

QUICK-GUIDE:

COMPLETING THE COURSE SUBMISSION FORM

The Course Submission Form is the final requirement in obtaining most OCP and OCM certifications as well as some Expert Program certifications. Completing the Course Submission Form will accomplish two tasks related to your certification:

Please note that you will need the following course information prior to beginning the registration process:

1. Course Name
2. Course dates
3. Course location
4. Course enrollment number

Below we have outlined the step-by-step process to submit this form. Please contact ocpexam_ww@oracle.com if you have any questions. Gather the information above before starting form.

STEPS

1. HOME PAGE

Go to pearsonvue.com/oracle

Sign In using your username and password.

If you do not yet have a Username and Password, you will need to select 'create a new web account' and follow the steps to create your web account and obtain your username and password.

PEARSON VUE

Sign in to your existing account.

Attention first-time users:
If you have never used our site before, you will need to [create a new web account](#) before you can sign in. If you have taken a test before, but do not remember your username or password, please use the links on the right.

Returning users:
If you have previously taken a test with Pearson VUE, but do not remember your username or password, please use the links on the right. Some testing programs require a separate web account. If your existing login is not accepted, it may mean that you have not yet registered with the selected testing program. To do so, follow the link to [create a new web account](#).

Online Services
After you sign in, you can schedule/change your test appointments, view your testing history and view/modify your personal information.
Our secure website encrypts your personal information so that it cannot be read by unauthorized Internet users.
This website is best experienced using Microsoft Internet Explorer (IE) version 5 and above, Mozilla Firefox or Netscape 7 and above.
For your security, please remember to sign out of your account and close your browser when you finish your session.

Username:
Password:


Sign In

[I forgot my username.](#)
[I forgot my password.](#)
[Create a web account.](#)

Copyright © 1996-2009 Pearson Education, Inc. or its affiliate(s). All rights reserved. [Terms](#) | [Privacy](#) | [Contact](#)

2. SELECT HANDS-ON COURSE VERIFICATION

You are taken to a page that shows exam history and status. On this page click on 'Hands-On Course Verification'



Oracle Certification Testing

English ▾

Welcome Brandye Barrington

Exams and Scores

Non-Proctored Exams

- [Exam Catalog](#)
- [Purchasing History](#)
- [View Cart](#)
- [Hands-On Course Verification](#) ←
- [Logout](#)

Start a New Non-proctored Exam

Exam	Action
1Z0-007 Introduction to Oracle 9i SQL@	Start Exam
Exams must be completed within 48 hours from the initial start of the exam.	

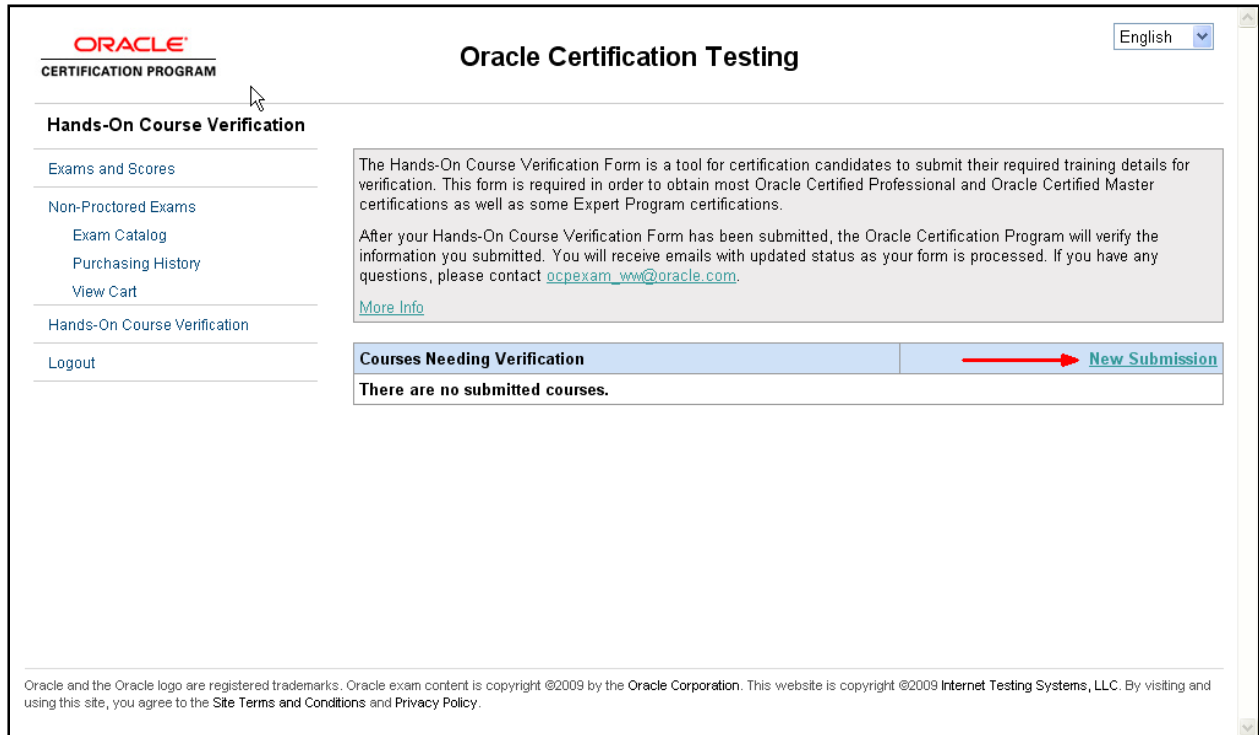
Completed Exams

Exam Name	Completed	Result
1Z0-007 Introduction to Oracle 9i SQL@	Thursday, September 10, 2009	Fail
1Z0-030 Oracle9i: New Features for Administrators	Thursday, September 10, 2009	Fail
1Z0-032 Oracle9i DBA Fundamentals II	Thursday, September 10, 2009	Fail

Oracle and the Oracle logo are registered trademarks. Oracle exam content is copyright ©2009 by the Oracle Corporation. This website is copyright ©2009 Internet Testing Systems, LLC. By visiting and using this site, you agree to the [Site Terms and Conditions](#) and [Privacy Policy](#).

3. SUBMIT THE FORM

Click on 'New Submission' to submit a new form.



The screenshot displays the Oracle Certification Testing interface. At the top left is the Oracle Certification Program logo, and at the top right is a language dropdown menu set to 'English'. The main heading is 'Oracle Certification Testing'. On the left is a navigation menu with the following items: 'Hands-On Course Verification' (highlighted), 'Exams and Scores', 'Non-Proctored Exams' (with sub-items 'Exam Catalog' and 'Purchasing History'), 'View Cart', 'Hands-On Course Verification', and 'Logout'. The main content area contains a text box explaining the Hands-On Course Verification Form and a 'More Info' link. Below this is a section titled 'Courses Needing Verification' with a red arrow pointing to a 'New Submission' link. The text below the arrow states 'There are no submitted courses.' At the bottom of the page is a footer with legal disclaimers and copyright information.

ORACLE
CERTIFICATION PROGRAM

English

Oracle Certification Testing

Hands-On Course Verification

- Exams and Scores
- Non-Proctored Exams
 - Exam Catalog
 - Purchasing History
- View Cart
- Hands-On Course Verification
- Logout

The Hands-On Course Verification Form is a tool for certification candidates to submit their required training details for verification. This form is required in order to obtain most Oracle Certified Professional and Oracle Certified Master certifications as well as some Expert Program certifications.

After your Hands-On Course Verification Form has been submitted, the Oracle Certification Program will verify the information you submitted. You will receive emails with updated status as your form is processed. If you have any questions, please contact ocpexam_ww@oracle.com.

[More Info](#)

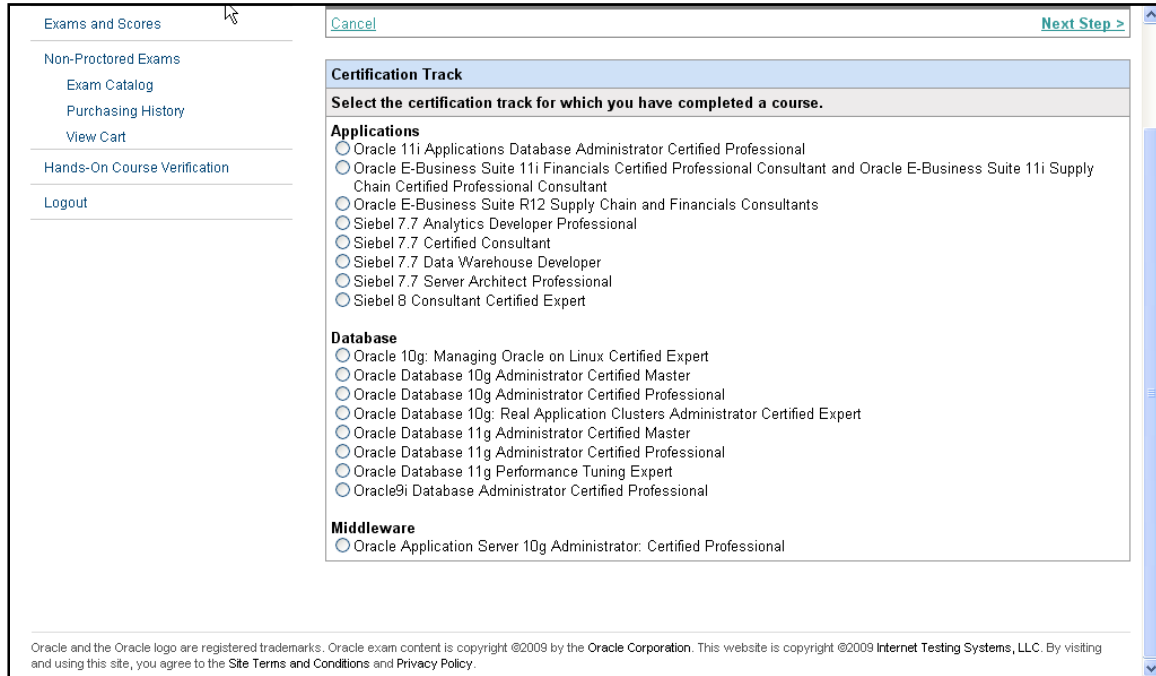
Courses Needing Verification [New Submission](#)

There are no submitted courses.

Oracle and the Oracle logo are registered trademarks. Oracle exam content is copyright ©2009 by the Oracle Corporation. This website is copyright ©2009 Internet Testing Systems, LLC. By visiting and using this site, you agree to the [Site Terms and Conditions](#) and [Privacy Policy](#).

4. SELECT YOUR TRACK

You will be asked to select the certification track for which you are completing the Course Submission Form. Select the appropriate path and click 'Next Step.'



The screenshot shows a web interface for selecting a certification track. On the left is a navigation menu with links: Exams and Scores, Non-Proctored Exams (Exam Catalog, Purchasing History, View Cart), Hands-On Course Verification, and Logout. The main content area has a 'Cancel' button at the top left and a 'Next Step >' button at the top right. Below these is a section titled 'Certification Track' with the instruction 'Select the certification track for which you have completed a course.' The tracks are grouped into three categories: Applications, Database, and Middleware. Each track is preceded by a radio button.

Applications

- Oracle 11i Applications Database Administrator Certified Professional
- Oracle E-Business Suite 11i Financials Certified Professional Consultant and Oracle E-Business Suite 11i Supply Chain Certified Professional Consultant
- Oracle E-Business Suite R12 Supply Chain and Financials Consultants
- Siebel 7.7 Analytics Developer Professional
- Siebel 7.7 Certified Consultant
- Siebel 7.7 Data Warehouse Developer
- Siebel 7.7 Server Architect Professional
- Siebel 8 Consultant Certified Expert

Database

- Oracle 10g: Managing Oracle on Linux Certified Expert
- Oracle Database 10g Administrator Certified Master
- Oracle Database 10g Administrator Certified Professional
- Oracle Database 10g: Real Application Clusters Administrator Certified Expert
- Oracle Database 11g Administrator Certified Master
- Oracle Database 11g Administrator Certified Professional
- Oracle Database 11g Performance Tuning Expert
- Oracle9i Database Administrator Certified Professional

Middleware


- Oracle Application Server 10g Administrator: Certified Professional

Oracle and the Oracle logo are registered trademarks. Oracle exam content is copyright ©2009 by the Oracle Corporation. This website is copyright ©2009 Internet Testing Systems, LLC. By visiting and using this site, you agree to the [Site Terms and Conditions](#) and [Privacy Policy](#).

5. SELECT YOUR CLASS FORMAT

On the next screen, you will be asked in which format you completed the training: Instructor-led, Live Virtual Class (Could also be classified as Instructor Led Online, or Live Web Class), ITC (Individual Testing Center), or as an Instructor, teaching the class.

Select the format then click 'Next Step.'



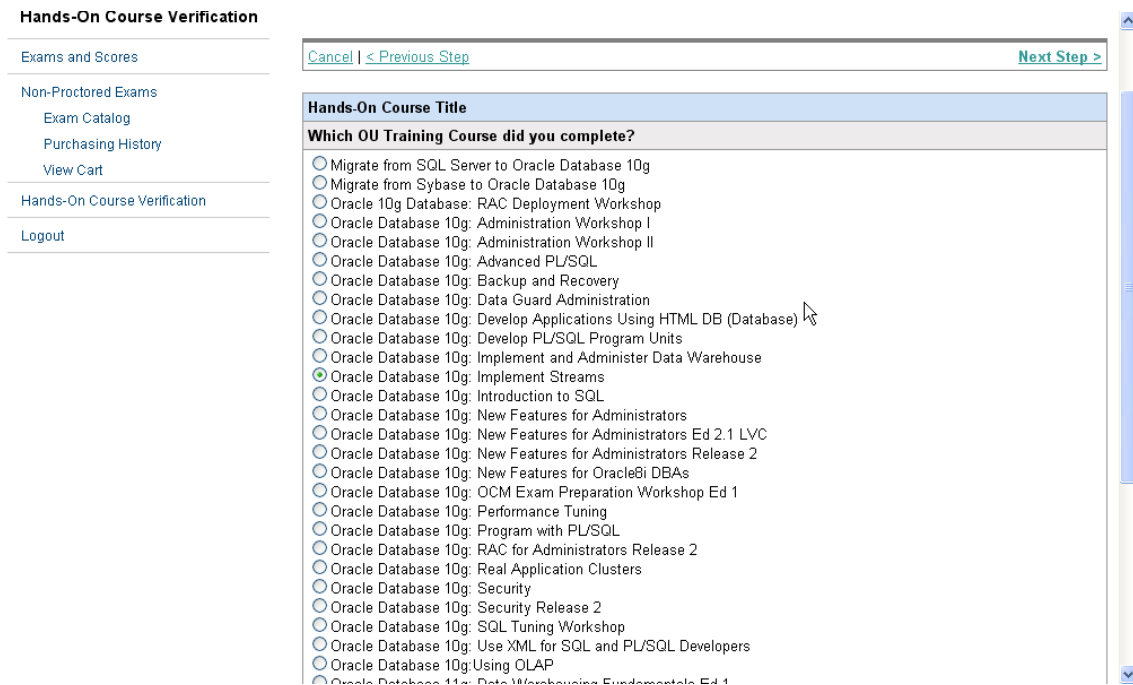
The screenshot shows the Oracle Certification Testing interface. At the top, it says "Oracle Certification Testing" with a language dropdown set to "English". On the left is a navigation menu with "Hands-On Course Verification" selected. The main content area has a "Training Class Format" section with the question "In which format did you complete the OU Training Course?". Two radio buttons are present: "ILT = Instructor Led Training" (which is selected) and "LVC = Live Virtual Class". Navigation links "Cancel", "< Previous Step", and "Next Step >" are visible at the top of the form area. A footer contains copyright information for Oracle and Internet Testing Systems, LLC.

6. SELECT YOUR COURSE NAME

You will be provided with a list of courses that qualify to meet the training requirement for this certification. If the course you completed is not in this list, select 'Other' and enter the name of the course that you completed. Please note that this does not guarantee that your course will meet the requirement. The verification team will evaluate your course when they receive your Course Submission Form.

One thing to note here is that if your path requires multiple courses, you will need to complete a Course Submission Form for each class in your track. Examples are the OCM tracks and some Siebel certification paths.

Select your course and click on 'Next Step.'



The screenshot displays a web application interface for course verification. On the left is a navigation menu with the following items: Exams and Scores, Non-Proctored Exams (Exam Catalog, Purchasing History, View Cart), Hands-On Course Verification (highlighted), and Logout. The main content area is titled 'Hands-On Course Title' and contains a question: 'Which OU Training Course did you complete?'. Below this question is a list of 30 radio button options, each representing a different Oracle training course. The option 'Oracle Database 10g: Implement Streams' is selected, indicated by a green dot. At the top of the main content area, there are navigation links: 'Cancel | < Previous Step' and 'Next Step >'. A vertical scrollbar is visible on the right side of the course list.

Hands-On Course Title
Which OU Training Course did you complete?
<input type="radio"/> Migrate from SQL Server to Oracle Database 10g
<input type="radio"/> Migrate from Sybase to Oracle Database 10g
<input type="radio"/> Oracle 10g Database: RAC Deployment Workshop
<input type="radio"/> Oracle Database 10g: Administration Workshop I
<input type="radio"/> Oracle Database 10g: Administration Workshop II
<input type="radio"/> Oracle Database 10g: Advanced PL/SQL
<input type="radio"/> Oracle Database 10g: Backup and Recovery
<input type="radio"/> Oracle Database 10g: Data Guard Administration
<input type="radio"/> Oracle Database 10g: Develop Applications Using HTML DB (Database)
<input type="radio"/> Oracle Database 10g: Develop PL/SQL Program Units
<input type="radio"/> Oracle Database 10g: Implement and Administer Data Warehouse
<input checked="" type="radio"/> Oracle Database 10g: Implement Streams
<input type="radio"/> Oracle Database 10g: Introduction to SQL
<input type="radio"/> Oracle Database 10g: New Features for Administrators
<input type="radio"/> Oracle Database 10g: New Features for Administrators Ed 2.1 LVC
<input type="radio"/> Oracle Database 10g: New Features for Administrators Release 2
<input type="radio"/> Oracle Database 10g: New Features for Oracle8i DBAs
<input type="radio"/> Oracle Database 10g: OCM Exam Preparation Workshop Ed 1
<input type="radio"/> Oracle Database 10g: Performance Tuning
<input type="radio"/> Oracle Database 10g: Program with PL/SQL
<input type="radio"/> Oracle Database 10g: RAC for Administrators Release 2
<input type="radio"/> Oracle Database 10g: Real Application Clusters
<input type="radio"/> Oracle Database 10g: Security
<input type="radio"/> Oracle Database 10g: Security Release 2
<input type="radio"/> Oracle Database 10g: SQL Tuning Workshop
<input type="radio"/> Oracle Database 10g: Use XML for SQL and PL/SQL Developers
<input type="radio"/> Oracle Database 10g: Using OLAP
<input type="radio"/> Oracle Database 11g: Data Warehousing Fundamentals Ed 1

7. ENTER TRAINING DETAILS

In the next step, you will be asked for your training details. Enter the details and click on 'Next Step.'



Oracle Certification Testing

English ▾

Hands-On Course Verification

- Exams and Scores
- Non-Proctored Exams
 - Exam Catalog
 - Purchasing History
 - View Cart
- Hands-On Course Verification
- Logout

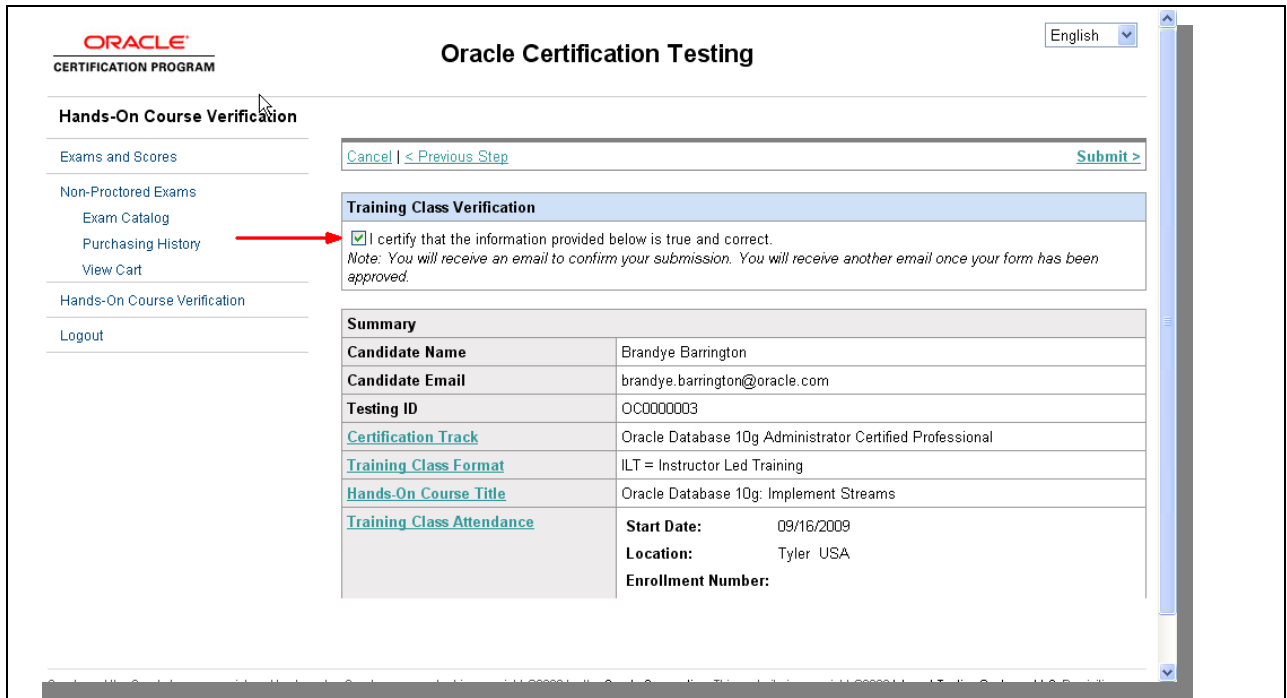
[Cancel](#) | [< Previous Step](#) [Next Step >](#)

Training Class Attendance	
Please complete all fields	
This information is mandatory in order for us to verify your attendance.	
ENROLLMENT NUMBER will expedite the verification of your attendance. Please enter it if you have it.	
Start Date	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="United States"/>
Enrollment Number	<input type="text"/>

Oracle and the Oracle logo are registered trademarks. Oracle exam content is copyright ©2009 by the Oracle Corporation. This website is copyright ©2009 Internet Testing Systems, LLC. By visiting and using this site, you agree to the [Site Terms and Conditions](#) and [Privacy Policy](#).

8. VERIFY INFORMATION AND SUBMIT

On the final screen, you will be required to select the checkbox certifying that the information you have provided is true and correct. Select the checkbox and click 'Submit.'



ORACLE
CERTIFICATION PROGRAM

Oracle Certification Testing English

Hands-On Course Verification

Exams and Scores [Cancel](#) | [< Previous Step](#) [Submit >](#)

Non-Proctored Exams

- Exam Catalog
- Purchasing History
- View Cart
- Hands-On Course Verification
- Logout

I certify that the information provided below is true and correct.
Note: You will receive an email to confirm your submission. You will receive another email once your form has been approved.

Summary	
Candidate Name	Brandye Barrington
Candidate Email	brandye.barrington@oracle.com
Testing ID	OC0000003
Certification Track	Oracle Database 10g Administrator Certified Professional
Training Class Format	ILT = Instructor Led Training
Hands-On Course Title	Oracle Database 10g: Implement Streams
Training Class Attendance	Start Date: 09/16/2009 Location: Tyler USA Enrollment Number:

You will be taken back to the opening page. Now you will see the course for which you have submitted the form, along with the status of the form.

ORACLE
CERTIFICATION PROGRAM

English ▾

Oracle Certification Testing

Hands-On Course Verification

- [Exams and Scores](#)
- [Non-Proctored Exams](#)
 - [Exam Catalog](#)
 - [Purchasing History](#)
 - [View Cart](#)
- [Hands-On Course Verification](#)
- [Logout](#)

The Hands-On Course Verification Form is a tool for certification candidates to submit their required training details for verification. This form is required in order to obtain most Oracle Certified Professional and Oracle Certified Master certifications as well as some Expert Program certifications.

After your Hands-On Course Verification Form has been submitted, the Oracle Certification Program will verify the information you submitted. You will receive emails with updated status as your form is processed. If you have any questions, please contact ocpexam_ww@oracle.com.

[More Info](#)

Courses Needing Verification		New Submission
Course	Course Start Date	Status
Oracle Database 10g: Implement Streams	9/16/2009	Submitted

Oracle and the Oracle logo are registered trademarks. Oracle exam content is copyright ©2009 by the Oracle Corporation. This website is copyright ©2009 Internet Testing Systems, LLC. By visiting and using this site, you agree to the [Site Terms and Conditions](#) and [Privacy Policy](#).