

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 800-443-9252 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 March 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 RI and 9-year seminars should not be on held on the same dates due to a limited instructor base
 - 1.1.5 Avoid Show dates
 - 1.1.6 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

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6. Section Agreements – June 20
 - 6.1 Agreements are generated and sent out once the product codes are assigned.
 - 6.2 Section Agreements are sent directly to the Section Chairman
 - 6.2.1 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.
 - 6.2.2 The Section will be reimbursed \$15 per attendee following the seminar. The reimbursement check will be mailed to the Section Chairman, 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 advertize the event locally in their Section newsletter and on their Section website
8. Instructors are sent contracts – July 20
 - 8.1 Instructors must sign and return within a two week period
9. Web – August 1
 - 9.1 The official schedule is uploaded to the Web

Once a site is selected for a seminar and exam, Certification Services then proceeds with the following:

1. Prepare cover letter along with the Section Agreement, which is then emailed or faxed to the Section Chairman. Should an email address or fax number not be listed for the Chairman, the cover letter and Section agreement will be mailed to the Section Chair and Certification Chairman via certified mail, return receipt requested.
2. Make sure the signed Section Agreement is received, designating the A&C Supervisor and two proctors, in a timely manner.
 - 2.1 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, travel reimbursement at the approved IRS mileage rate, and \$15 for lunch.
 - 2.2 The responsibility of the two proctors is to assist the Lead Supervisor and to insure there is no cheating. Proctors receive no reimbursement.
 - 2.3 The Section will be reimbursed \$15 per exam attendee following the Exam. The check will be mailed directly to the Section Treasurer.
3. The Certification Services Coordinator then assigns a Lead Test Supervisor for the site and processes the Supervisor Agreement.

