

Hosting an AWS Seminar and Exam

The information below provides a brief outline of the steps needed for your Section to set-up an AWS seminar and exam.

AWS Education Services is in charge of the scheduling and set-up for Section-sponsored seminars that include an exam. Please contact Martica Ventura at mventura@aws.org or 800-443-9253 x 224.

AWS Certification Services is in charge of the scheduling and set-up for an exam-only. Please contact Alice Rudd at arudd@aws.org or 800-443-9353 x 407.

Education Services follows the procedure below when scheduling a Section-sponsored seminar and exam. The dates indicated are approximate:

1. The deadline for drafting the new schedule is February 1st of each year, with the following criteria taken into consideration:
 - 1.1. Last year's schedule becomes the starting point
 - 1.1.1 Avoid all major holidays
 - 1.1.2 Analyze past sites for profit/loss
 - 1.1.3 Seminars (by type) should be 30 days apart and more than 300 miles apart
 - 1.1.4 Avoid Show dates
 - 1.1.5 Do not schedule seminars after the second week of December
 - 1.2 AWS Certification Services is sent the draft schedule for approval (turn around time is approximately two weeks)
2. Set Schedule – March 15
 - 2.1 Approval of both Departments: Certification and Education
3. Hotel Contracting - March 20 – June 20
 - 3.1 The approved schedule is turned over to the Education Coordinator(s) that is/are assigned to retrieve contracts for all the locations provided.
4. Instructors are sent the Wish List – June 20
 - 4.1 Instructors choose their desired locations (30 day turn around)
5. Product Codes – June 20
 - 5.1 Once the schedule is official, the product codes are assigned
 - 5.2 The official schedule is uploaded to the Web
6. Section Agreements – June 20
 - 6.1 Agreements are generated and sent out once the product codes are assigned.
 - 6.2 Section Agreement emails are sent directly to the Section Certification Chairman. When a section does not have a Certification Chairman the Section Agreement email is sent to the Section Chairman
 - 6.2.1 The Section Certification Chairman or Section Chair complete the seminar agreements on-line.

6.2.2 The Section may select one individual as its representative to attend the seminar at no charge; however, if they would also like to take the exam, they must pay the exam fee. The Section must provide Education Services with the name of this individual.

6.2.3 The Education Department will reimburse the Section according to the following breakdown:

- \$16 for up to 19 attendees
- \$17 from 20 to 24 attendees
- \$18 from 25 to 29 attendees
- \$20 for 30 or more attendees

The reimbursement check will be mailed to the Section Treasurer, unless stated otherwise on the Section Agreement.

7. Marketing – June 20

7.1 The official schedule is turned over to Marketing for advertisement purposes

7.2 The Section should also actively advertise the event locally in their Section newsletter and on their Section website.

8. Instructors are sent contracts – July 20

8.1 Instructors will have a month to sign and return the contracts back to the Education Department

Once a site is selected for a seminar and exam, the following takes place:

1. A cover letter and Section Agreement is emailed to the Certification Chairman. When a section does not have a Certification Chairman the letter and Section Agreement is sent to the Section Chairman. Reminder emails will be sent regularly via email until a completed agreement is returned by the Section to AWS.
2. Participating sections then complete and return the agreements. It is essential that the completed Section Agreement designates the A&C Supervisor and two proctors.
 - 2.1 Certification Services assigns a Lead Test Supervisor for the site who is responsible for overseeing both the Parts A&C and Part B exams.
 - 2.2 The responsibility of the A&C Supervisor is to provide instruction on fundamentals (A) and the code book (C). The A&C Supervisor receives \$200. Tolls, parking and travel reimbursement at the approved IRS mileage rate, and up to \$45 per diem for meals.
 - 2.3 The responsibility of the two proctors is to assist the Lead Supervisor and to ensure there is no cheating. Proctors receive no reimbursement.
 - 2.4 The Section will be reimbursed \$16 (1-19), \$17 (20-24), \$18 (25-29) and \$20 (30 or higher) per exam attendee following the Exam. The check will be mailed directly to the Section Treasurer.