

## **LIBREOFFICE CERTIFICATION PRE-REQUISITES**

LibreOffice Certification is open to TDF Members and active project members.

LibreOffice Certification is free (as in beer) for TDF Members, and also for active project members such as regular code contributors, volunteers active in QA and localization projects, contributors of native language projects, and other volunteers recognized for the quality and continuity of their work by the Certification Committee.

For these individuals, certification is subject to their involvement in LibreOffice development, or in migration and training projects. The involvement must be demonstrated by a number of relevant documents (described in a list at the end of this document), or testified by a TDF Member who has been certified - in the same discipline - for at least one year.

Professionals willing to be certified must fill in the application form, and provide the necessary documents (see the list below). Once the Certification Committee has duly reviewed and approved the application, the candidate will be able to go through the peer-to-peer review.

Certification is open throughout the year. Once candidates are approved by the Certification Committee, they will be admitted to the peer-to-peer review session. There will be several sessions each year: one at FOSDEM in Winter, one at the LibreOffice Conference in Summer, and others in Spring and Autumn.

### **Certification expiration and renewal**

Certification lasts for 24 months from the date of the peer-to-peer review. At the end of the 24 months, certification should be renewed with another peer-to-peer review, based on activity during the last 24 months for migrations and the

last 12 months for trainings. This is due to the higher length of migration projects, in comparison with other activities.

Renewal will be free (as in beer) for TDF Members and active project members. Details of the renewal process for other individuals will be provided by the end of 2016, as the first applications are not expected before May 2017.

### **Relationship with The Document Foundation**

Certified professionals are bound by the Certification Code of Conduct. In case of any doubt about the interpretation of this document, please ask via email at [certification@libreoffice.org](mailto:certification@libreoffice.org).

Any behaviour contrary to the Certification Code of Conduct, following a motion from the Certification Committee, the Board of Directors, or the Engineering Steering Committee, will result either in the invitation to a new peer-to-peer review to re-confirm the status, or in the exclusion from the status of certified professional.

Certified professionals for migrations and trainings will also be requested to provide a report about their activity - related to certification - every six months, based on the provided online form. The report is due even in absence of any activity.

Certified professionals will be listed on The Document Foundation website. They will also receive a certificate (with the date of expiration) and a logo, which they will be able to use - according to the Code of Conduct - to show their status.

### **Documents suitable for the application**

The following list cannot be considered in any way as complete or exhaustive:

1. Project plan for the migration to LibreOffice.
2. Project plan for LibreOffice trainings, including syllabus.
3. Syllabus for LibreOffice trainings, including subject of lessons.
4. Slides for presentation of migration projects, with time schedule.
5. Slides to support training courses, with examples and exercises.
6. Set of exercises for end user trainings, for each LibreOffice module.
7. Communication strategy for a LibreOffice migration project.
8. Progress report for a LibreOffice migration project.
9. Project report for interoperability problems with third party software.