



Humavera Partner Certification Handbook

Certified Channel Partner · Certified Technology Partner · Certified
Implementation Partner

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1. About Humavera certification

Humavera certifications recognise individuals who can sell, integrate with, or implement the Humavera AI Workforce Operating System to a professional standard. Certifications are personal to the individual and valid for 12 months. A partner company earns "Certified Partner" status when it holds the number of certified people required for its partner type and tier under the Humavera Partner Program Guide.

Certification	Audience	Proves	Assessment
Certified Humavera Channel Partner	Sellers and consultants at Channel and Solutions Partners, open to Affiliates	Can position, demo and scope Humavera correctly for a mid-market buyer	50-question exam (75%) + 20-minute demo assessment
Certified Humavera Technology Partner	Engineers and product managers at Technology Partners	Has built a secure, working, listed integration	40-question exam (75%) + integration review
Certified Humavera Implementation Partner	Consultants at Solutions Partners	Can implement Humavera end to end, including payroll, HR process design and integrations	60-question exam (80%) + sandbox capstone

1.1 Fees, retakes and validity

- Exams are free for all partners until December 31st, 2026. Starting January 1st 2027: USD 99 (Channel), USD 149 (Technology), USD 299 (Implementation), waived for any partner company with at least one closed deal or one listed integration in the previous 12 months.
- Two attempts are included per exam. A third attempt is available 30 days after the second, further attempts 90 days apart.
- Certifications are valid 12 months from the pass date. Renewal is by a shorter update exam (Section 6). Company status lapses 60 days after the last qualifying certification expires.
- Certified individuals receive a digital certificate, a LinkedIn-ready badge and a listing in the partner's directory profile (name and certification only, with consent).

1.2 Exam rules

- Exams are online, individually taken, and open-book: the Humavera documentation and partner materials may be consulted. Collaboration, sharing of questions, or use of a proxy is prohibited and results in cancellation of the result and, for repeat offences, removal from the program.
- Exams are delivered through the partner portal or as a proctored PDF exam returned within the time limit, as arranged with the partner team.
- Results are issued within 5 business days for exams and within 15 business days for practical assessments, with a topic-level score breakdown.
- Reasonable adjustments (extra time, alternative format) are available on request.

2. Learning paths and enablement

All learning material is provided free through the partner portal: product tours, the sales deck and demo run-of-show, the technical deck, the developer documentation, the product documentation site, and a demo or sandbox tenant. Instructor-led sessions for the Implementation track are scheduled monthly and on request for partner cohorts of four or more.

3. Certified Humavera Channel Partner

3.1 Prerequisites

Employed or contracted by a partner with a signed Partner Program Agreement, completion of the self-paced product onboarding (product tours, sales deck, pricing page).

3.2 Curriculum (Approximately 8 hours self-paced)

Module	Topics	Exam weight
1. Humavera and the AI Workforce Operating System	Positioning, the problem Humavera solves for 200–3,000-employee organisations, "One Workforce. One Intelligence.", who buys and why	10%
2. Platform tour	Hire, Onboard, Develop, Perform, Operate, Decide, core HR, skills intelligence, learning, performance and OKRs, multi-country payroll, workflows and policy automation, analytics	25%
3. Vera AI and AI credits	What Vera does across the platform, how AI credits work, what is included per package, how to explain AI usage and cost honestly	10%
4. Packages, pricing and billing	Free, Starter, Growth, Enterprise, per-employee pricing, annual and monthly billing, what triggers an upgrade, add-ons, what a partner may and may not promise on price	15%
5. Competitive positioning	Humavera vs Workday, SAP SuccessFactors, BambooHR and mid-market alternatives, strengths, honest limitations, when to walk away	10%
6. Discovery and qualification	Buyer personas (CHRO, HR director, IT, finance), qualification questions, sizing (headcount, countries, payroll complexity, integrations), red flags	10%
7. Trust, security and data	Security posture, data residency options, GDPR and regional privacy laws, government and data-sovereignty offering, what to say and what to route to Humavera	10%
8. Selling with Humavera	Deal registration, co-selling requests, demo booking, trial-to-paid, referral link attribution, commission models, brand and messaging rules, prohibited claims	10%

3.3 Exam blueprint

50 questions, 60 minutes, multiple choice and short scenario questions weighted per the table above. Pass mark 75%. Scenario questions test judgement (what to say to a prospect, what to promise, when to bring in Humavera), not memorisation of menu paths.

3.4 Practical assessment: demo role-play

A 20-minute recorded or live session in which the candidate runs discovery and a focused demo for a fictional mid-market prospect brief supplied 24 hours in advance. Scored by the partner team on the rubric below, each criterion is scored 1–5 and every criterion must score at least 3.

Criterion	What we look for
Discovery	Asks sizing and pain questions, identifies countries, payroll complexity, integrations, qualifies fit
Positioning	Frames Humavera correctly for the prospect, uses the AI Workforce Operating System story, no regional or "local product" framing
Demo relevance	Shows the two or three areas that matter to this prospect rather than everything, uses the demo tenant confidently
Accuracy and honesty	No over-promising on features, roadmap, compliance, security or price, routes unknowns to Humavera
Commercial handling	Explains packages and pricing correctly, explains next steps (trial, deal registration, co-selling)
Close	Agrees a concrete next step with the prospect

3.5 Company status

Certified Channel Partner: 1 certified seller. Gold: 2. Platinum: 3. Solutions Partners require at least 1 certified seller in addition to their implementation certifications.

4. Certified Humavera Technology Partner

4.1 Prerequisites

Signed Technology Partner Agreement, sandbox tenant issued, the candidate is a named engineer or technical product manager for the integration.

4.2 Curriculum (approximately 12 hours self-paced)

Module	Topics	Exam weight
1. Platform data model essentials	Tenants, employees, organisation units, positions, roles and permissions, identifiers, effective dating	15%
2. REST API and OpenAPI	Authentication and API keys, scopes and least privilege, pagination, filtering, versioning, idempotency, error handling, rate limits	25%
3. Webhooks	The 38-event catalog, subscription management, signature verification, retries, ordering and idempotent consumers, failure handling	20%

Module	Topics	Exam weight
4. Security and data protection	Credential storage, transport security, data minimisation, retention and deletion, incident notification, customer authorisation flows	15%
5. Integrations Hub standards	Listing content, setup guide, support contact, categories, screenshots, certification review checklist, deprecation policy	10%
6. SDK program (from September 2026)	SDK installation, typed clients, examples, until release, this module covers the REST equivalents	10%
7. Working with Humavera	Developer channel, early access, co-marketing, referral commission and deal registration, brand rules	5%

4.3 Exam blueprint

40 questions, 60 minutes, multiple choice and short technical scenarios. Pass mark 75%.

4.4 Practical assessment: integration review

The candidate submits the working integration in the sandbox with a setup guide. Humavera engineers review against the checklist below within 15 business days. All mandatory items must pass, recommended items are reported but not blocking.

Item	Mandatory / recommended
Authenticates correctly using API keys or the customer authorisation flow, credentials never hard-coded or logged	Mandatory
Requests only the scopes needed for documented functionality	Mandatory
Handles pagination, rate limits and API errors gracefully, no unbounded polling	Mandatory
Uses webhooks for event-driven needs, verifies signatures, consumers are idempotent and handle retries and out-of-order delivery	Mandatory where events are used
Data handling matches the published privacy notice, retention and deletion implemented, deletes on customer de-authorisation	Mandatory
Passes Humavera's security questionnaire and basic vulnerability checks (transport security, secrets management, dependency hygiene)	Mandatory
Customer-facing setup guide is accurate and complete, support contact published	Mandatory
Listing content meets Hub standards (logo, description, screenshots, categories)	Mandatory
Uses SDK where available, follows API deprecation notices	Recommended
Provides logging and status visibility to the customer	Recommended

4.5 Company status

Certified Technology Partner: 1 certified engineer and at least one Certified Integration listed. Gold: integration used by 10 or more tenants and one joint case study. Platinum: 50 or more tenants or Featured status, and two case studies. The Listing displays "Certified" only while the certification and integration review are current.

5. Certified Humavera Implementation Partner

5.1 Prerequisites

Employed or contracted by a Solutions Partner, passed the Certified Channel Partner exam (or the product-fundamentals module of it), working knowledge of HR operations. Recommended: prior HRIS or payroll implementation experience.

5.2 Curriculum (approximately 5 days, guided plus sandbox practice)

Module	Topics	Exam weight
1. Implementation methodology	Humavera delivery method: discovery, solution design, configuration, data migration, testing, cut-over, hypercare, project roles, the delivery-assistance Levels, quality standards and the implementation review	10%
2. Organisation and job architecture	Legal entities, locations, organisation units, positions, job families, grades, competencies, effective-dated changes	10%
3. Employee lifecycle and self-service	Hiring to offboarding, contracts, documents, roles and permissions, manager and employee self-service, mobile	10%
4. Payroll and statutory	Pay elements, pay groups, payroll calendars, statutory set-up for supported countries, allowances and deductions, approvals, payslips, year-end, when to escalate statutory questions to Humavera	20%
5. Time, attendance and leave	Leave policies, accruals, shifts and rosters, attendance capture including device integration, approvals	10%
6. Talent: skills, learning, performance	Skills frameworks, learning paths and courses, performance cycles, OKRs, feedback, calibration	10%
7. Workflows and policy automation	Workflow designer, approval chains, delegation, notifications, policy automation, Vera-assisted configuration	10%
8. Data migration and integrations	Import/export formats, migration sequencing and validation, SSO, API and webhook basics, common third-party integrations	10%
9. HR domain and change management	HR operating models, process design for mid-market organisations, adoption planning, training end users, measuring success	10%

5.3 Exam blueprint

60 questions, 90 minutes, multiple choice and configuration scenarios. Pass mark 80%. Payroll and statutory questions carry the highest weight because errors there affect employees' pay.

5.4 Practical assessment: sandbox capstone

Within 5 business days of receiving a written brief, the candidate configures a complete demo company in a sandbox tenant and submits it with a short configuration summary. The brief specifies a fictional company with two legal entities in one supported payroll country, roughly

30 employees across three departments, one leave policy, one payroll run, one approval workflow, one learning path, one performance cycle and one data import. Reviewed within 15 business days.

Capstone item	Pass standard
Organisation and positions configured per brief	Mandatory · complete and consistent
Employees imported and assigned correctly	Mandatory · import validated, no orphan records
Payroll set up and one run completed with correct statutory results for the brief	Mandatory · results match the reference within tolerance
Leave policy and approval workflow functioning end to end	Mandatory · demonstrated with a test employee
Learning path and performance cycle configured	Mandatory
Roles and permissions follow least privilege, no tenant admin used where a manager role suffices	Mandatory
Configuration summary explains decisions and open questions clearly	Mandatory
Overall score across all rubric items	80% or above

5.5 Company status

Certified Implementation Partner: 2 certified consultants and one successfully delivered implementation (Level 1 or 2) with a client reference. Gold: 4 certified consultants and 3 references. Platinum: 6 certified consultants and 6 references.

6. Renewal

- Channel and Technology: a 20-question update exam each year covering releases since the last pass, 75% to pass, unlimited attempts within the 60-day renewal window.
- Implementation: a 30-question update exam each year (80%), and a repeat capstone every two years or after a major platform release affecting payroll or core configuration.
- Renewal is free for individuals at partners in good standing with activity in the prior 12 months, otherwise the standard exam fee applies from 2027.

7. Code of conduct for certified individuals

- Represent Humavera accurately, do not claim capabilities, compliance or roadmap beyond official materials.
- Protect client data, use sandbox and demo tenants only for demonstration and training.
- Do not share exam content. Report suspected misconduct to the partner team.
- Certification may be withdrawn for misconduct, misrepresentation, or repeated implementation quality failures, with a right to written appeal within 30 days.

8. Contacts

Certification queries: partners@humavera.com. Exam scheduling, results and badge issuance are handled through the partner portal.