A Quick-Start Guide to Relativity Certifications

Relativity certifications help you validate your proficiency in e-discovery, add more value to your organization, and distinguish yourself in the industry. Not sure which exams to take? Find out what to expect and where to go next with this guide.

For more information, please visit the **Certifications page**.

Relativity Certified Administrator

WHAT'S ON THE EXAM?
- All aspects of Relativity case administration
- Relativity Analytics and Assisted Review are **not** on the exam

WHY SHOULD I BECOME CERTIFIED?
- Demonstrate the skills needed to handle a case from start to finish
- Increase your credibility in the industry

WHAT SHOULD I EXPECT?
- Hands-on project (75 minutes)
- 150-question quiz (90 minutes)

WHO SHOULD TAKE THE EXAM?
- Relativity case administrators

WHERE CAN I FIND EXAM RESOURCES?
- FAQs
- Tutorials & Webinars
- Relativity Community
- Documentation

RelativityOne Certified Pro

WHAT'S ON THE EXAM?
- RelativityOne features
- Cloud benefits

WHY SHOULD I BECOME CERTIFIED?
- Verify your proficiency in using RelativityOne
- Become an advocate for RelativityOne and its advantages

WHAT SHOULD I EXPECT?
- 25-question quiz (25 minutes)

WHO SHOULD TAKE THE EXAM?
- Anyone interested in learning more about RelativityOne
- Relativity and RelativityOne users
- Sales professionals

WHERE CAN I FIND EXAM RESOURCES?
- FAQs
- Tutorials & Webinars
- RelativityOne Study Guide
- Documentation

Relativity Certified Sales Professional

WHAT'S ON THE EXAM?
- Relativity's core features
- Updates in the latest release

WHY SHOULD I BECOME CERTIFIED?
- Prove your expertise in delivering the Relativity product demo
- Communicate how the software can help solve your clients' e-discovery challenges

WHAT SHOULD I EXPECT?
- 45-minute sales demo
- 25-question quiz (15 minutes)

WHO SHOULD TAKE THE EXAM?
- Anyone employed by a Relativity partner organization who demos the software to current or potential clients

WHERE CAN I FIND EXAM RESOURCES?
- FAQs
- Tutorials & Webinars
- Relativity Community
- Documentation

Relativity Certified User

WHAT'S ON THE EXAM?
- Core reviewer interface
- Workspace navigation
- Review workflow
- Searching
- Relativity Analytics

WHY SHOULD I BECOME CERTIFIED?
- Validate your ability to set up detailed searches and reports
- Manage reviews holistically and handle QC with ease

WHAT SHOULD I EXPECT?
- 100-question quiz (60 minutes)

WHO SHOULD TAKE THE EXAM?
- Contract attorneys
- Project managers
- Review team leads
- Paralegals

WHERE CAN I FIND EXAM RESOURCES?
- FAQs
- Relativity Certified User Exam Workbook
- Tutorials & Webinars
- Documentation
- Exam Study Resources

Relativity Analytics Specialist

WHAT'S ON THE EXAM?
- Structured analytics
- Similar document detection
- Clustering and categorization
- Keyword expansion
- Building and maintaining indexes

WHY SHOULD I BECOME CERTIFIED?
- Exhibit your ability to run smarter searches, streamlining review from planning stages
- Demonstrate your proficiency in index creation

WHAT SHOULD I EXPECT?
- 75-question quiz (60 minutes)

WHO SHOULD TAKE THE EXAM?
- Users who regularly work in Relativity Analytics and are familiar with all Analytics features
- Project managers
- Attorneys

WHERE CAN I FIND EXAM RESOURCES?
- FAQs
- Tutorials & Webinars
- Practice Quiz and Study Resources in the Relativity Community
- Documentation

Relativity Assisted Review Specialist

WHAT'S ON THE EXAM?
- Project setup
- Round types
- Reviewer decision making
- Reporting
- Project stabilization

WHY SHOULD I BECOME CERTIFIED?
- Demonstrate your ability to review documents efficiently and make tight deadlines
- Become an authority in establishing an accurate and defensible process

WHAT SHOULD I EXPECT?
- 75-question quiz (60 minutes)

WHO SHOULD TAKE THE EXAM?
- Users who have worked on a variety of Assisted Review projects
- Project managers
- Attorney

WHERE CAN I FIND EXAM RESOURCES?
- FAQs
- Tutorials & Webinars
- Practice Quiz and Study Resources in the Relativity Community
- Documentation

Relativity Infrastructure Specialist

WHAT'S ON THE EXAM?
- SQL server performance
- Relativity configuration
- Server setup and administration
- Environment monitoring
- Networks and security

WHY SHOULD I BECOME CERTIFIED?
- Establish expertise in managing infrastructure and SQL performance
- Display your knowledge of the Relativity environment, including server roles, server scaling, and networking

WHAT SHOULD I EXPECT?
- 75-question quiz (60 minutes)

WHO SHOULD TAKE THE EXAM?
- Users who work within Relativity's infrastructure on a regular basis
- Senior system administrators

WHERE CAN I FIND EXAM RESOURCES?
- FAQs
- Tutorials & Webinars
- Practice Quiz and Study Resources in the Relativity Community
- Documentation

Relativity Processing Specialist

WHAT'S ON THE EXAM?
- Processing desktop console
- Basic processing workflow
- Processing profiles and processing sets
- De-duplication
- Error resolution

WHY SHOULD I BECOME CERTIFIED?
- Validate your expertise in processing data in Relativity
- Demonstrate your knowledge of advanced processing workflows and best practices

WHAT SHOULD I EXPECT?
- 75-question quiz (60 minutes)

WHO SHOULD TAKE THE EXAM?
- Users with extensive experience processing data and who work in Relativity Processing on a regular basis

WHERE CAN I FIND EXAM RESOURCES?
- FAQs
- Tutorials & Webinars
- Practice Quiz and Study Resources in the Relativity Community
- Documentation

Relativity Project Management Specialist

WHAT'S ON THE EXAM?
- Basic knowledge of Legal Hold, Collection, Processing, importing and exporting, Fact Manager, Analytics, and Assisted Review
- In-depth knowledge of review, searching, and production

WHY SHOULD I BECOME CERTIFIED?
- Prove your expertise in Relativity workflows and in managing cases in Relativity
- Validate your knowledge across all Relativity products

WHAT SHOULD I EXPECT?
- 75-question quiz (60 minutes)

WHO SHOULD TAKE THE EXAM?
- Case managers, project directors, consultants, and other individuals who act as a liaison between clients and Relativity to make workflow recommendations

WHERE CAN I FIND EXAM RESOURCES?
- FAQs
- Tutorials & Webinars
- Practice Quiz and Study Resources in the Relativity Community

---

Relativity **Expert** and **Master** designations offer ways for individuals to validate their expertise in multiple areas of the software. Because these designations are intended to recognize proficiency of technical skills, the Relativity Certified Sales Professional and RelativityOne Certified Pro certifications do not count toward Expert or Master status.

Relativity EXPERT
An RCA who has achieved **two** additional certifications.

Relativity MASTER
An RCA who has achieved **four** additional certifications.