

May 2020

Path to 2020 Certification

Introduction

The goal of certification is to verify current product knowledge of Quick Base Builders including best practices and process standardizations.

Customers benefit because certified builders build more successful apps. Customers can also use the certification to promote or hire Quick Base Builders and to assign work.

Builders benefit from the certification because it demonstrates that they have the skills to build more successful apps.

There are 2 levels of Certification: Builder and Expert.

The exams

- **The App Builder Exam**
 - A 75-minute, 60-question multiple choice exam for builders who can build apps for themselves and roll-out apps to end users
- **The Expert Builder Exam**
 - A 75-minute, 60-question multiple choice exam for advanced builders who work with APIs, Webhooks, and Advanced Formulas
 - You need an App Builder Certification to qualify for this exam.
- **The Combined Exam**
 - A 150-minute, 120-question exam for advanced builders who want to earn their Expert Builder Certification in one step

App Builder exam topics

- **App Planning (20%)**
 - Gathering user requirements
 - Planning your app
 - Diagraming your app
 - Implementing your app
 - Documenting your app
- **App Building (60%)**
 - Working with relationships
 - Managing forms and reports
 - Managing roles and permissions
 - Setting up email: notifications, reminders, and subscriptions
 - Working with formulas
- **App Management (15%)**
 - Customizing your app's appearance
 - Sharing an app
 - Analyzing an app
 - Designing for performance
- **Data Integration (5%)**
 - Importing data from a spreadsheet
 - Adding and updating records through imports
 - Moving data between Quick Base apps
 - Integrating data from outside sources
 - Using sync
 - Using actions

Expert exam topics

- **Working with Advance Formulas (20%)**
 - Creating formulas
 - Troubleshooting formulas
 - Formula buttons
- **Data Integration (60%)**
 - Creating and modifying APIs
 - Troubleshooting APIs
 - Creating and modifying webhooks
 - Troubleshooting webhook
- **App Management (15%)**
 - Managing an app
 - Monitoring and optimizing performance
 - Snapshotting
 - Archiving

Recommended before Certification

- Develop your hands-on skills in Quick Base for 4-6 months by building apps.
- Complete the related eLearning content.
- Attend a live Certification Prep course. These cover topics many candidates find most difficult. A schedule of live events is on [Quick Base University](#) and the [Quick Base Web site](#). There is also a [recorded version](#) of the prep course in the 2019 Empower series.
- Attend [live training events](#) that focus on specific topics.
- Review the resources [Quick Base Community](#) and [Quick Base Online Help](#).

For additional information please reach out to us: university@quickbase.com

Path to Certification weeks 1-2

ALL EXAMS					
	<u>Course #</u>	<u>Content</u>	<u>Description</u>	<u># of Lessons</u>	<u>Duration (HH:MM:SS)</u>
Week 1		Quick Base University	Familiarize yourself with the catalog and content on Quick Base University. In addition to the recommended content below.		
App Planning- ALL EXAMS					
	<u>Course #</u>	<u>Content</u>	<u>Description</u>	<u># of Lessons</u>	<u>Duration (HH:MM:SS)</u>
Week 1	B03	Planning Your App	The process of building a custom Quick Base app is a project and like any other project, and you must plan ahead to be successful. Projects that fail usually fail because of a lack of planning. Defining the who, what, how, and why of your app will help you get buy-in and act as a guidepost during development.	8	0:25:37
Week 1	B04	Mapping Your Business Process	This course walks you through an example of mapping a business. However, you can apply these recommendations to any process.	5	0:12:09
Week 2	B05	Modeling Your App	This course walks you through the steps of creating your data model using your data, your process map, and your requirements gathering.	4	0:17:02
Week 2	AP04	Documenting Your App	This course walks you through the steps of creating your data model using your data, your process map, and your requirements gathering.	7	0:13:00

Path to Certification weeks 3-7

ALL EXAMS					
	<u>Course #</u>	<u>Content</u>	<u>Description</u>	<u># of Lessons</u>	<u>Duration (HH:MM:SS)</u>
Week 3	FF05	Building an App - Start with Tables and Fields	This course walks you through the fundamental steps of creating a Quick Base app from scratch.	6	0:17:00
Week 3	FF06	Building an App - Adding Relationships	Create relationships between tables to efficiently manage and report on your data.	10	0:31:00
Week 4	FF07	Building User Friendly Forms	Customizing your data entry forms will enhance your end user experience and drive the success of your app.	8	0:28:00
Week 4	FF08	Distributing Data with Reports	Leverage the many reporting features to deliver the right data to the right users.	7	0:24:00
Week 5	FF09	Customizing App and Table Home Pages	Create dynamic and engaging home pages for your app and individual tables.	7	0:28:00
Week 6	FF23	Working with Roles and Permissions	Leverage roles to control the level of access a user has to information in an application.	7	0:21:25
Week 7	FF24	Managing Email Notifications, Reminders, and Subscriptions	Keep your end users up to date on key information and modifications to your app with timely email notifications, subscriptions and reminders.	5	0:14:14
Week 7	FF25	Managing Your App	Application Managers learn to customize app properties and app management settings.	7	0:14:14

Path to Certification weeks 8-12

ALL EXAMS					
	<u>Course #</u>	<u>Content</u>	<u>Description</u>	<u># of Lessons</u>	<u>Duration (HH:MM:SS)</u>
Week 8	II02	Using Relationships to Solve Complex Problems	In this course we cover many-to-many relationships and how and when to create them, as well as how to create conditional and cascading conditional dropdowns to simplify the design of your app.	8	1:14:25
Week 9	II03	Managing your Apps with Roles	This course covers managing your apps through the use of roles.	4	0:13:52
Week 10	II05	Distributing Data with Enhanced Reports	QuickBase makes it easy to share and distribute reports with members of your team. Additionally, you can customize what data your users have access to, and how your reports display. This course covers different methods of sharing reports and customizing the data for access.	4	0:42:24
Week 11	II06	Maximizing Forms	This course takes the fundamental concepts about building relationships and creating forms one step further and shows you how to create report link fields and build and customize multiple forms to control how data is entered into your app and by whom.	1	0:09:51
Week 12	II07	Gaining Efficiency Through Formulas	As your application grows, so will the need for efficiency in how you use and exploit your data. Formulas are a powerful tool to help automate and configure applications to be most effective. This course covers how and when to use formulas to combine the contents of fields to create new data and efficiency through automation.	10	1:01:33

Path to Expert Certification weeks 13-16

Advanced - Expert Exam					
	<u>Course #</u>	<u>Content</u>	<u>Description</u>	<u># of Lessons</u>	<u>Duration (HH:MM:SS)</u>
Week 13	AA01	Advanced Use of Formulas	Automating your workflow with formulas is a very effective way to add efficiency to your processes.	27	1:49:43
Week 14	AA02	API Boot Camp	This course presents the core knowledge needed to leverage Quick Base APIs.	16	0:51:22
Week 15	AA03	Complex Workflow and Automation	This course presents some of the advanced functionality of Quick Base as it relates to workflow..	21	1:32:47
Week 16	AA04	Introduction to Webhooks	This course provides an introduction to Webhooks and examples of where and how to use them within Quick Base	10	0:44:28

Path to Expert Certification weeks 17-24

Advanced- Expert Exam					
	<u>Course #</u>	<u>Content</u>	<u>Description</u>	<u># of Lessons</u>	<u>Duration (HH:MM:SS)</u>
Week 17		Certification Prep-course	<p>This course will help you gain a better understanding of the App Builder Certification Exam.</p> <p>**Please Note: This course is geared towards individuals looking to pass the App Builder Certification. This session will not cover the Expert Certification Exam</p>	1	65:00
Week 19	EF04	Quick Base Empower 2019	EMPOWER Sessions provide a range of content including technical How Tos, best practices for app building and process improvement, surprising and exciting use cases across a variety of industries, and thought leadership on organizational transformation.	46	65:33:00
Weeks 20-24		Practice	<p>Use this time to practice and hone your skills in Quick Base. You can build a training app or apply these features to an existing app.</p> <p>Note: there is no fee for an app created in Quick Base as long as there are no more than X users and X</p>		



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