

# **Professional Associate Certification**

## **Guide**

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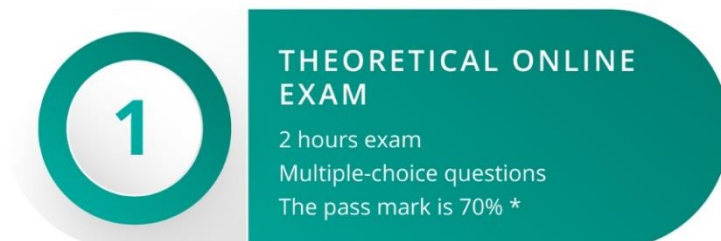
# Introduction

This guide will help you to understand the scope of the Associate certification, which areas and topics are assessed, and the resources we offer to enlarge your knowledge and obtain the certification.

## The Bizagi Professional Associate Certification

The Bizagi Professional Associate certification will increase your market value and enable you to excel as a Bizagi expert and turn any process model into a running application. Moreover, you can gain visibility and credibility with clients and employers and execute digital transformation strategies.

The exam consists of one individual exam:



**Note:** If you fail the Theoretical online exam, you can re-try it after one month. After that, you can buy the rights to start the process again.

The certification process comprises the following steps:

1. Start the certification process by making payment.
2. After the payment confirmation is received, you will have 4 weeks to take the theoretical exam. You can start at any time during this period.



# Preparing the Exam

## Prerequisites

Before enrolling for the Bizagi certification, make sure that you have completed the following courses:

- Process Modeling
- Process Automation 1

## Preparation questions

The following panels, which are most likely to be part of either the theoretical exam or the practical exercise, will help you assess your knowledge to review basic and advanced topics about process automation.

Each panel contains a set of questions that will guide you through the topics you need to review. The questions DO NOT ENCOMPASS all the topics assessed in the certification, but they will give you an idea of the minimum knowledge required to complete the theory exam and practical exercise successfully.

For each question, you have two links, one from self-paced courses on the [e-learning](#) site and another to our product documentation on the Help page.

# 1 MODEL PROCESS

## Basic Knowledge

Which are the basic elements of BPMN?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
What are the types of gateways?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you enable the cancellation of a process?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

## Advanced topics

How can you create multiple instances?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you disable the cancellation of a process?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you select the correct gateway?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

# 2 MODEL DATA

## Basic Knowledge

How can you create an entity?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you create attributes?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you create relationships?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

## Advanced topics

How can you use the parent process information in multiple subprocesses?		<a href="#">Go to user guide</a>
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What is a Multiple to multiple relationship?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you design a data model for good performance?		<a href="#">Go to user guide</a>

## 3 DEFINE FORMS

### Basic Knowledge

How can you create forms?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you create tables?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you create global and summary forms?		<a href="#">Go to user guide</a>

### Advanced topics

How can you create query forms?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you filter information in controls such as Combos and Searches?		<a href="#">Go to user guide</a>
How can you create dynamic interfaces with business rules?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

## 4 BUSINESS RULES

### Basic Knowledge

How can you assign values to a collection?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
When can you use XPath functions?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

How can you iterate over a collection?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
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### Advanced topics

When can you see other advanced functions?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you create table validations?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you access information not related to de data model?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>



### Basic Knowledge

Which are the organization components?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
What are the allocation components?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you allocate tasks?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

### Advanced topics

How can you create user properties?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you use preconditions in an assignment?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you create a custom expression to allocate a task?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

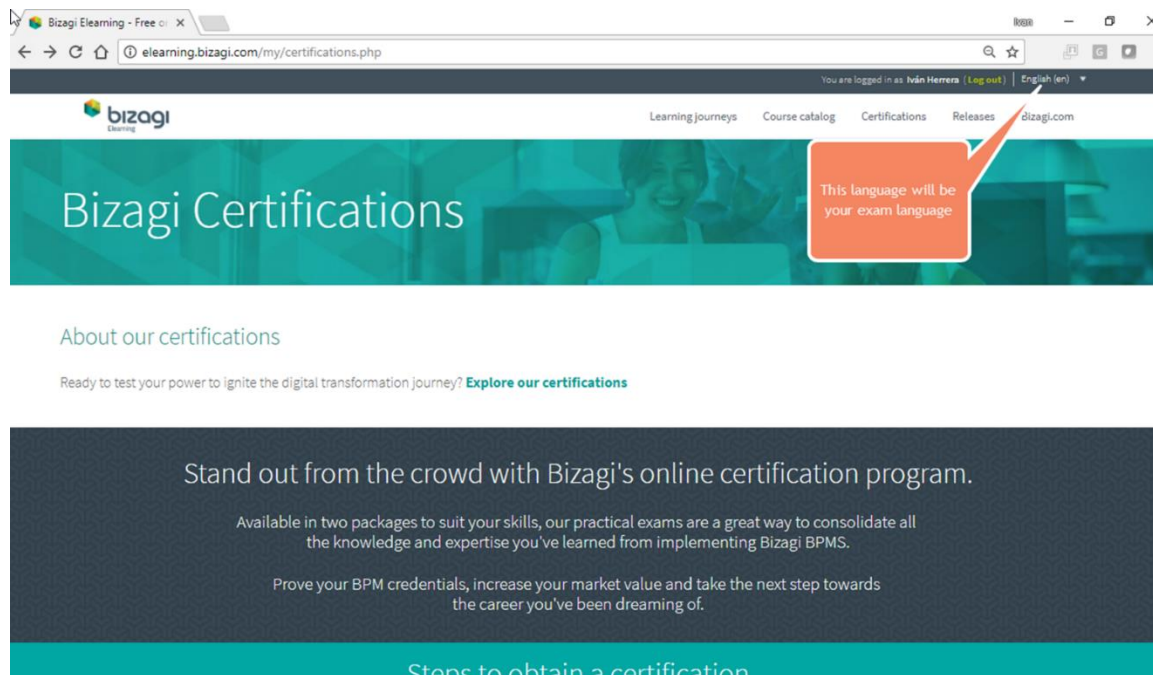
# Taking the Theoretical Online Exam

## Requirements

The theoretical exam is web-based. The minimum system requirements are:

- Chrome browser at least version 32
- Port 80 opened
- Fast and stable internet connection. We recommend turning off any bandwidth consumption service (file sync, video streaming, or sharing apps) and having at least 4MB bandwidth.

Verify the language of your exam on the [elearning.bizagi.com](https://elearning.bizagi.com) site before starting the exam:



## Test Structure

The theoretical exam has three types of questions. Following is a description of each type:

1. True or False question

A statement is given, and you have to decide whether it is true or false. Only one option is valid.



For example:

**Question 1**  
Not yet answered  
Marked out of 1.00

When a user has a pending task, this is going to be displayed in the Work Portal's inbox.

Select one:

☐ True

☐ False

## 2. Multiple choice – single statement question

A question is asked, or a business scenario is mentioned. Possible Statements are displayed with letters (a,b,c,d,e), giving possible answers to the question or solutions to the business scenario.

The **None** option implies that none of the statements given is true. On the other hand, the **All** option must be selected if all the statements are true. Only one option is valid.

For example:

**Question 1**  
Not yet answered  
Marked out of 1.00

To configure a data-based gateway in a process, you have to:

Select one:

☐ a. Define a business condition using an extended attribute in the process flow

☐ b. Go to the step number four in the wizard, select the Define Expressions option, and define an expression for each outgoing sequence flow

☐ c. Create a script expression in the previous task to the gateway

☐ d. All

☐ e. None

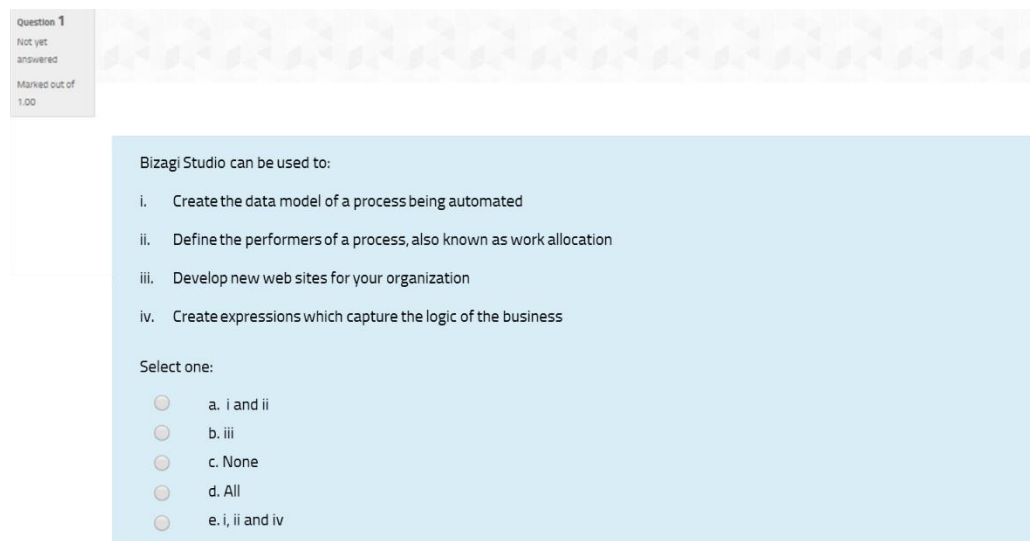
## 3. Multiple choice – multiple statements

A question is asked, or a business scenario is mentioned. Multiple statements are displayed in Roman numerals (i, ii, iii, iv, v) giving possible answers to the question or solutions to the business scenario.

Subsequently, possible options are displayed with letters (a,b,c,d,e). Each option contains a Roman numeral (a statement) or a combination of them, showing which statements are true.

The **None** option implies that none of the statements is true. On the other hand, the **All** option must be selected if all the statements are true. Only one option is valid.

For example:



The screenshot shows a quiz interface. On the left, a sidebar indicates 'Question 1', 'Not yet answered', and 'Marked out of 1.00'. The main area has a light blue background with a repeating geometric pattern. The question text is: 'Bizagi Studio can be used to:'. Below this, four statements are listed with Roman numerals: i. Create the data model of a process being automated, ii. Define the performers of a process, also known as work allocation, iii. Develop new web sites for your organization, and iv. Create expressions which capture the logic of the business. Below the statements, it says 'Select one:' followed by five radio button options: a. i and ii, b. iii, c. None, d. All, and e. i, ii and iv.

Question 1  
Not yet answered  
Marked out of 1.00

Bizagi Studio can be used to:

- i. Create the data model of a process being automated
- ii. Define the performers of a process, also known as work allocation
- iii. Develop new web sites for your organization
- iv. Create expressions which capture the logic of the business

Select one:

- ☐ a. i and ii
- ☐ b. iii
- ☐ c. None
- ☐ d. All
- ☐ e. i, ii and iv

At the end of this document there is a **Practice Test**.

## Conclusion

The Bizagi Professional Associate Certification is an achievement that gives you a competitive advantage in the field of digital transformation and BPM strategies. We hope you find all the resources we provide useful to achieve your goal. If you have any questions you can consult the [FAQ](#) page or email us at [elearning@bizagi.com](mailto:elearning@bizagi.com).

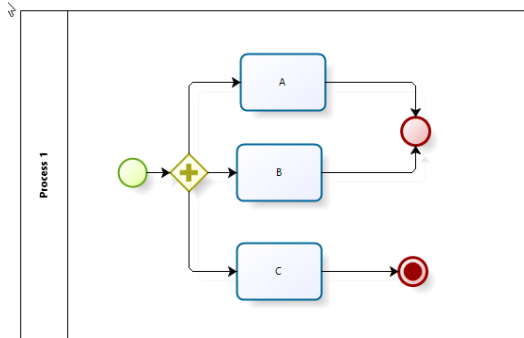
## Resources

- [E-learning](#)
- [Help](#)
- [Bizagi Community](#)

# Practice test

## Question 1

Based on the following BPMN diagram:



- i. Tasks A, B, and C can be executed at the same time
- ii. Only when task C finishes, then the process ends
- iii. The process finishes when tasks A and B are completed
- iv. The process model is wrong because it should have only one end event

Select one:

- a. iv
- b. iii
- c. ii and iii
- d. i and ii
- e. None of the options

## Question 2

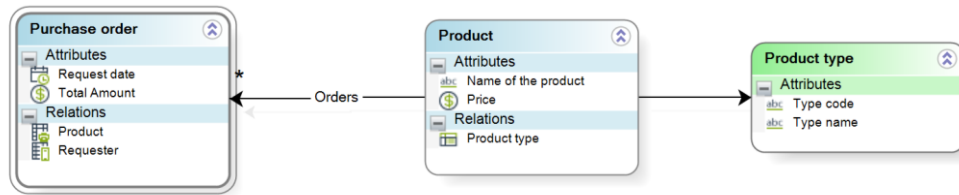
In the Work Portal, you can create forms to query information of entities or cases, also called Query Forms:

Select one:

- a. True
- b. False

## Question 3

The following data model diagram is associated with the Purchase Order process. Which statement(s) correctly supports the data model diagram?



Select one:

- One purchase order has many products, and so a table of products can be included in an activity form of the process
- The data model is incorrect if you need to automate the Purchase order process in Bizagi because you cannot include a table of products in any task of the process
- One purchase order has one product type
- One product has many purchase orders, and so a table of products can be displayed in an activity form of the process
- None of the options

#### Question 4

In a User task, a reusable form is displayed as non-editable if:

Select one:

- Every control inside the reusable form is non-editable
- The activity form associated with this task is designed as non-editable
- Either every control inside the reusable form is designed as non-editable or the nested form is configured as non-editable in the activity form properties
- You cannot design a reusable form as non-editable

#### Question 5

In an activity action, you can:

- Execute a boolean expression that defines which sequence flow of a gateway is activated
- Execute an expression that calculates an attribute's value
- Change a relationship of the data model
- Generate a template (document)

Select one:

- i

- b. i and iii
- c. ii, iii and iv
- d. ii and iv
- e. All of the options

Answers

- 1. d
- 2. b
- 3. b
- 4. c
- 5. d