

The **Onspring Certified Administrator – Level 2** program recognizes clients, partners, and employees for their knowledge and configuration skills within the Onspring platform. By earning this credential, you demonstrate that you have achieved the Level 1 Certification credential, completed all three Onspring Feature Bootcamp training courses with hands-on lab activities, and have been assessed for competency across the major areas of intermediate Onspring configurations.



Format

Level 2 Certification is achieved by completing all three Onspring Feature Bootcamp courses (Surveys, Workflow, and Access), the associated lab activities, and an exam. The exam is delivered through the Onspring Community and includes a series of Concept Questions and hands-on Configuration Challenges. Participants will use an assigned Onspring lab instance, along with the exam itself, to demonstrate their knowledge and competency. Topics covered in the exam align with the curriculum of the Bootcamp training classes. The exam typically takes 4–6 hours to complete. Exam sessions are open for up to eight weeks, and all components of the exam must be completed by the end of your session.

Eligibility

Eligibility requirements to take the Level 2 Certification exam include:

- Onspring Level 1 Certification
- Completion of the Onspring Access, Survey, and Workflow Bootcamp courses and all associated lab activities

Certification Types

Level 2 Certification recognizes intermediate competency of Onspring configuration skills. It is the second of two current certification offerings. If you do not have Level 1 Certification, you will need to complete that first before pursuing Level 2

Level 1 Certification	Level 2 Certification
Complete Onspring Essentials and 100% of the training lab activities; complete the Level 1 Exam	Level 1 Certification; complete the Onspring Access, Survey, and Workflow Bootcamp courses and 100% of the lab activities; complete the Level 2 Exam

Level 2 Certification FAQs

What Happens When I Become Level 2 Certified?

Once all criteria have been met, you will receive a digital badge which states the level of your credential. This badge will be shareable on social media such as LinkedIn and the Onspring Community. Those who see the badge will be able to click and read a description of the certification and qualifying criteria.

Does My Onspring Certified Administrator Credential Expire?

The Onspring Certified Administrator credential does not expire. If a new version of the Onspring platform includes enhancements that significantly impact the content of the certification exam, you will be given an opportunity to take a brief quiz to ensure your understanding of the functionality.

How Long Will the Exam Take to Complete?

The entire exam, including the Concept Questions and Configuration Challenges, should take 4–6 hours to complete. Once started, you may pause the exam at any point and return to it as many times as needed over the course of your exam session. If you do not pass one or more sections of the exam, you will have a retake opportunity, which will involve extra time for completion. Exams that are not completed by the exam session expiration are subject to a waiting period before being eligible to register to try for certification again.

NOTE: If you need to retake portions of the Level 2 Certification exam, your completion time will be longer than the estimated 4–6 hours.

How Do I Register for an Exam Session?

You will be eligible to register for the exam after completing your final of the three Feature Bootcamp classes. View the class schedule and register for upcoming training sessions on the [Onspring website](#).

Once you are eligible to take the Level 2 Certification exam, you can sign up through the [Certification Exam Registration dashboard](#) in the Onspring Community. You have one free attempt at the exam after completing all three Feature Bootcamps. Subsequent attempts will incur a small fee. This fee can be paid via credit card and is not included in yearly training passes.

What Happens If I Don't Pass the Exam?

You will have three attempts to pass each section of the exam with a score of 80% or higher. If all three attempts are unsuccessful, the exam will end. At that point, you can request a member of the Learning Services team to reach out to arrange a consultation. After that help session, or if you decline the consultation, you will be able to take the exam again. Should your fourth attempt be unsuccessful, you will need to re-register for the Level 2 Certification exam.

What Happens If I Don't Finish the Exam?

Any exam that is officially registered with a lab instance and exam record is counted as an active attempt. If a session with an active attempt expires without the exam being completed, you will be subject to a waiting period and a fee in order to register for another exam session.

Can I Submit the Certification for CPE Credit?

The Onspring Certified Administrator credential is issued by Onspring. We are not authorized to provide credentials or CPE credits for any other governing body. However, if you take the Onspring Feature Bootcamp training classes, we will provide you with a certificate of training completion plus the training agenda with session abstracts and learning objectives, which you may submit to your governing body for CPE credits.

When Will I Receive the Certification Credential?

After meeting all criteria to achieve Level 2 Certification, you will receive an email confirmation from a member of the Onspring Learning Services team. Soon after your exam session expires, you will receive two emails, one with a certificate of completion and the other with the digital badge credential. The email containing your digital badge will come via BadgeCert with instructions for sharing on social media.

Will I Be Able to Review the Questions I Missed?

To protect the integrity of the exam as an assessment tool, you will not have access to see the exact questions you missed. Along with your results at the conclusion of the exam, you will be provided with a list of the topics where you missed questions so that you can brush up on your knowledge of those concepts for the future.

Are Additional Levels of Certification Available?

At this time, only Level 1 and Level 2 Certification are available. If additional levels are developed in the future, all Onspring Certified Administrators will be informed.