

VMWARE EDUCATION SERVICES

IT ACADEMY PROGRAM GUIDE

Version 4.2

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The terms of this Program Guide are subject to the terms of the VMware IT Academy Program Agreement and related addenda. VMware reserves the right to administer and modify the Program Guide at its discretion

[New Announcements for 2018](#)

VMware IT Academy begins rolling out a redesigned Academy for 2018

We are improving the Academy curriculum to make it more relevant for today's learner. Students need to gain a broader view of how VMware solutions are used to solve business challenges instead of focusing solely on vSphere. By replacing the VCP-DCV commercial courses with academic-friendly courses, we provide a strong foundation in virtualization and cloud computing to prepare students for more advanced skills development.

[New Datasheet outlining our new academic courses](#)
[FAQs for phasing out the old and bringing in the new](#)

1.0 Introduction

1.1 Scope

The VMware IT Academy Program Guide describes the program requirements for VMware IT Academies (vITA). VMware will periodically update this Program Guide to reflect program **changes and enhancements**.

1.2 Overview

The VMware IT Academy Program is an important component of VMware education programs. The academic institutions that agree to participate in the VMware IT Academy Program fulfill an important role in providing VMware education worldwide.

The VMware IT Academy Program is designed to introduce students to VMware technologies and equip them with technical skills to complement their chosen fields of study. VMware will provide selected academic institutions with course materials developed by VMware for this purpose. By instituting this program, VMware seeks to create a collaborative relationship with academic institutions whereby their students may obtain VMware certifications.

1.3 Program Goals

The VMware IT Academy Program has been developed to introduce students to VMware technologies. It enhances the student experience by:

Providing students access to:

- VMware technologies
- High quality curriculum
- Pathways that lead to VCA and VCP-DCV certification
- Courses that can be integrated into degree programs
- Webstore access with content and certification vouchers

The VMware IT Academy Program provides faculty with services and tools to deliver a quality learning experience for students by providing faculty with:

- Access to web based courses for use in class preparation and class presentation
- Access to a secure web site with course set-up guides and lab files
- Authorization to purchase course materials directly from VMware's print vendor
- Authorization to purchase certification vouchers directly from VMware's certification vendor, Pearson VUE

VMware IT Academy Program Value Proposition

Student	Faculty	IT Academy Institutions
Worldwide access to high quality educational content, certification potential and experience with VMware technologies.	Provides instructional resources and materials to teach students about VMware and opportunities to use VMware technologies.	Receive support from VMware and other institutions to enable inclusion of VMware technologies in their curricula, providing routes to VMware certifications.

1.4 Financial Overview

Each VMware IT Academy is responsible for registering students in their respective registration system and for acquiring Training Materials from VMware's print vendor. A required annual subscription of \$250 from Kivuto will provide a customized webstore for each academy. Students will receive a discounted certification voucher that they may redeem with VMware's certification vendor. Any required hardware or non-VMware licenses are the responsibility of the participating institution.

1.5 Other Documents

Additional information is contained in the following documents:

- [VMware IT Academy Program Agreement](#)
- [VMware, Inc. Logo Usage](#)

1.6 Acronyms

VCP – VMware Certified Professional

ILT – Instructor Led Course

vITA – VMware IT Academy

Authorized Students – students enrolled in an academy

2. Application Process

2.1 Overview

When reviewing the application, VMware looks for an established, independent, accredited teaching organization with good facilities and experienced instructors.

VMware reserves the right to accept or deny any application based on our strategic direction.

2.2 Selection Criteria

VMware analyzes potential VMware IT Academies to specific criteria, including:

- Accredited, degree-granting higher education institutions worldwide offering 2- or 4- year college programs and some high schools
- Technical schools offering accredited degrees through distance education programs are also eligible to participate in the program.
- Institutions that agree to only offer VMware training according to an academic calendar and **not less than 4 weeks**.

2.3 Application Steps

Institutions must complete the respective online Registration form below to accept the VMware Academy Agreement before their application can be submitted.

[Complete the appropriate IT Academy Application for your region.](#)

- Americas
- Asia Pacific and Japan
- Europe, Middle East, and Africa

1. The online registration also serves as the legal agreement between VMware and the vITA for use of the web based training.
2. VMware reviews the application and approves or rejects. If approved, the vITA will receive a welcome email containing instructions on how to proceed. If not approved, an email is prepared and sent by the VMware program manager.
3. If the application and Agreement are acceptable to VMware the academic institution will be considered to be a VMware IT Academy.

2.4 VMware IT Academy: Requirements

In addition to other responsibilities described in this Program Guide, each VMware IT Academy must comply with the following obligations. The VMware IT Academy's failure to comply will be considered a violation of the Agreements giving VMware the right to terminate them for cause.

- The VMware IT Academy may not teach VMware course(s) that are not authorized to teach or misrepresent the Training Materials.
- teach or misrepresent the Training Materials.

- Students should be provided with a new course manual or eBook for each Authorized Course for which the student is registered.
- Only individuals paying for their own classes can participate in VMware IT Academy Program. If you discover a company paying tuition for any student, you must refer that student to a VMware Education commercial training partner.
- VMware's Authorized Logos cannot be misused.
- VMware's Confidential Information cannot be disclosed to unauthorized personnel, customers or others contrary to the requirements of the Agreement.

The items noted above are not an inclusive list of potential material breaches from which termination may result. Further information regarding termination is set forth in the online vITA Program User Guides should be consulted.

3.0 Course Curriculum

3.1 Overview

Each vITA is authorized to teach only Authorized Courses provided through Kivuto selected by VMware and are listed on the IT Academy program website.

VMware IT Academies may not offer any courses less than 4 weeks.

3.2 Curriculum Updates

VMware reserves the right at its sole discretion and without incurring any liability to modify Training Materials or discontinue their development, distribution, or support.

3.3 Course Descriptions

Full descriptions of [VMware courses can be found here....](#)

The course descriptions typically consist of:

- Short description
- Prerequisites
- Course objectives

3.4 Removing Courses

VMware will periodically remove obsolete courses from the curriculum.

3.5 Certification Updates: *Please read carefully*

VMware VCP-DCV Certification Information for VMware IT Academy Students [Attending Courses after 1 January 2018](#)

For candidates interested in becoming certified as a VCP6-DCV or VCP6.5-DCV, there are two options to choose from. Candidates must complete all steps from either Option A or Option B to receive their credential.

Option A: [Commercial Training Path](#) (commercial courses appear in MyLearn / Certification Manager)

Step 1) Complete a qualifying certification course either directly from VMware or from a VATC (VMware Authorized Training Center) *

Step 2) Pass the **vSphere 6.x Foundations** commercial exam (2V0- 602 [v6.5] or 2V0-620 [v6.0])

Step 3) Pass the **VCP 6.x - Data Center Virtualization** commercial exam (2V0-622 [v6.5] or 2V0-621[v6])

*See full requirement details on our main [VCP6-DCV](#) / [VCP6.5-DCV](#) certification page. Be sure to select the path that best fits your qualifications.

Option B: IT Academy Path (IT Academy courses do not appear in MyLearn / Certification Manager. IT Academy students use a special academic ('PSE') exam voucher for the

VCP-DCV exam to provide qualifying training course credit. Students must complete the VCP6.x-DCVPSE exam using the voucher provided by the Academy instructor)

Step 1) Take *vSphere: Install, Configure, Manage* and/or *vSphere Optimize and Scale* course at an IT Academy**

Step 2) Pass the **vSphere 6.x Foundations** exam (2V0- 602 [v6.5] or 2V0-620 [v6]). Note: there is no special academic ('PSE') exam voucher for the vSphere 6.x Foundations exam.

Step 3) Pass **VCP 6.x - Data Center Virtualization 'PSE'** exam (2V0-622**PSE** [v6.5] or 2V0-621**PSE** [v6]) using the special academic exam voucher provided to the student by the IT Academy instructor

**Academy course attendance will not appear in MyLearn/Cert Manager. The *vSphere: ICM* course alone does not qualify as fulfilling the training course requirement on the IT Academy path. Thus, the student must register for and pass the special academic PSE version exam (listed under "PSE Exams" section on the Pearson "Select Exam" registration page) to receive qualifying course credit required for VCP-DCV certification.

Important: VMware will NOT certify a candidate if:

The student attended both courses (*vSphere: ICM* and *vSphere: Optimize & Scale*) at an IT Academy but **DID NOT** register for the special academic version ('**PSE**') of the **VCP6.x-DCV** exam (2V0-622**PSE**[v6.5] or 2V0-621**PSE**[v6]) using the voucher provided by the instructor. VMware will not accept commercial (non-academic/'**PSE**') versions of the VCP6-DCV or VCP6.5-DCV exam

3.5 Self-Paced Courses

VMware IT Academies may provide students, faculty and staff free access to selected online courses through the VMware MyLearn database system, VMware's online training system. Registered users may access this [online training here](#)

These online courses may be used in a standalone fashion, to supplement VMware authorized courses, as reference or to supplement your own courses. ***These eLearning courses currently do not qualify faculty or students to take VCP (VMware Certified Professional) exams.***

4.0 Faculty Development Plan

4.1 Instructor Authorization

Each VMware IT Academy will appoint and authorize qualified faculty from among its faculty membership to teach the Authorized Courses. Authorized Faculty (or the VMware IT Academy Instructor on behalf of the faculty) may purchase the Instructor Guide from VMware's content vendor, Gilmore Global, for each Authorized Course s/he is becoming authorized to teach. The Instructor Guide provides instructor notes for teaching the course. Authorized Faculty will be given access to the TTT (Train the Trainer) eLearning and other supporting material.

vITA Instructors are strongly encouraged to get certified prior to delivering their first course but are not required. VMware provides discount certification exam vouchers to all IT Academy instructors to encourage certification.

vITA Instructors can attend any qualifying class for any VMware Certification. In some cases, vITA Instructors may complete an approved "self-study" process instead of attending a qualifying class. The "self-study" process typically involves completing a recorded TTT course(s) and performing the lab exercises.

4.2 Support:

For additional questions, please email our [support desk](#) .

5.0 Operations



5.1 Overview

This section explains the operational aspects of the VMware IT Academy Program and the responsibilities of the instructor.

5.2 vITA Provisions

Each vITA will provide:

- Course catalog production and distribution
- Student registration and billing

The process for institutions offering instructor led training:

- vITA agree to VMware's Academy Agreement by completing the online application.
- Instructors must meet all requirements to teach a VMware Authorized Course.
- Only individuals paying for their own classes may participate in VMware IT Academy Program classes. If you discover a company paying tuition for any student, you must refer that student to a VMware Education commercial training partner.
- vITA will equip training facilities with hardware, software, and standard audio-visual equipment for instructional use as needed for each Authorized Course.
- vITA must purchase course materials directly from VMware's Authorized vendors: Kivuto, Gilmore and NDG (optional virtual labs).
- After a student receives a voucher, they will be asked to register in MyLearn to take their exam with Pearson Vue. Instructors do not have to create a class in MyLearn anymore.

5.3 Advertising

Any advertising must comply with VMware corporate guidelines and the VMware Trademark and Logo Usage Requirements.

The VMware IT Academy will need to comply with the [VMware Trademark and Logo Usage Requirements](#).



5.4 On-Site Courses

The vITA may not teach VMware courses on-site to a customer(s) or otherwise disclose Training Material to anyone other than Authorized Faculty or students enrolled in their education institution.

5.5 Training Materials

All Authorized Students must be supplied with the appropriate Training Materials including a printed student manual or e-text. Student manuals must be ordered from VMware's content vendor. No copying of Training Materials or distribution to persons other than Authorized Faculty and Authorized Students is allowed unless expressly authorized by VMware in writing.

Most Authorized Courses include lab setup guide, PowerPoint slide masters, lab files, and other support materials available from the Kivuto webstore.

All Training Materials are considered Confidential Information of VMware and are subject to the Confidential Information provisions of the Agreement. Each vITA will use the Confidential Information (including the Training Materials) only for purposes established by this Program Guide and Agreement.

Each vITA and/or Authorized Faculty may develop additional class materials (for example, labs, overheads, handouts, etc.). VMware reserves the right to review these materials prior to their use. The Agreement defines Supplemental Materials vs. Derivative Works. Derivative Works based on the VMware Training Materials are not allowed.

Each vITA is responsible for installing and maintaining any lab exercise software for use by their students and providing any necessary additional materials, media, and reference manuals.

Each vITA may not change the content of the Authorized Courses without VMware's prior written authorization. Local language translations of Training Materials may be authorized by VMware only pursuant to an express modification of the VMware VAP Agreement. VMware retains all intellectual property rights to translated material and reserves the right to check any such translations.

Provided that a vITA remains in compliance with the program requirements, the vITA will have the right to use the Training Materials in the Authorized Locations solely for the purpose of providing Training to their students.



5.6 Student Certificates

Student Certificates of Completion are available at the conclusion of class and can be downloaded from the Kivuto webstore.

5.7 Marketing

Marketing the courses offered by the vITA is the responsibility of each individual academy.

Marketing materials, camera-ready artwork, and logo items may be available through Kivuto. These trademarked items must be used in compliance with the VMware Trademark and Logo Policies and the Logo License Agreement.

6. United States Training Center Design Requirement

VAs that have classrooms and equipment located in the United States must ensure that such meet the requirements established by the Americans with Disabilities Act.

7. United States Veterans Administration / GI Bill

VMware's VCP certification application has been submitted to be on the VA approved list. Participating U.S. schools may apply in their state with the Veterans Administration to have courses covered under the GI Bill after the course has been taught for at least two years.

8. Hardware Compatibility Guide

To ensure classes can be taught without hardware issues, all equipment used for academy classes should be listed in the "VMware Certified Compatibility Guides" currently linked to from [this web page](#).

9. NDG NETLAB+ Support of the VMware IT Academy

The Network Development Group (NDG), in partnership with the vITA Program, enables academic institutions to host a virtual lab for some VMware Education courses using the NDG NETLAB+ system. NDG provides schools with customized lab exercises to facilitate setup and delivery of some VMware courses, using a NETLAB+ system. [More details](#)



10. Online Quick Start Guide

The [online Quick Start Guide](#) contain the official information and current procedures to implement and manage the vITA Program at a school. We depend upon all vITA Program participants becoming self-reliant based on the contents of online Quick Start Guide.



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