

# Qvidian University: Content Manager I

## Certification Overview

You put in the effort to learn the essentials of Qvidian content management, now you can share your expertise with your peers, the proposal management community, and beyond! Professionals who earn the Content Manager I certification have demonstrated their knowledge of best practices for creating and maintaining a Qvidian library and the content it contains.

### Preparation:

- Free study guide included with exam registration
- Optional Qvidian University courses:
  - [Qvidian Library Basics](#)
  - [Qvidian and Microsoft Word Templates](#)
  - For a comprehensive learning option, check out the [Content Management Pro](#) Learning Path!

### Exam Details:

- 40 multiple-choice questions to be completed in 60 min
- Must earn a score of 85% or better to earn certification
- Each exam enrollment allows for 2 attempts within a 4-week period
- Limit of 4 attempts per year
- [Exam Methodology Data Sheet »](#)

### Certification Award:

- Digital badge
- [Learn more about the digital badge »](#)
- PDF certificate
- Valid for 2 years

### Pricing:

- \$99 USD per participant

### Exam Overview:

The exam consists of 40 multiple-choice questions distributed across the following topic areas:

- 20% – Library structure and organization
- 30% – Searching, settings and preferences
- 30% – Loading and editing content
- 20% – Formatting content with Word Templates

Questions cover how-to topics relevant to specific Qvidian features as well as best practice topics relevant to successful library creation and maintenance.

The exam is created by randomly including questions from question banks in the topic areas listed above. This provides more reliability and validity to the exam as each attempt will not be identical.