



Step by step guide to becoming a Select Certified partner

1 Step 1. Become a Cisco Registered partner

1. Review the [Partner Registration User Guide](#)
2. Apply to the [Registered Partner Program](#)
 - i. Apply for a Cisco.com user ID (only if you do not already have one)
 - ii. Provide or verify company and contact information
 - iii. [Review and accept the terms of the Indirect Channel Partner Agreement \(ICPA\)](#)
 - iv. [Submit the application](#)

🕒 Cisco will review your application within 15 business days. If approved, your company will receive registered partner status, be granted partner-level access to Cisco.com, and be eligible to participate in the Cisco Channel Partner Program. Status as a registered partner is valid for 12 months and must be renewed annually.

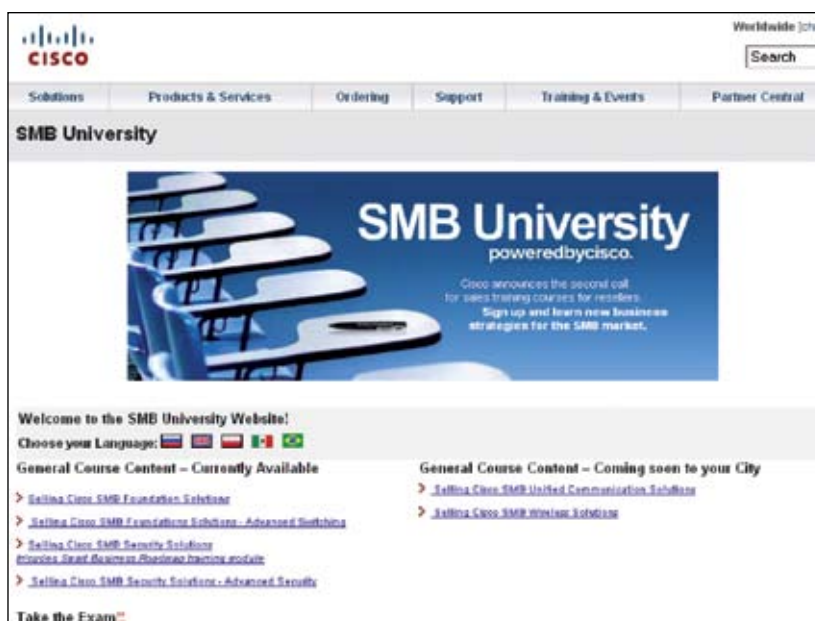
2 Step 2. Associate people with your company

1. Use [Partner Self-Service](#) (PSS) to register your company's detail, partner tool administrators & people associated with your company
 - i. [User Guide](#) & [Quick Reference Guides](#) are available



3 Step 3 Certify Individuals via courses & exams

1. Use Partner E-Learning Connection (PEC, www.cisco.com/go/pec) to review SMB specialization role learning maps or review the [SMB University](#) for available courses



2. Plan which people will fill the required roles (Account Manager, Engineer) & create a training plan for those people to ensure they meet any pre-requisites and know which courses & exams must be taken
 - i. Web-based courses for each role can be started from Learning Map in [PEC](#) or [SMB University](#)
 - ii. Work with one of the [Cisco Learning Partners in your region](#) to create & implement a training plan or go to [SMB University](#) web site to determine your next training course available

3. Once any desired training is complete, register for a proctored exam via the SMB role's Learning Map in [PEC](#). The companies in Europe that manage exams are [Pearson VUE](#) and [Thomson Prometric](#). Both of these websites include easy-to-follow information on how to register & schedule exams.

- i** There are 2 tips to ensure that passed exams pass quickly from the testing center into Cisco's databases:
- i. Ensure that all people taking exams are associated with your company in Partner Self-Service.
 - ii. Each individual needs to ensure to sign the Cisco Certification Agreement in order for the exam to show as "completed". The Cisco Career Certifications and Confidentiality Agreement can be signed online.

- +** Once an exam has been passed, it can take 3-5 days before it registers in [Partner Self-Service](#) or the [Certifications & Specializations Application](#) (CSApps)Tools.

- ?** If the partner has validated that the individual is associated & the certification agreement is signed, but individuals who have passed tests are still not showing in the system, open a case with the Partner Relationship Team (PRT) online at www.cisco.com/go/prt or via the phone. Partners can call to open cases as well. In [some European countries](#), local toll-free numbers are available; for all other countries, please call +32 800 9 42 42 (toll call). When you call, mention that you need to speak to the Partner Relationship Team.





4 Step 4: Apply for SMB Specialization

1. Use the [CSApps](#) Tool Specialization Planner to monitor progress of the individuals scheduled to fill the roles.
 - i. Select the theater, country & add the name of your company & hit "Search"
 - ii. Select the radio button for your company & hit "Select"
 - iii. Select the Specialization Planner tab, the SMB specialization, & all (or the desired) roles. This shows you the requirements for each role & any individuals who already meet these requirements.
 - iv. If you'd like to see progress, you can select the "Contacts close to meeting requirements" hyperlink. This tab shows all company contacts & what requirements are still missing.
2. Once both specialization roles (Account Manager & Engineer) are met by two individuals & their information is available, use the Specialization Application tab within the [CSApps](#) Tool to submit your application.
 - i. Select the SMB specialization

- ii. Allocate the job roles to an individual who meets the requirements, then hit the "Next" button
 - iii. Review the Summary page & hit the "Next" button
 - iv. Confirm candidates who will hold job roles in summary page:
 - v. Partner must accept ICPA and Terms and Conditions:
 - vi. If you are ready, submit your specialization application.
3. You can open the application for the SMB specialization without completing it. It will stay in "In progress" status within the [CSApps](#) Tool for 90 days while you continue to make progress towards the roles.
4. All company administrators will receive an e-mail from csapp-program@cisco.com with the notification that a new application has been submitted for the SMB specialization

- ➔ Within 24 hours, you should receive a notification of the achievement of the SMB specialization. This e-mail will also be from csapp-program@cisco.com. From this point, the [CSApps](#) Tool will reflect that you have achieved the SMB specialization by showing the status of the specialization "Approved". The specialization is valid for 1 year, so the anniversary date will be 1 year from the date it was approved.



5 Step 5: Apply for Select Certification

- Partner enters [CSApps](#) (Certification and Specialization Application) Tool and chooses the "Select Certification from the list of Certifications and clicks the "next" button.
 - Select the theater, country & add the name of your company & hit "Search"
 - Select the radio button for your company & hit "Select"
 - Select the Select certification & hit the "Next" button
 - Check the appropriate boxes to validate your support capabilities (no CSAT responses will be required) & hit the "Next" button
 - Review the Summary page & hit the "Next" button
 - Review the terms & conditions & hit the "Next" button
 - Review that all requirements are met & submit the application

Partner Central
Certification and Specialization Application

SELECT CERTIFICATION | CERTIFICATION APPLICATION | SPECIALIZATION PLANNER | SPECIALIZATION APPLICATION | ADMINISTRATIVE PAGE

[Choose Certification](#) | [Support Requirements](#) | [Summary](#) | [Terms & Conditions](#) | [Submit](#)

Certification Application - Submit
 You are in **Read Write** mode. Anypartner (USA)
Current In-Progress Certification - SELECT

Terms and Conditions

Terms and Conditions	Accepted
Indirect Channel Partner Agreement(ICPA)	Accepted

Certification Requirements	Requirement Met?
Item	
Specialization Requirements	Yes
COE Requirements	NA

- i** You can open the application for the Select certification without completing it. It will stay in "In progress" status within the [CSApps](#) Tool for 90 days while you continue to make progress towards the roles. All company administrators will receive an e-mail from csapp-program@cisco.com with the notification that a new application has been submitted for the Select certification



- ➔ Within 24 hours, you should receive a notification of the achievement of the Select certification. This e-mail will also be from csapp-program@cisco.com. From this point, the [CSApps](#) Tool will reflect that you have achieved the Select certification by showing the status of the specialization "Approved". The specialization is valid for 1 year, so the anniversary date will be 1 year from the date it was approved.

Once approved Select Certified

Once the Select certification is approved, the Cisco team will receive the request to order the Select certification materials. Once ordered, it should take 3-5 weeks to receive the materials.

For existing SMB Select designated partners please follow steps 3-5 only.

