

How to Become a Cisco Networking Academy

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Initial Steps

Go to the Cisco Education Network web site at the following URL: <http://www.cisco.com/edu>. From there, click the "Cisco Networking Academy program" link under the "Select Your Area of Interest" header.

Next, click the "Get program overviews, FAQs, and news" link under the "Research the Program" header. Finally, click the "Review the answers to frequently asked questions" link under the "Learn more" header.

Read the entire FAQ document, which will answer many of your questions. After you have read through the FAQ's, peruse the other information on this website. At this point, if you are interested in becoming an Academy, go back to the Networking Academy home page at the following URL: <http://www.cisco.com/edu/academies/index.html> and click on the "Start an Academy" button on the left side of the page.

Complete the on-line form with all required information and use only minimal punctuation. Periods and commas are OK, but be aware that the tool often rejects other punctuation.

After you submit the form, it goes to a Cisco authorized site to be processed. You will get a call back within two weeks of submitting the form. Three attempts will be made to reach you. If no contact is made and calls are not returned, the process will stop there with no further action.

The Qualification Process

Once contact is made with the representative from the Cisco authorized site, the phone conversation will consist of a series of follow-up questions to determine your ability to offer the program and your level of interest. Leads will then be forwarded to Cisco for follow up.

Potential Regional Academies will be contacted either by a member of the Education team at Cisco corporate or by a local Cisco education sales representative in your area to discuss becoming a Regional Academy.

Potential Regional Academies will continue to work with the local sales rep and with their corporate contact until the legal agreement has been signed. This can take two to six months or more, depending on the number and type of changes proposed to the legal agreement.

Potential Local Academies or those wanting to be Regional Academies in an area that already has appropriate Regional Academy coverage will get an e-mail from a Cisco representative thanking them for their interest and giving them contact information for Regional Academies in their area that are accepting Local Academies.

Potential Local Academies must talk with the Regional Academies in their area to choose a Regional Academy. In some cases, there may only be one Regional Academy in the vicinity, or Regional Academies may have defined operating territories. In these cases, there is no choice – the Local Academy must come up under the Regional Academy available if it wants to join the program.

The discussion between the existing Regional Academy and the potential Local Academy should focus on training schedules, cost recovery charges and support services offered by the Regional Academy. It is critical that the potential Local and existing Regional work out an acceptable arrangement for training dates and other services.

Registering in CNAMS

New Regional and Local Academies are notified of their acceptance into the program via e-mail. The e-mail will be received by whomever has been identified as the main contact (either on the Regional Academy's legal agreement or from arrangements made between the Local and Regional Academies). This e-mail will prompt the new Academy to go to a secure web-site where they will interact with the Cisco Networking Academy Management System (CNAMS) to register themselves and list all the primary contacts within their academy including instructors, shipping contacts, legal contacts and billing contacts for SMARTnet maintenance.

SMARTnet is Cisco's standard support program for its products. SMARTnet or equivalent service is required of all Academies throughout their participation in the program. SMARTnet support is described at the following URL:
<http://www.cisco.com/warp/public/625/smartnet/smnet_ds.htm>.

If they don't have it already, Local Academies should contact their Regional Academy to get contact information for their local Cisco education sales representative. This sales rep can place an order for the Local Academy lab bundle. It can take up to two months to receive the equipment after the order has been placed, so Local Academies should plan accordingly. This equipment is required for performance of the hands-on, practice exercises that make up the experiential side of the program.

The Regional Academy main contact is also responsible for officially registering their new Local Academies. Once that person has recorded the Local Academy main contact information within CNAMS, an automatic e-mail is generated to the Local Academy main contact giving them their registration serial number to be used (only once!) to register within the system.

The Local Academy main contact is responsible for listing all of the Local Academy instructors at his/her school. The Local Academy instructors will receive an automatic email and can then register themselves within the CNAMS system. Once registered, instructors can log in to the site.

Access privileges are determined by the role the individual plays within the program. Instructors may download the curriculum and register to be trained after taking a one-time pedagogy test and a pre-test for each semesters' curriculum. Only after those tests have been taken can an instructor register to attend training. Scores on the pre-finals do not affect an instructor's ability to register for training, but are used only to determine progress through the training program.

Instructor Training

Each instructor will only see the training dates that are available to him or her. Local Academy instructors may only go to their supporting Regional Academy for training. Only persons designated as instructors may register themselves for training. Training registration must occur 14 days before the start of the class so that instructors can spend those 14 days before class reading the entire curriculum for which they are about to be trained.

During training, instructors must pass the Cisco on-line final exam with a score of 80% or better to be certified to teach. They must also pass a hands-on exam at the end of semesters two, three and four for their skills based certification. The skills exam is a pass/fail exam.

Once the instructor has passed their exams, they will be provisionally certified to teach. For a Regional Academy, only the person designated as the main contact is able to create classes to train Local Academy instructors. For a Local Academy, the main contact or the instructor may create classes to teach students. Often at a Local Academy, the main contact and the instructor are the same person.

Ongoing Support

Once the academy has been established, all further questions should be directed to that Academy's "parent" Academy. Regional Academies have a Cisco Academy Training Center (CATC) as their parent Academy. CATCs are trained directly by Cisco. CATCs train Regional Academies, which train Local Academies, which train students. All instructors must meet the same requirements, so the program's effectiveness does not diminish as the training passes from level to level.