

## OnBase Certified Advanced Workflow Administrator (OCAWA)

The OnBase Certified Advanced Workflow Administrator (OCAWA) certification is awarded to certified OnBase Workflow administrators who demonstrate an advanced level of OnBase Workflow knowledge and the ability to support, maintain, and enhance their OnBase Workflow solutions.

### Certification Steps

To become OCAWA certified, you must expand your knowledge of administering an OnBase Workflow solution beyond the basic understanding required for the OCWA certification. You can earn your OCAWA certification in three easy steps:

#### Step 1

Earn your **OnBase Certified Workflow Administrator Certification**. It is awarded to certified OnBase system administrators who demonstrate the ability to support and maintain an extensive OnBase Workflow solution.

#### Step 2

Successfully complete the **OnBase Workflow Design Course**. This five (5) day course instructs you how to design and assess OnBase Workflow solutions.

### Recertification Options

Your certification is valid for two years. Renewing your OCAWA certification is easy; complete one of the following:

#### OPTION 1

Attend any OnBase TechQuest.

#### OPTION 2

Attend any session during the two-day technical training at CommunityLIVE.

#### OPTION 3

Attend the Workflow Recertification course.

#### OPTION 4

Retake the Introduction to Workflow course.

#### OPTION 5

Retake the Workflow Design course.

## FAQs - Frequently Asked Questions

### *How long will my OCAWA certification last?*

Your OCAWA certification, like all Hyland certifications, is valid for two years.

### *How can I tell if my OCAWA certification is still current?*

To view the current status of your OCAWA certification and any other certifications you hold, see your training transcript on the My Training tab.

### *There is a discrepancy in my training transcript. What should I do?*

If you see an error or a discrepancy on your training transcript, send us an e-mail at [Training@Hyland.com](mailto:Training@Hyland.com) and we'll look into it.

### *How do I renew my OCAWA certification?*

See the Renewal section above. Most certifications can be renewed by attending a TechQuest conference (offered three times per year at Hyland Software's headquarters in Westlake, Ohio).

### *Can I include my OCAWA certification in my resume or e-mail signature?*

Absolutely! As long as your certification is current, we encourage you to include it in your resume or e-mail signature.

### *If I leave my current employer, will I still be certified?*

You will retain your OCAWA certification until it expires, but you will not have access to OnBase resources or systems until you are again employed by an authorized OnBase partner or customer.

### *Once I'm certified, how long will it take to get my plaque?*

Once you have been certified, it will take 8-10 weeks to receive your plaque. If you haven't received it after 10 weeks, send an email to [training@hyland.com](mailto:training@hyland.com).

### *Do I need to earn the OnBase Certified System Administrator (OCWA) certification prior to earning the OCAWA certification?*

Yes, the OCWA certification is a requirement for the OCAWA because it provides the foundation of knowledge necessary for you to be successful in the Workflow Design course.

### *Is there a grace period if I am unable to attend the course before my certificate expires?*

Our recommendation is to renew certifications within six months of expiring.

### *What is TechQuest?*

TechQuest is a week-long conference dedicated to hands-on, focused OnBase training. TechQuest is offered three times per year at Hyland Software's headquarters in Westlake, Ohio. For more information or to register, visit [training.onbase.com/en/TechQuest](http://training.onbase.com/en/TechQuest).

### *What is CommunityLIVE?*

CommunityLIVE is a week-long conference dedicated to all things OnBase. For more information or to register, visit the [CommunityLIVE](#) page.