

Tripwire Certified Instructor Application

Version 3 — June 12, 2007

You may contact Tripwire Educational Services using the following methods.

Physical/Mailing Address:

Tripwire, Inc.
Educational Services
326 SW Broadway, 3rd Floor
Portland, OR 97205
USA

Phone: 503-276-7522

FAX: 503-223-0182

E-mail: learn@tripwire.com

Application Process Checklist

When you become a Tripwire Certified Instructor (TCI) you are approved by Tripwire, Inc. to conduct Tripwire Technical Training, at Tripwire Authorized Training Centers, for Tripwire, Inc. customers and partners around the world. This is a two step process. First, you must successfully complete the application process. Then, you must read and sign the TCI contract. Use this checklist to keep track of the application and approval process.

- Supply all of the information requested in this application.
- Read this application carefully. Check each box next to each section indicating you have read and agree with these sections.
- Make three copies of this completed application. Sign all three copies. Your signature on this application indicates that you meet the requirements of a TCI and that you will adhere to the continuing requirements.
- Collect the following documents:
 - Two signed copies of the application (keep the third for your records)
 - Your resume (explained in this application)
 - Your student evaluations (explained in this application)
 - Your professional certificates (explained in this application)
- Send all of the documents mentioned above to Tripwire Educational Services (the address is on cover page of this application). Please send the documents by mail, not by FAX.
- Attend a Tripwire Enterprise course. You may find a current schedule of courses at the following URL: <http://www.tripwire.com/training/schedule/index.cfm>
- Pass the Tripwire Enterprise exam with a minimum of 70% correct answers. You will have two opportunities to get a passing score. Once you have passed the exam, we will execute a TCI contract in triplicate and mail all three copies to you. Sign all three copies of the TCI contract. Keep one signed copy for your records. Mail the remaining two signed copies to Tripwire Educational Services.
- If all of the previous requirements have been satisfied you will be invited to student-teach a Tripwire Enterprise course with the guidance of an experienced instructor. The instructor will evaluate your abilities and return the original evaluation to Tripwire Educational Services. A copy of the evaluation will be mailed to you.
- After receiving the evaluation a you will be contacted by Tripwire Educational Services with the results. If you have been approved we will create a TCI certificate and mail it to you. We will also give you instructions for accessing the Tripwire Education Extranet.

Required Contact Information

Name	
Physical Address	
Street Number/Name	
City	
State	
Postal Code	
Country	
Mailing Address	
Street Number/Name	
City	
State	
Postal Code	
Country	
Email Address	
Telephone Number	
Mobile Number	

Required Certification Information

To become a TCI you must have at least one current certification from the list of certifications below. Check the box for the certification you have. **You may check all the boxes that apply.** Also, make a photocopy of the certificate and mail it with this application. If you have a certification that is not on this list but you would like us to consider it, please check the “other” box and send us a copy of the certificate.

- Red Hat Certified Technician (RHCT)
- Linux Professional Institute Certification (LPIC) level 2 or better
- Sun Certified System, Network, or Security Administrator for the Solaris Operating Environment
- Microsoft Certified Trainer (MCT) in Windows 2000 or newer OS
- Certified Novell Instructor (CNI) in NetWare 5.1 or newer NOS
- CompTIA CTT+
- Cisco Certified Internetwork Expert (CCIE) in any emphasis
- Other (list title)

- Other (list title)

- Other (list title)

Continuing Certification Requirements

Product revision	When Tripwire, Inc. revises a product or creates a new product for which classroom training is offered, you will be required to take an exam to confirm that you are completely familiar with the product.
Minimum training requirement	All TCIs must conduct a minimum of one Tripwire Training Event per year to maintain their certification.

Required Classroom Training Experience

You must supply photocopies of ALL student evaluations from a recent (within the last year) training event where you were the primary instructor.

Required Resume

You must supply a current resume, emphasizing your training experience.

Instructor Affiliation

A TCI can be a staff member of a Tripwire Authorized Training Center (TATC) or an independent instructor. A TCI cannot be both independent and a staff TCI at a TATC. **Check just one.**

- Check this box if you will be an independent instructor. As an independent instructor, you may be contracted by any TATC to conduct a Tripwire Training Event. It is the responsibility of the TATC to make payment, travel, and expense arrangements with you for your services.
- Check this box if you will be a staff member of a TATC. As a TCI who is a staff member of a TATC, you can not be contracted by another TATC to conduct a Tripwire Training Event, except by special arrangement between the two TATCs.

Conduct

Communication	Instructors are required to communicate with the TATC to confirm all the details of a training event and to confirm that the TATC has supplied an environment that meets the TATC standards. These standards will be outlined in the TCI Program Guide which you will receive when you are certified.
Event start time	Instructors must appear at the training site one hour before the start of a training event. This may not be necessary for all days of a multi-day event but it is required on the first day.
Training materials	Instructors may use only Tripwire certified training materials. Instructors may not duplicate any training materials without the express permission of Tripwire Educational Services. Instructors are responsible for maintaining a current copy of Tripwire certified training materials. Updates to training materials are mailed to all current TCIs automatically when they become available. They are also available for download from the Educational Services Extranet.
Class files	Before a training event, instructors should visit the Tripwire Education download site to obtain the latest class files.
Training event documentation	At the beginning of a course, the instructor must allow each student to sign-in on the Tripwire Education Extranet. At the end of a course each student must also complete an evaluation on the Extranet.
Classroom condition	At the end of a training event, the instructor should return the classroom to the organized and clean state in which they found it.
Student complaints	If a student or students in a training event are not satisfied with their education experience and their complaints are with regard to the instructor's knowledge or training skills, the TCI must do everything possible to remedy this situation. The TCI should work with the TATC to find a resolution to the satisfaction of all parties.

Signature Page

By signing this page you are indicating that:

- You have completely read this application
- You have supplied all the information requested in this application
- You are willing to adhere to the rules that govern the TCI program as outlined in this application

Signature of the person making this application

Printed name of the person making this application

Date