CERTIFICATION TEST

The LibreOffice Certification test is based on a peer-to-peer review from a committee of certified individuals recognized for their skills relating to the topic. The review is based on a number of questions covering different aspects, not just limited to migrations and trainings.

This document has the objective of describing the process with extensive details, in order to clarify the structure of each stage for the benefit not only of the candidates but also of the reviewers.

The peer-to-peer review process better reflects the principles of meritocracy. Reviewers are experts who have been recognized for their activities, and are able to provide not only the necessary professional skills but also an understanding of the ecosystem.

The peer-to-peer review tests candidates in five different areas:

1. **Community**: basic knowledge and understanding of Free Software and Free Software communities;

2. **Legal Background**: basic knowledge and understanding of document formats and standards, and of Free Software licenses;

3. **Certification Theory**: knowledge of the theory behind the certification, based on TDF protocols and on the documents which are provided in the bibliography;

4. **Certification Practice**: practical experience on the subject, based on a migration or training project (preferably on several projects);

5. **Growth Potential**: based on the level of interaction with the project.

Candidates apply using the web-based application form, and provide the requested project-related documents (migration or training) to prove their skills.

For instance, a candidate for the title of Certified Migration Professional will have to provide either the plan or the progress report, or specific documents such as the communication, training or support plan.

On the other hand, a candidate for the title of Certified Training Professional will have to provide the lesson plan, the syllabus, the slides or the training exercises, or any other documents created for the courses.

Reference Document

Once the Certification Committee has received the application and the documents, these will be reviewed:

1. For consistency with the scope of the certification, as the candidate might not have interpreted the application in the right way (for instance, training experience based on MS Office courses will not be considered as a valid reference);

2. To identify weaknesses or "black holes" with reference to the five areas of the peer-to-peer review. In general, the objective is to understand how good the candidate will be, once certified, as a LibreOffice ambassador.

The committee will reply to the candidate in writing, accepting or rejecting the application. To accept the application, the committee may ask for further clarifications, integrations or missing details.

Only in a few selected cases candidates will be admitted to the peer-to-peer review directly after the application.