativity Expert status.</p>	 <pre> graph LR A[Analytics Specialist] --> B[Relativity Certified Administrator] B --> C[Processing Specialist] C --> D[Project Management Specialist] </pre>

<p>Admin path I (has Relativity experience): Bob is a Relativity lit support professional and mainly sets up indexes, searches, and permissions. Bob has no certifications, but wants to show his expertise and knowledge to his manager. Bob should consider the Admin path.</p>	
<p>Admin path II (does not have Relativity experience): Annie codes documents daily, working on several matters, always within the constraints set by her review manager. She has been in this role for a few years and is always learning about new Relativity features. Annie loves how customizable Relativity is, and as a career goal, is working towards becoming a Relativity admin. Annie should consider the Admin path II.</p>	
<p>Master path: Carlos has three years' experience at a large Relativity partner, managing cases, using Analytics – a real workflow expert. Carlos attempts his RCA to validate his administrative knowledge and passes! He's hooked and wants to pass Analytics next, but also take time to familiarize himself with how clients use Processing and Legal Hold. After the RCA, Carlos passes Review Management, Analytics, Project Management, and Processing over the next 1.5 years, achieving Relativity Master status. At that time, he wants to learn more about RelativityOne data migration, data transfer, and billing processes, so he takes the RelativityOne Certified Pro exam. Carlos followed a common path to Relativity Master.</p>	
<p>Trainer path: Arjun ensures the Relativity environment and templates are all optimized from a technical standpoint for his employer, and he ensures that the PM team is equipped with the necessary skills and training to assist the sales team. Arjun has his RCA and Review Management certifications, is passionate about helping others learn Relativity and is looking to be even better at providing effective training. Arjun should consider the Trainer Path.</p>	

Showcasing your certifications:

Once you are certified, share your certification with your network to get the most value out of your accomplishment by doing the following:

- Include your new certification in your elevator pitch to showcase your skills.
- Add your new certification to your LinkedIn profile.
- Download your badge and include in your email signature.

Questions?

Whether you have years of experience or are just starting out with Relativity, **Relativity Certifications** are a great asset to add to your resume or challenge your experiences, while expanding your Relativity knowledge. If you have any questions about the process, don't hesitate to reach out.

Contact us at certification@relativity.com.



231 South LaSalle Street | 8th Floor | Chicago, Illinois 60604

+1 (312) 263-1177 | relativity.com