How to Apply to Become a Cisco Learning Partner Associate (LPA)

Participation in the award-winning Cisco Learning Partner Program establishes you as an elite member of Cisco’s authorized Learning Partner Channel. It offers you the solutions, training, tools and support you need to help satisfy your customers and set your company apart from the competition.

The Learning Partner Associate level, or simply Associate, is the entry-level Learning Partner and also the category for companies that focus on Cisco career certifications and volume training. An Associate will partner with a Cisco Learning Distributor (CLD) to obtain authorized training materials. Additionally, the Associate is contractually obligated through a formal agreement with Cisco to adhere to all of the legal requirements of Cisco’s Learning Partner Program.

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Introduction

About this Guide

This guide includes an overview of the process required in becoming a Cisco Learning Partner Associate (LPA).

Overview of the Learning Partner Application Process

There are several steps associated with becoming a Cisco Learning Partner Associate (LPA).

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Requirements to Become a Cisco Learning Partner

Partner Registration enables a company to become a Cisco Registered Partner - the first step on the path to reaping the rewards offered by the Cisco Learning Partner Program.

All applicants must review the program requirements at http://www.cisco.com/web/learning/le27/le53/learning_partner_associate.html#~Requirements

The steps to become a Learning Partner Associate (LPA) include the following:

**Step 1** – Register as a Cisco partner and associate yourself with your company

**Step 2** – Complete the application in the Learning Partner Management System (LPMS)

**Step 3** – Sign the Click Accept Agreement

Once the Click Accept agreement has been approved by all parties and all the requirements have been completed, then the Learning Partner will be approved in LPMS and receive an approval email. The detailed instructions are shown below.
Step 1 – Partner Registration and Association

1. Go to the Cisco learning Partner Associate Application site at: http://www.cisco.com/web/learning/le27/le53/learning_partner_associate.html#~Application

2. Click the Register for a Cisco.com ID link to create a Cisco login ID and password.

3. Click the Become a Registered Partner link.

4. Once you are a registered partner, click the Associate Myself with a company link.

The instructions for becoming a registered partner and associating yourself with a company can be found in the User Guide on the Partner Registration page.

Step 2 – Learning Partner Application

1. Click the Application tab or go to http://www.cisco.com/web/learning/le27/le53/learning_partner_associate.html#~Application.

2. Click the Launch the Learning Partner Application link.
3. Enter your **User Name** (Cisco ID) and **Password** and click the **Login** button.

The Learning Partner Management System (LPMS) login screen will display.

4. Click the **Enroll in New Program** link.

The Partner Dashboard screen will display.

5. Click the **Learning Partner Associate** radio button.

6. Click the **Next** button.

The Partner Type Selection screen will display.
The Program Details screen will display.

7. Click the drop down for Select Partner CLD to select the CLD you are working with to become a LPA.

8. Click the Next button to proceed to the next page

*Clicking the save button on each page will save the application. If you logout of LPMS, you can return to your saved application at a later time.*

The CCSI Requirement screen will display (tab 2 shows highlighted).

9. Click the Select CCSI Name drop down to select the CCSI.

10. Click the Go button.

*The person meeting the CCSI requirement can be selected using either their name or CCSI ID.*

The screen will refresh and display the CCSI ID and name in the Participating Contacts column and the CCSI expiration date in the Certification Expiry Date column. The Actual column will now show that 1 CCSI requirement has been met.

11. Click the Next button to proceed to the next page.
The Contacts Requirement screen will display.

12. Follow the steps below to add the Lab Manager:
   • Click the Select Contact drop down for the Lab Manager.
   • Select the Contact name.
   • Click the plus (+) symbol to add the contact.
The screen will refresh and display the Contact Name and CSCO ID in the Participating Contacts column and the CCSI expiration date in the Certification Expiry Date column. The Actual column will now show that 1 requirement has been met.

The Contact used for the Lab Manager role can also be used for the CCSI requirement.

13. Follow the steps below to add the Account Manager:
   a. Click the Select Contact drop down for the Account Manager.
   b. Select the Contact name.
   c. Click the plus (+) symbol to add the contact.
The screen will refresh and display the Contact Name and CSCO ID in the Participating Contacts column and the CCSI expiration date in the Certification Expiry Date column. The Actual column will now show that 1 requirement has been met.

The Contact used for the Account Manager role can also be used for the Cisco Engagement Manager role.

14. Engagement Manager:
   a. Click the Select Contact drop down for the Cisco Engagement Manager.
   b. Select the Contact name.
c. Click the plus (+) symbol to add the contact.

The screen will refresh and display the Contact Name and Cisco ID in the Participating Contacts column. The Actual column will now show that 1 requirement has been met. Engagement display cisco ID

15. Click the **Next** button to proceed to the next page.

To remove a contact, click the X next to the name in the Participating Contacts column. The screen will refresh and the name will no longer appear in the Participating Contacts column.

The Relevant Questions screen will display. These questions are optional.

16. Select or enter data for each question.

17. Click the **Next** button to proceed to the next page.
The Summary page will display the following information:

- **Program Compliance** – will show Requirements Met or Requirements Not met
- **Application Status** – will show the status of the application.
- **Partner Details** – displays the Partner Name, Country, Theater, Program Type, and Partnering CLD.
- **Selected Site Details** – displays site information.
- **Program Requirements Details** – displays the CCSI and Contact Requirements.
- **Relevant Questions** – displays the relevant questions.
- **Checklist** - displays the Learning Partner Checklist.
- **Supporting Documents** – shows any documents that were uploaded.

### Application Status Description

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO APP Started</td>
<td>An application has not been started.</td>
</tr>
<tr>
<td>In Progress</td>
<td>The learning partner has created an application.</td>
</tr>
<tr>
<td>Pending CLD Approval</td>
<td>The application has been submitted to the CLD for approval.</td>
</tr>
<tr>
<td>Pending WWWLPC Approve</td>
<td>The application has been approved by the CLD and is pending approval by WWWLPC.</td>
</tr>
<tr>
<td>WWWLPC Approved</td>
<td>The LPA application has been approved by WWWLPC.</td>
</tr>
</tbody>
</table>

To add supporting documents, follow the instructions below:

18. Click the **Choose File** button.
19. Double click the file name in your Documents library (Note: Steps may vary depending on your browser and operating system).
20. Click the **Upload** button.

21. Click the **Submit** button to submit your application.

If all requirements have been met, then the status will change to Pending CLD approval. An email will be sent to the Partnering CLD for approval.
Step 3 – Click To Accept

Once all the requirements have been met and the Partnering CLD has been approved; the Learning Partner will need to sign the Click To Accept (CTA) agreement. The LPCM will request the CCO ID of the authorized signatory for the learning partner to send the CTA.

The authorized signatory will receive an email with a link to the Click To Accept contract.

1. Click the url in the email.
2. If required, enter your User Name (Cisco ID) and Password and click the Login button.

Dear Partner,

You are receiving this email as part of the Cisco Learning Partner contract process. Cisco will need you to click on the below link to view the details of the Cisco Learning Partner Agreement v 1.0. You will be asked to provide your job title and the name of the company. Your job title will need to be the job that you hold within the company (Controller, Operation Manager, President etc.) and your company name will need to be the same name that was used on your Learning Partner Application.

Please click on the following URL for details:


If URL above is broken, please use this token to access your agreement

Token: xxxxxxxxx

Best regards,
Learning Partner Programs Team

This message and any attached documents contain Confidential Information of Cisco Systems, Inc. and its affiliates and may be used only by the intended recipient(s) of this communication for the purpose set forth and in a manner consistent with your Agreement with Cisco Systems, Inc. to preserve its Confidential Information.

3. Click the Cisco learning Partner Agreement V1.0 link to review the agreement.

Note: Depending on your browser and operating system, you may need to download or open the file to view in PDF.

4. Enter your Job Title in the Title field.
5. Enter the name of your company as displayed in the Learning Partner Management System (LPMS) in the Company Name ("Partner") field.

6. Click the Accept button.

7. Click the Confirm Acceptance button.

The screen will refresh and display the Transaction ID, Status, and Timestamp.

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**Approval**

Once the Click Accept agreement has been approved by all parties and all the requirements have been completed, then the Learning Partner will be approved in LPMS and receive an approval email.

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Dear ABC Company,

Congratulations on becoming a Cisco Learning Partner! As a Cisco Authorized Learning Partner you will be empowering members of the Human Network to create valuable solutions that not only help individual partners, but improve the industry as a whole by driving student skills and developing crucial IT talent.

Company Name : ABC Company

Partner ID : 11120

Registered Sites: Site Id   Site Name

11221   ABC Company   HQSITE

Sponsoring CLD : CLD Name (44554)


The website contains valuable information about obtaining your logo, marketing material, and other valuable information that may be used to enhance and grow your business.

Please contact MTM info@knowledgeadvisors.com to establish an account. Please state that you are a new approved learning partner and provide your partner id which is 11120. Once the account has been established you will be given a 30 day trial with access to all reporting in MTM.

MTM provides valuable information on your overall customer satisfaction. This information can be used to improve instructor performance and help identify areas of strength and improve areas requiring improvement.

LPMS is the tool used to manage your company contacts, add new sites and apply for other Learning Partner programs. This
site is also used to manage instructor information and enroll new instructors. To access LPMS a Cisco.com user name and password is required.

Congratulations as a Cisco Authorized Learning Partner, you have the advantage of offering your customers the value of the Cisco brand, the most timely information and knowledge, and the extended support that can make the difference in today’s solution-selling environment.

This is an auto generated email. Please do not reply to this message.

Regards,

Worldwide Learning Partner Channel