Relativity

Certification Guide

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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?
- Consider this short quiz to help you decide!

Exam Resources

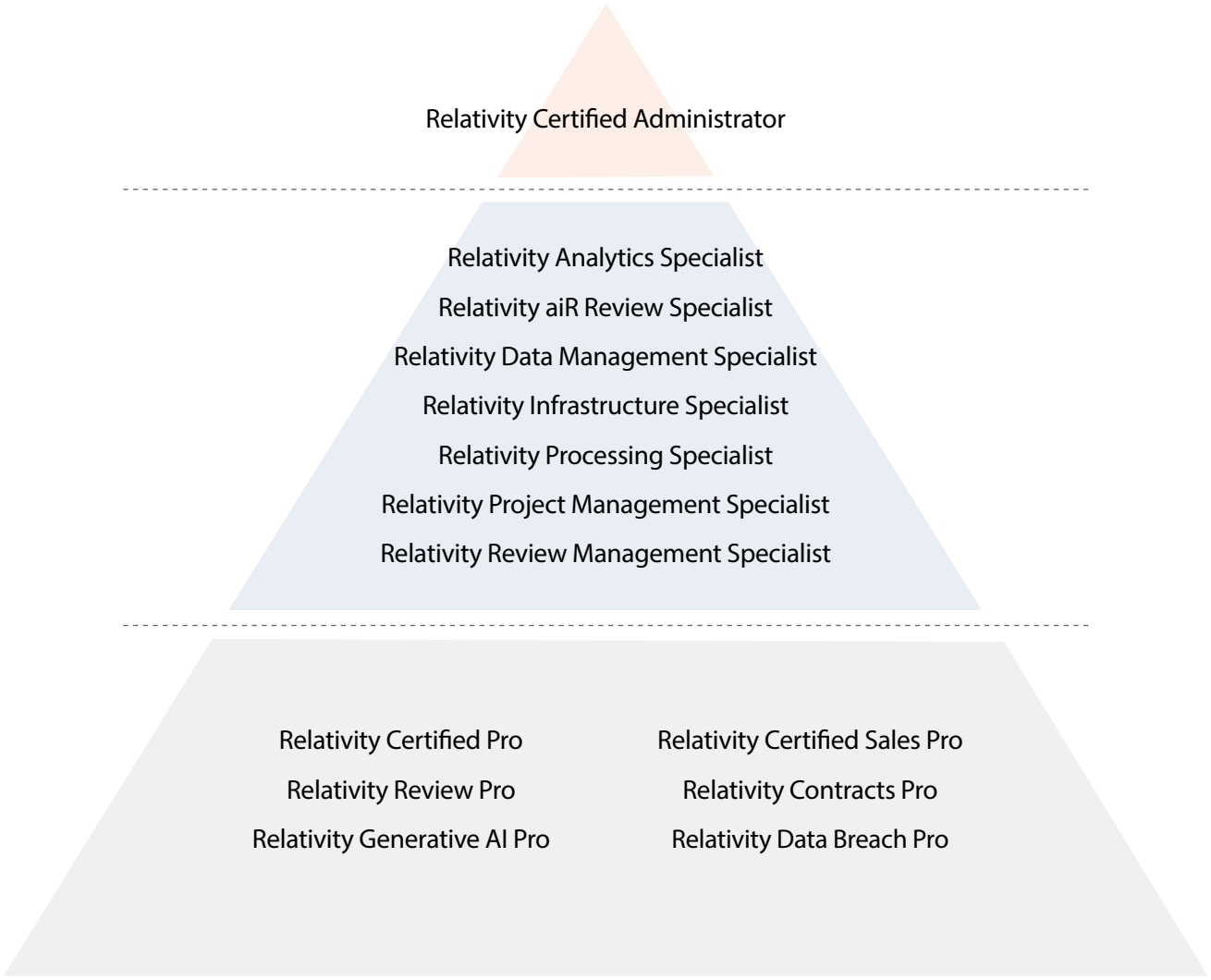
- Exam details on the Certifications page
- Answers to common questions in our FAQs
- Study materials on the Certification Tracker in the Relativity Community
- Instructor-led and self-paced trainings on Relativity Learning

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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 Relativity **Master** designations on page 15.



Advanced

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

Skilled

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

Beginner

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

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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, complement 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 Relativity aiR
- Interested in a certification with a shorter time commitment
- Someone who frequently discusses the advantages of Relativity

Path to getting certified:

- Navigate to the Relativity Community to access exam resources and begin registration for an exam.
- Review and complete the system pre-check when registering to ensure you meet all requirements for an online exam.
- Complete registration for your on-demand exam in Relativity Learning.
- Review your exam's study materials.
- Check out the related trainings.
- Take the exam within 6 months and become certified.
- Start studying for your next certification exam to continue your journey!



The Relativity Certified Pro certification is designed to help Relativity Server and Relativity aiR users verify their knowledge of the product.



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



The Relativity Generative AI Pro certification is designed for individuals who want to learn more about Relativity's approach to Generative AI, overarching AI principles, and various use cases.



The Relativity Certified Sales Pro certification is designed to help individuals articulate the value proposition of Relativity and validate their understanding of how Relativity can solve the challenges they face.



The Relativity Contracts Pro certification is designed for individuals who want to validate their understanding of the key features, functionalities, workflows, and use cases.



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.

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	Relativity Certified Pro	Relativity Review Pro	Relativity Generative AI Pro	Relativity Certified Sales Pro	Relativity Contracts Pro	Relativity Data Breach Response Pro
Role	• End users • Sales professionals • Lit support professionals • Academic students	• Document reviewers • Attorneys • Paralegals • End users • Academic students	• Professionals interested in upskilling in generative AI • Professionals curious about AI powered-problem solving	• Sales professionals • Lit support professionals • Project managers	• Compliance/ regulatory officers • Transactional & litigation attorneys • Paralegals	• Document reviewers • Paralegals • Attorneys • Litigation support professionals • Cybersecurity professionals
Key Topics	• Relativity aiR features • Cloud benefits	• Workspace and core reviewer interface navigation • Coding documents • Working with batches • Using Analytics features for review	• Generative AI basics • aiR features and functionality • Use cases	• Relativity aiR value proposition • Relativity differentiators and use cases • Product functionality	• Product value • Features & functionality • Workflows & use cases	• Product value • Features & functionality • Workflows & use cases
Next Certifications	• Learn more about Relativity features and benefits with the **Relativity Certified Pro** exam • Amplify your understanding of review workflows with the **Review Management Specialist** exam • Demonstrate your Admin knowledge with the **Relativity Certified Administrator** exam					
Related Trainings	• Introduction to Relativity • Review Foundations					

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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/Relativity 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 Relativity Master designations
- Proficient in advanced Relativity workflows

Path to getting certified:

1. Navigate to the Relativity Community to access exam resources and begin registration for an exam.
2. Review and complete the system pre-check when registering to ensure you meet all requirements for an online exam.
3. Complete registration for your on-demand exam in Relativity Learning.
4. Review your exam's study materials and complete the study plan.
5. Check out the related trainings.
6. Take the exam within 6 months and become 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!



The Relativity Analytics Specialist certification is available for individuals who have extensive experience with Relativity's conceptual analytics, Review Center, and related workflows.



The aiR Review Specialist certification is available for individuals who want to validate their aiR Review workflow and validation knowledge and skills.



The Relativity Data Management certification is available for individuals who want to validate their knowledge and skills involving data flows in and out of Relativity.



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



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.



The Relativity Project Management Specialist certification is available for individuals who manage every aspect and process throughout the lifecycle of an e-discovery project in Relativity.



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.

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	Relativity Analytics Specialist	Relativity aiR Review Specialist	Relativity Data Management Specialist	Relativity Infrastructure Specialist	Relativity Processing Specialist	Relativity Project Management Specialist	Relativity Review Management Specialist
Role	• Project manager • Case admin • Solutions engineer • Litigation support professional	• Review manager • Attorney • Workspace admin • Litigation support professional	• Case admin • IT professional • Litigation support professional • Operations analyst	• Applications Specialist / Engineer • Systems or Database Administrator	• Processing user • Project manager • Litigation support professional • Solutions engineer	• Project or case manager • Consultant • Litigation support professional • Solutions engineer	• Project manager • Review team lead • Review consultant • Litigation support professional
High Importance Exam Topics (10-16% of exam)	• Conceptual indexes • Setting up a Review Center queue • Monitoring review progress • Review validation	• When and how to use aiR Review • aiR Review project setup and analysis jobs • Permissions, data access, and workflow integration • Testing prompt criteria with sample sets	• Collect jobs • Web-based data transfer tools (Import/Export, RIP) • Staging Explorer	• Authentication and security • Infrastructure performance and configuration • Installation and upgrades • SQL configuration	• Processing profiles • Processing sets • Troubleshooting and managing error workflows	• Processing • Search operations • Review workflows • Productions	• Document review workflows • Searches • Analyzing and reporting on document sets
Medium Importance Exam Topics (5-11% of exam)	• Clustering and cluster visualization • Concept search and Find similar documents • Managing Review Center queues	• Prompt limitations and output variability • QC, approving results, and Review Center workflows • Validation strategies and sampling • Relevance, Issues, and Key Documents analysis scenarios	• Collect data sources • Creating and managing entities • Utilizing integration points • ARM	• Relativity management • Server administration and environment monitoring • Analytics and dtSearch indexes • Relativity agents • Secret Store	• Preparing for processing • Discovering files • Publishing files	• Data management options • Managing Review Center queues • Structured analytics	• Permissions for review • Views to drive review workflow • Analytics for review • Search terms reports and persistent highlight sets • aiR Review • Case Metrics

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Low Importance Exam Topics (1-7% of exam)	• Repeated content identification • Keyword expansion • Categorization sets	• Writing prompt criteria for each analysis type • Recall, precision, and richness • Borderline and ambiguous results • Defensibility and communicating results	• Import/Export profiles • Permissions • Best practice values for data transfer performance • Installng utilities and applications • Reporting and roubleshooting • Cold Storage	• Importing and exporting • Invariant • Relativity aiR • Networks • Web servers	• Password bank • Mapping fields • Processing queue • Processing reports	• Importing data • Collect use cases • aiR Review projects • Conceptual analytics • Exporting Data	• Review Center queues • Review Center results
Next Exam	• Relativity Certified Administrator • Project Management Specialist	• Relativity Certified Administrator • Review Management Specialist	• Analytics Specialist • Relativity Certified Administrator	• Relativity Certified Administrator • Relativity Certified Pro	• Relativity Certified Administrator • Project Management Specialist	• Become an RCA to get one step closer to Relativity Expert or Relativity Master status • Review Management Specialist • Analytics Specialist	• Relativity Certified Administrator • Analytics Specialist
Related Trainings	• Analytics	• Relativity aiR Review Foundations: Onboarding First Steps	• Data Ingestion	• Self-paced trainings of Infrastructure exam content	• Data Ingestion	• Admin Foundations I • Admin Foundations II • Analytics • Data Ingestion	• Review Foundations • Admin Foundations I • Admin Foundations II

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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/Relativity 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
- Want to increase your credibility in the industry by achieving Relativity Expert or Relativity Master designations

Path to getting certified:

- Navigate to the Relativity Community to access exam resources and begin registration for an exam.
- Review and complete the system pre-check when registering to ensure you meet all requirements for an online exam.
- Complete registration for your on-demand exam in Relativity Learning.
- Review your exam's study materials and complete the study plan.
- Check out the related trainings.
- Take the exam within 6 months and become certified.
- View the list of Relativity Continuing Education (RCE) credit opportunities and complete activities to maintain your certification.
- 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.

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Relativity Certified Administrator

Role	• Relativity admin • Litigation support professional • Project manager • Solutions engineer • Consultant
High Importance Exam Topics (4-5% of exam)	• Instance objects • Security and permissions • Mass operations • Searches, search indexes, and search term reports • Structured analytics • Imaging • Productions • Data transfer applications
Medium Importance Exam Topics (2-3% of exam)	• Workspace objects • Installing and configuring applications • Audit • Repository workspaces • Automated workflows • RSMF files and Short Message Viewer • Review Center and aiR Review • OCR • Processing

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Low Importance Exam Topics (1-2% of exam)	• Scripts • Dashboards • Transcripts
Next Certifications	• Complement your admin knowledge with a **Pro** exam • Demonstrate expertise in a core product or workflow area with a **Specialist** exam • Learn to train others using your expertise with the **Relativity Certified Trainer program**
Related Trainings	• Review Foundations • Admin Foundations I • Admin Foundations II • Analytics • Data Ingestion

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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 Certified Trainer course in Relativity Learning.
- After completing the course and earning your 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!

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Relativity Certified Trainer Program

Relativity experience level: Skilled / Advanced
Time commitment: 25 hours (self-paced course and live evaluation)
Cost: Updated information coming soon
Prerequisite: An active Relativity Certified Administrator certification and employment at a sponsoring company

*Does not count toward Relativity Expert/Relativity 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 of the program.

Path to getting certified:

- Read the Program Guide.
- Contact your Relativity CSM to express interest.
- Complete the self-paced course in Relativity Learning prior to the live evaluation.
- Attend the virtual workshop and successfully complete the live evaluation 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.

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Relativity Certified Trainer

Role	• Trainer • Training/implementation specialist • Relativity admin or lit support professional • Project manager • Consultant
Key Topics	• 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	If you want to certify as a Trainer in additional areas, consider attending these optional trainings before attempting evaluation: Available for evaluation via bootcamp or virtually: • Review Foundations Available for virtual evaluation only: • Admin Foundations I • Admin Foundations II • Analytics • Data Ingestion

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Continuing Your Certification Journey

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Relativity Expert & Relativity Master Designations

Relativity Expert: Relativity Certified Administrator + 2 Specialists

Relativity Master: Relativity Certified Administrator + 4 Specialists

Benefits of Relativity Expert and Relativity 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.

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Relativity Expert and **Relativity 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 Relativity 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

Relativity Certification SME Badging Program

Badge Details:

- SMEs are awarded with Relativity Certification SME Badge after earning 15 SME credits.
- SMEs earn a predetermined number of badge credits based on the amount of work for every project completed. Generally, one hour of work equates to two SME badge credits.
- Credits are contingent upon successful fulfillment of project duties.
- Only Relativity Masters are eligible to earn the badge at this time.
- If you are a Relativity Master and have interest in earning the badge, complete this interest form.

Maintenance:

- Maintaining the badge requires earning at least five credits every two years.
- Opportunities to earn credits vary annually based on the needs and priorities of the Relativity certification program.
- The SME badge does **not** count toward either Relativity Master or Relativity Expert status.

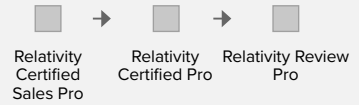
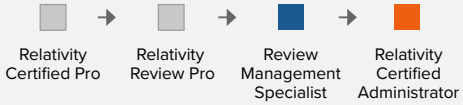
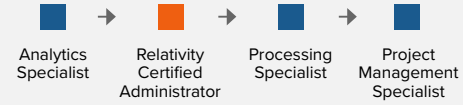
RELATIVITY
CERTIFICATION
SUBJECT MATTER EXPERT

The **Relativity Certification SME Badge** recognizes and rewards the Subject Matter Experts (SMEs) who devote their time and efforts to developing and continually updating Relativity certification exams. The certification team will recruit SMEs as needed if a project matches their domain of Relativity knowledge expertise and typically hold the certification they will contribute to.

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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.

Advocate path: Lakshmi is an employee at a Relativity Partner and is an advocate for Relativity within her organization. She helps her organization sell Relativity 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.**	
Reviewer path: Sandy is contract attorney, looking for a role in house at a law firm; he knows the law firm uses Relativity, and eventually, he thinks he could lead reviews or manage workspaces. **Sandy should consider the Reviewer path**.	
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 Relativity, then work her way through learning key features of Relativity. **Nellie should consider the Specialist path**.	
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.**	

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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**.	
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.**	
Relativity 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 Relativity data migration, data transfer, and billing processes, so he takes the Relativity Certified Pro exam. **Carlos followed a common path to Relativity Master.**	
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.**	

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.

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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.

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