







## Benefits of becoming an HP Certified Educator

### **Authorization to teach**

Only HP Certified Educators are authorized to deliver courseware to students through Certiport-authorized testing centers and other approved HP venues.

### **Access to courseware**

Only HP Certified Educators are authorized to access the official materials supporting HP Institute-approved curriculum.

### **HP communications**

HP Certified Educators and HP Institutes receive advance notice of new courses and certifications planned for delivery through the Certiport-authorized testing center network. Regular communications from HP will also showcase new teaching opportunities and program updates.

### **Train-the-trainer (TTT)**

Educators have access to events, webinars, and skill-developing initiatives and readiness sessions to keep their skills and knowledge current, optimizing delivery of the HP Institute official curriculum.

### **Learning Partner Connection (LPC)**

Educators receive secure access to the most current versions of course materials through the HP Learning Partner Connection (LPC). The LPC also provides forums, resources, and tools for educators to share experiences and communicate with HP and Certiport education development teams and subject matter experts (SMEs).

### **Industry recognition**

HP Certified Educators are recognized across the globe for their teaching skills and knowledge across HP products and solutions.

### **HP Certified Educator e-certificate and wallet card**

HP Certified Educators can obtain a certificate and wallet card that identify them as a valued member of the HP ExpertOne community.

### **Use of insignia**

Educators can use the HP Certified Educator insignia to promote their relationship with HP.

## Definitions

**Bridge curriculum**—Sample courseware used by institutions to evaluate the content and level of the HP Institute curriculum and by educators to help prepare for course delivery.

**Course**—Program of learning typically lasting one academic term.

**Courseware**—Learning materials created by HP and its partners, such as Certiport, as the official content for the HP Institute Program. These materials may include, but are not limited to, instructor courseware, student courseware, presentation slides, lab guides, study guides, etc. Courseware includes updates thereto.

**Delivery readiness documents (DRDs)**—Documents for each course, which include launch date, description of the course, course outline and agenda, delivery requirements, equipment requirements, TTT and readiness session details, and other valuable information. DRDs should be reviewed by educators for each course they plan to teach.

**Facilities**—The physical facilities an HP Institute uses to deliver educator-led teaching to students.

**HP ATA certifications**—HP Accredited Technical Associate certifications.

**HP Certified Educator**—An individual who has met the requirements to earn one of the HP certification program competency credentials and has met the additional requirements for educators as may be set forth in the program guide or within a delivery readiness document (DRD).

**HP Certified Educator insignia**—The HP Certified Educator insignia that can be used by any approved HP Certified Educator to demonstrate educator's skills validated by the HP Certified Educator program.

**HP ExpertOne Program**—The current HP skills and certification program, providing a source of IT experts to customers, HP partners, and HP.

**HP Institute**—Institutions within the Certiport-authorized testing center network that are responsible for delivering HP education to students and other entities as approved in writing by HP.

**HP Institute curriculum**—Courses approved for delivery as part of the HP Institute Program.

**HP materials**—Materials provided by HP or Certiport to HP Institutes, including, but not limited to, courseware, educator (instructor) materials, student materials, and exams.

**Instructor materials**—Materials used by HP Certified Educators to prepare for and deliver educator-led HP ExpertOne courseware. These materials may include, but are not limited to, instructor study guides, instructor courseware, lab guides, etc. Courseware includes updates thereto.

**Learning Partner Connection (LPC)**—The Web portal for use by HP Certified Educators to obtain the latest HP Institute Program information, participate in forum discussions, and download course materials and courseware. Educators can access the LPC with a valid user ID and password.

**My ExpertOne Portal**—An HP portal that enables users to register for the HP ExpertOne program and get access to the HP Institute resources and ExpertOne training and certifications.

**Student**—A person who is registered for or who receives an education service.

**Student courseware**—The course materials that are provided to students. The student courseware is made available through a secured access path within the HP Press Marketplace.

**The Learning Center**—The HP Web portal that provides access to the HP Learning Management System containing information on, but not limited to, courses, registrations, and completion results.

## Steps to become an HP Certified Educator

### Step 1: My ExpertOne Portal registration

Register for the HP ExpertOne program by using the following HP Institute link: <https://www.myexpertone.com/forms/joinHPExpertOne.aspx?pc=HPIreg>. You will receive your HP Passport and HP Learner ID login credentials within 1-3 business days. You should then return to the My ExpertOne Portal and navigate to the HP Institute pages. Here you will gain access to HP Press to administer the Student Text Book access codes, the ATA Lab videos, and the Learning Partner Connection (LPC) to submit your request to join the HP Certified Educator program.

### Step 2: Submit request to join the HP Certified Educator program

Complete the HP Certified Educator online application, by following the link to the Learning Partner Connection from My ExpertOne. The information submitted will be used to create your account in the Learning Partner Connection, the online portal supporting the HP Certified Educator community. The application requires submission of profiling information, history of teaching experience and teaching credentials, and your HP Learner ID. **Your application will only be accepted if you are affiliated with an HP-approved institute where you plan to teach the HP ATA courses.** Once your online application is completed and submitted, a notification will go to your identified HP Institute for validation and approval.

### Step 3: HP Certified Instructor agreement

Once you receive email notification that your profile has been validated and application approved, return to the Learning Partner Connection to read and accept the HP Certified Instructor agreement. Upon acceptance of the HP Certified Instructor agreement you will have six months temporary access to the resources, tools and materials necessary to help you achieve your first HP ATA Certification and to teach the courses. HP strongly recommends you complete Steps 4 and 5 in a timely manner to facilitate continued access and to unlock additional resources, such as the HP ATA course forums, as well as your e-certificate, ID card, and insignia.

### Step 4: Achieve an HP ExpertOne ATA certification

Study the appropriate materials, attend or complete the required TTT and readiness activities, and then take and pass the relevant HP exam(s). Once you have achieved one HP ATA certification, you will have completed the requirements to be authorized as an HP Certified Educator.

### Step 5: Meet The DRD requirements prior to teaching each course

HP Certified Educators are required to meet all requirements stated in the associated DRD for the course(s) they deliver. You will gain permanent online access to the instructional teaching materials once you have met the teaching requirements per course.

## Requirements to renew HP Certified Educator status

HP recognizes and promotes HP Certified Educators as skilled in HP technologies and learning products. To maintain a program that guarantees a high quality of teaching delivery and a high degree of student satisfaction, educator performance will be subject to random evaluations.

### Renewal requirements

#### Technical standards

HP Certified Educators will be required to maintain at least one HP ATA certification, and meet any additional requirements stated in the course DRD.

#### Courseware

Courseware must be part of the HP Institute-approved curriculum.

#### Delivery standards

Deliver at least one course per academic year (typically September 1–July 31).

#### Train-the-Trainer

Attend the TTT and readiness sessions for the courses you are responsible for delivering as stated in the course DRD found in the LPC.

#### Quality standards

Requirements will be established and introduced in 2015.

#### Approved education facility

Teaching must occur in an HP-approved education venue (license purchased) or a Certiport-authorized testing center.

The HP Certified Educator program has an annual renewal cycle based on the common academic year (September 1–July 31). Educators can join the program at any time during the academic year.

If any educators do not renew during the renewal period, they can lose HP Certified Educator status and cannot continue to deliver HP Institute education. Apply for reinstatement by contacting HP Institute Program Support at [ExpertOne.LPP@hp.com](mailto:ExpertOne.LPP@hp.com).

## Non-compliance with HP Certified Educator guidelines

Failure to comply with the rules and guidelines in the HP Certified Educator program guide may result in educator decertification.

A decertified educator may not be allowed to re-enroll in the program for up to 12 months.

HP Certified Educators may lose their certification for any of the following reasons:

- Failing to comply with the HP Certified Educator requirements as set forth in this program guide
- Teaching an HP course with materials that are not official HP courseware obtained from the approved source (e.g., photocopied, altered, edited, or obtained from unofficial sources)
- Cheating on or falsifying exams or certifications, performance evaluations, or helping another candidate cheat
- Misusing the HP Certified Educator insignia or the HP brand
- Behaving in an unprofessional manner
- Using HP Certified Educator materials in a manner that is not consistent with the end-user license agreement

### Contacts

HP Institute Program  
[HPInstituteProgram@hp.com](mailto:HPInstituteProgram@hp.com)

HP Educator Support  
[ExpertOne.LPP@hp.com](mailto:ExpertOne.LPP@hp.com)

### Resources

**HP Institute**  
Find HP Institute certification and program information  
[hp.com/go/Institute](http://hp.com/go/Institute)

**HP ExpertOne**  
Find additional ExpertOne certification program and training information  
[hp.com/ExpertOne](http://hp.com/ExpertOne)

## HP Certified Educator insignia

The HP Certified Educator insignia identifies your relationship with HP. This mark indicates you are authorized to teach HP Institute-approved curriculum. You have met the stringent requirements of the HP Certified Educator program. Access to this mark is carefully controlled and use is monitored. Misuse could result in decertification. To access the HP Certified Educator insignia, please visit the My ExpertOne portal on the HP ExpertOne home page at [hp.com/ExpertOne](http://hp.com/ExpertOne).

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