

VMWARE EDUCATION SERVICES

IT ACADEMY PROGRAM GUIDE

Version 5

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IT Academy 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

Effective November 12, 2018 Optimize and Scale (O&S) was reinstated for IT Academies. We also reinstated the O&S PSE discounted vouchers.

VMware is committed to Education and supporting our academic community through our VMware IT Academy program. By listening to our community, we ensure that together we develop an academic program that aligns to your students' educational needs.

[IT Academy Data Sheet](#)

[IT Academy FAQs](#)

Introduction

This 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.

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.

Program Goals

The VMware IT Academy Program introduces students to VMware technologies. The program provides **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** access to:

- Web based courses for use in class preparation and class presentation
- 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.

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.

Acronyms

VCP – VMware Certified Professional vITA – VMware IT Academy

ILT – Instructor Led Course Authorized Students – students enrolled in an academy

Application Process

To apply for IT Academy, complete the regionally appropriate online application listed on the web site. Candidates must accept the VMware Academy Agreement before their application can be submitted.

- [VMware IT Academy Program Agreement](#)

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.

The online registration also serves as the legal agreement between VMware and the vITA for use of the web-based training.

VMware reviews the application and approves or rejects it. If approved, the vITA will receive a welcome email containing instructions on how to proceed. If not approved, you will receive an email from the VMware regional program manager.

If the application and Agreement are accepted the academic institution will be named as a VMware IT Academy.

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 teach the curriculum in **not less than 4 weeks**.

Approved VMware IT Academy Responsibilities

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.
- 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.

Course Curriculum

Overview

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

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

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.

Course Descriptions

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

The course descriptions typically consist of:

- Short description
- Prerequisites
- Course objectives

Removing Courses

VMware will periodically remove obsolete courses from the curriculum.

Certification Updates:

[VMware VCP-DCV Certification Information for VMware IT Academy Students Attending Courses after November 12, 2018](#)

Becoming VCP6-DCV Certified:

To receive your VCP-DCV certification from a VMware IT Academy follow these steps.

Step 1) Take one or both courses: vSphere: Install, Configure, Manage and vSphere Optimize and Scale course.

Step 2) Pass both the vSphere Foundations exam and the Data Center Virtualization exam available at Pearson. The academic exam PSE voucher will be provided to the student by the IT Academy instructor after completing the Optimize and Scale course. Please make sure the student uses the correct PSE voucher at Pearson as outlined below.

vSphere Foundations exam

Online Exams	
Exam Code	Exam Name
1V0-701	VMware Certified Associate - Digital Business Transformation Exam
2V0-602	vSphere 6.5 Foundations Exam
2V0-620	vSphere 6 Foundations Exam
2V0-602PSE	vSphere 6.5 Foundations Exam
2VB-602	VMware Specialist: vRealize Operations 6.x Exam
5VB-101	VMware Validated Designs for Software-Defined Data Center 2017 Exam

Data Center Virtualization

IT Academy Student – PSE Exams	
Exam Code	Exam Name
2V0-621PSE	VMware Certified Professional 6 - Data Center Virtualization Exam
2V0-622PSE	VMware Certified Professional 6 - Data Center Virtualization (6.5) Exam

Please consult with your instructor if you attended one of the two courses at another institution or training center.

See full requirement details on our main [VCP6-DCV](#) / [VCP6.5-DCV](#) certification page.

IMPORTANT: VMware will NOT certify a candidate if:

A student who attended and took the Optimize and Scale course at an Academy and **did not use** the corresponding PSE exam voucher.

Vouchers

The special academic PSE voucher for the IT Academy is listed on the Pearson-Vue site, under Available Exams/ IT Academy Students-/PSE Exams section.

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.***

Faculty Development Plan

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 to. To encourage instructors to become certified, VMware provides discount certification exam vouchers to all IT Academy instructors.

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.

Support:

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

Operations

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

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 no longer have to create a class in MyLearn.

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. ([NED LINK](#))

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.

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, Kivuto. 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.

Student Certificates

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

Marketing

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

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.

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.

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](#)

TEACHING RESOURCES QUICK-START GUIDE

This Quick Start Guide contains 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 this Quick Start Guide.

This document is for approved VMware IT Academies and outlines the processes for teaching VMware courses using VMware IT Academy Program resources provided by our partners, Gilmore Global, Kivuto, and NDG. It is not intended to fully document all aspects of teaching vITA (VMware IT Academy) Program courses.

IMPORTANT

Before your organization can use VMware IT, Academy Program teaching and learning resources provided by vITA (VMware IT Academy) Program partners, your organization **MUST** be enrolled in the vITA Program.

An authorized employee of the college or university may apply on behalf of the school by following Review the IT Academy Program Guide for all program benefits, restrictions, and resources.

Read the appropriate terms and conditions for your region below:

- [Americas](#)
- [Asia Pacific](#)
- [Europe, Middle East and Africa](#)

Click [here](#) to apply for VMware IT Academy.

VMware reviews the online registration and approves or rejects it within 10 US business days.

PARTNERS

Kivuto

One of our VMware IT Academy partners, Kivuto Solutions Inc., will provide academic organizations access to the resources needed to teach various VMware technologies.

Kivuto provides a unified web portal named the “IT Academy Webstore”. This webstore is available to faculty and students, so they can access vITA Program teaching and learning resources including VMware software, licenses, courseware, Instructor PowerPoint slides, and more. In addition, students and faculty can receive discounts on VMware certification exams.

The four major steps for teaching VMware courses using resources provided via Kivuto are:

- **Subscribe**
- **Prepare**
- **Teach**

- **Certify**

SUBSCRIBE

How do I start?

An academic organization purchases an annual subscription from Kivuto for one or more departments of your academic organization.

Please clearly identify your organization to Kivuto as a vITA Program participant to ensure Kivuto provides you access to the correct resources.

Department only

A “Departmental” Subscription costs the academic organization about US \$250.00. It allows the students and faculty designated by the department to access resources listed in 1.2 above.

Academic organizations cannot purchase a “Campus” Subscription for vITA (VMware IT Academy) Program teaching and learning resources.

Additional Costs

In addition to the one annual subscription fee for the department or campus, students and faculty can purchase additional learning resources at the steeply discounted academic prices (listed in US dollars) below:

- Free -- VMware software and 365-day license keys
- Free -- Instructor resources (PowerPoint files, setup guides)
- Free -- Instructor TTT resources (OD classes, recordings)
- Free -- VMware academic brand and logo resources
- Free -- 70% discount VMware exam voucher codes
- \$16.00 each -- eBooks (electronic books)
- \$50.00 each** -- Printed books (**varies based on course and shipping costs)
- \$50.00 - \$200.00 per course -- Online Lab environment access

What resources will be provided through Kivuto?

- Kivuto provides access to:
- E-books (electronic books) and printed books
- Instructor resources (setup guides)
- VMware software and license keys
- Online Lab environments

- VMware academic brand and logo resources
- Discount VCA and VCP-DCV exam voucher codes

What courses are available?

VMware courses that align with VCA and VCP-DCV certifications.

PREPARE

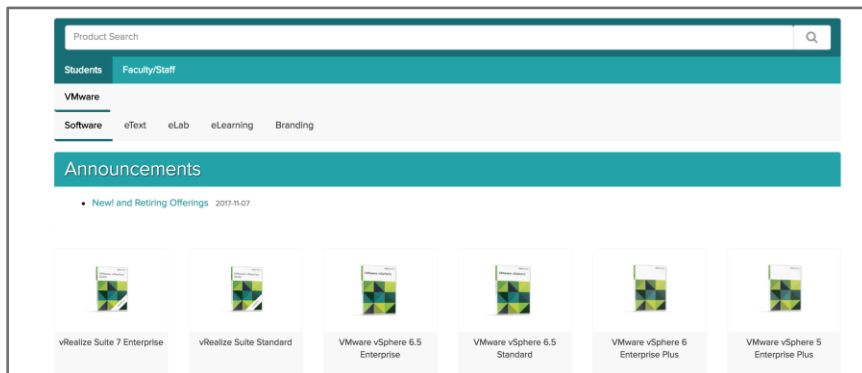
After your academic organization purchases or renews a VMware resource subscription from Kivuto, you can begin preparing to teach VMware classes. Kivuto creates a unique resource web portal called the “IT Academy webstore” for your organization to access teaching resources.

Faculty and student access

The administrator(s) for your IT Academy webstore must upload your academic organization’s DNS email addresses for any faculty and students needing access to VMware learning and teaching resources. Note: Kivuto emailed your webstore administrator(s) instructions for uploading faculty and student email addresses.

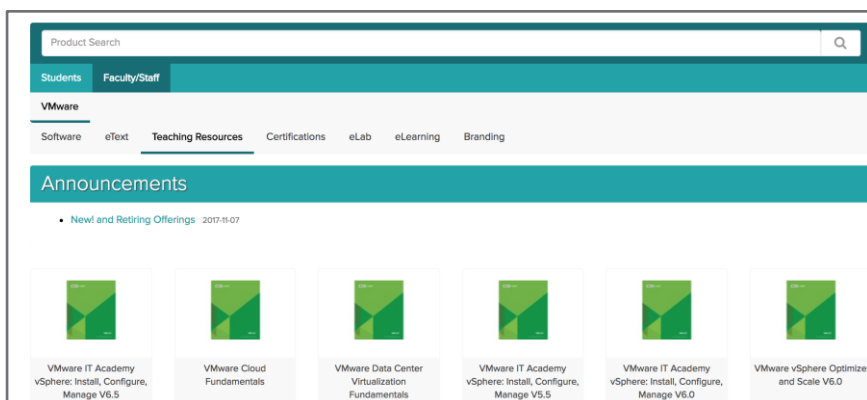
VMware software and license keys

By selecting “Software” resources (in the image below) students and faculty accounts (uploaded in 2.3 above) can download several VMware software products (as shown in the image) with 365-day evaluation license keys including: VMware Fusion, VMware Workstation, and VMware vSphere Enterprise Plus



Faculty/Teaching only resources

The image below shows the “Faculty/Staff” tab selected, and then the “e-text” resources selected. The Faculty/Staff tab and content is only available to designated persons and is not available to students.



For some VMware courses, a vITA instructor can request access to full length VMware On Demand classes for TTT (Train the Trainer) purposes starting in the “Teaching Resources” for that specific VMware course on the IT Academy webstore.

Review and practice

NDG NETLAB

Our lab partner, Network Development Group (NDG), offers temporary free practice lab access for some VMware courses

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](#)

Lab environment

Many VMware courses include lab exercises. We recommend IT Academies use the VMware virtual labs provided by NDG, but some organizations choose to build and manage their own VMware lab environment instead. Note: Lab Setup Guides are posted on the IT Academy webstore under Teaching Resources.

Lab exercises

The IT Academy can provide lab resources, or students can purchase labs, powered by NDG, for a VMware course directly from Kivuto.

TEACH

Once the instructor completes preparations to teach a VMware course, the instructor directs their students to access learning resources from their VMware IT Academy webstore (powered by Kivuto).

Courseware

There are three options for ordering courseware:

1. Faculty or staff purchase paper manuals or eBooks from Gilmore Global. Note: Gilmore Global sends account setup information to all new IT Academies.
2. Faculty or staff purchase eBooks from Kivuto via the IT Academy webstore. The purchased eBooks are added to the users' accounts; the users access them by signing in to the Webstore and clicking Your Account/Orders in the dropdown menu under their username. You can bulk order eBooks through the VMware Bulk Order Request Form.
3. Students purchase eBooks directly from the IT Academy webstore.

Duration Criteria

The combined lecture and lab time for any VMware class taught by your academic organization must total less than 12 (twelve) hours per seven (7) consecutive days.

For example, a 40 (forty) hour VMware class, such as the vSphere: ICM v6.0 course, taught through your academic organization must be at least 28 days long.

VMware can revoke any individual's VMware Certifications, or academic partner's status, based on your academic organization's classes that exceed 12 hours per 7 consecutive days. Please carefully review the VMware IT Academy Program Guide for more details.

CERTIFY

When students or faculty become proficient with VMware technologies, we recommend they seek VMware certification. To encourage students and faculty, we provide discount VMware exam voucher codes for 70% off the normal exam price.

Costs

Each VCA and VCP-DCV exam costs between \$20.00 and \$75.00 U.S. using discount voucher codes available through Kivuto. The cost of a VMware exam varies based largely the type of delivery that exam uses:

- Proctored exam -- about \$75.00 US per attempt (must use the PSE VOUCHER)
- Unproctored exams -- about \$20.00 US per attempt

Unproctored exam discounts

VMware's exam partner, Pearson-Vue, delivers some VMware certification exams, such as the VCA-DCV exam, online and unproctored (take anytime, anywhere). Students and faculty register for the exam with Pearson-Vue and take the exam(s) from any computer with Internet access.

Proctored exam discounts

Students and faculty must take proctored VMware Certification exam at an authorized Pearson-Vue testing center.

Faculty and students can download one, 3 (three) proctored exam attempts voucher code for free. Then pay for each proctored exam when scheduled. This option provides a 70% discount on up to 3 proctored VCP-DCV exam attempts.

All proctored and unproctored exam discount voucher codes are not transferable. All vouchers expire after one year after download.

Exam voucher ordering

Instructors and administrators can specify which students will receive these voucher codes by placing an order on behalf of those students. To place an order for Unproctored and/or Proctored exam discount codes on behalf of students, follow these steps.

- 1) Select the Unproctored or Proctored Discount Exam Code icon from the Certification tab of your Webstore, and then click Add to Cart.
- 2) Open your Shopping Cart.
- 3) Select the option: I am ordering on behalf of someone else, and then click Check Out.
- 4) Under Proxy Order, enter a comma-delimited list of student Webstore usernames in the Username field, and then click Check Out

Each student you identified will receive an email notifying them that an exam discount code was ordered on their behalf. The purchased exam discount code is added to the user's account. Students can access discount code by signing in to their Webstore and clicking Your Account/Orders in the dropdown menu under their username.