

# Xactimate 28 Level 2 Certification

## Level 2 Certification Exam – Xactimate Fundamentals

The Level 2 Certification Exam verifies that the user has the foundational skills required to create an estimate from start to finish using Xactimate 28.

The Exam is divided into three sections:

### 1. Sketch and Scope Lab

In this hands-on lab, individuals are required to use their own locally installed Xactimate (or online version) to create an estimate. The most recent version of Xactimate is required. The estimate consists of a Sketch and Scope scenario that must be completed accurately. The estimate will be used to answer the questions found in the Practical Exam section. The Sketch and Scope labs are not timed, and individuals may exit and return to the lab as needed prior to beginning the Practical Exam and Knowledge Exam. The approximate time required to complete this section is 60–120 minutes.

### 2. Practical Exam

In this section individuals are asked 30 questions pertaining to the estimate created in the Sketch and Scope labs. Questions are specific to the scope, quantities, dimensions, and pricing from the estimate. This section of the exam is timed. Closing the Practical Exam prior to completion will result in an automatic FAIL. The approximate time required to complete this section is 30–90 minutes.

### 3. Knowledge Exam

This portion of the exam consists of 30 multiple-choice, true/false, and matching questions. Questions are related to the learning objectives listed below in the Knowledge Requirements section of this document. This section of the exam is timed. Closing the Knowledge Exam prior to completion will result in an automatic FAIL. The approximate time required to complete this section is 30–90 minutes.

Passing grade is 70%. The time limit for the Practical Exam and Knowledge Exam is 180 minutes. Results with associated learning objectives will be available for review immediately upon completing the exam

## Knowledge Requirements

Individuals will be required to demonstrate understanding of:

- Claim Info, Contact Manager/Import from Contacts, Parameters, Depreciation Options, Tokens, Opening and Closing Statements.
- Room Properties, Relation to Level, Ceiling Type, Orientation Tool, Sketch Staircases, Square Break Tool (click+drag method), Vertex Tool, Wall Tool, Reference Areas and Blocks, Missing Wall, Room Variables LL, HH, SH, V.
- Multiple Levels, Level Properties, Sketch Options (measurements, font size, reset window views, keyboard shortcuts), Sketch Images Window/Add/Load Digital Images, Sketch Image Reference, Annotation Ribbon.
- Grouping Members (Append, Insert, Attach), Quick Entry, Searching for Line Items, Retrieving Scope, Coverage Association, Depreciation Options, Dwelling Coverages, Activity Information, Miscellaneous Items, Line Item Attachments, Subvariables/Calculations, Calculate Waste (F\*1.15), Global Changes Wizard.
- Estimating from Sketch, Estimating Windows, Searching for Line Items, Selecting Surface Areas, Adding Items Graphically, Floor Covering Tools, Sketch Items List.
- Estimate Items Window, Quick Entry Method, Quick Entry Navigation, Column Identification.

- Estimating in Sketch, Item Information Window, Common Roofing Materials, Adding Roofing Line Items in Sketch, Calculating Waste for Roofing Shingles, Manually Calculating Waste SQ\*1.15.
- Locking/Unlocking Roof Measurements, Roof Properties (Roof Rafters, Ridge, Span), Multiple Roof Slopes and Shapes, Roof Overbuilds, Commercial Roof Shapes, Roof Variables VAL, HIP, EAVE, RAKE.
- Elevation Grouping Member, Dimensioning an Elevation, Adding Line Items to Grouping Members, Variables Association, Reference Search on Exterior.
- Changing Estimate Status from In Progress to Completed, Completing, Submitting Required Information, Correcting Inspection Violations, Marking Estimate Completed, Printing Report, Uploading Assignment.
- Project Preview, Duplicating/Copying Projects, Quick Copy, Merging Projects, Save and Save As, Re-sequencing Line Numbers, Recycle Bin, Project Defaults.
- Downloading Historical Price Lists, Providing Pricing Feedback, Components, Supporting Events, Labor Minimums vs. Base Service Charges, Price Changes.
- Creating Macros, Retrieving Macros, Pre-built Macros in Sketch, Sketch Templates (use existing, rotate, flip).
- Data Transfer types, such as projects, price lists, company headers, model statements, contacts, and references; Version Compatibility, Transfer Type: Folder, XactAnalysis, Cloud, Can drag and drop (send) data, can choose to skip, merge/rename, or overwrite items.
- Printing Reports, Estimate Reports, Info Tab, Print Options, Line Item Detail, Sketch Images, Claim Reports, Documents, Report Macros, Uploaded Documents, Additional Options, Language Selection, Take-off Reports, Printing Images on Report.

## Recommended Preparations

### 1. Attend an Xactimate 28 Training Class

Xactimate 28 training classes are offered in a variety of convenient formats, including a self-paced online course, an online virtual classroom, and regional or on-site classrooms. Visit [xactware.com/training](http://xactware.com/training) for more details on class availability.

### 2. Review the Xactimate 28 Training Workbook

This 300-page workbook is a great resource to help prepare for the Level 2 Certification Exam. Visit [xactware.com/store](http://xactware.com/store) to order a copy.

### 3. Online Certification Preparation Course

This two-hour refresher course will help prepare an individual for the exam. Class participants will be taught individually by one of Xactware's Certified Trainers. Visit us at [xactware.com](http://xactware.com) and schedule a class.

## Certification Benefits:

If you are a professional working in the building and insurance repair industry, you recognize the value of an accurate repair estimate. Xactimate certification validates that a user has the knowledge to accurately create an estimate in Xactimate. As a certified Xactimate user, you can:

- Market yourself as one of the best Xactimate users in the business.
- Give employers confidence that you are a certified Level 2 Xactimate user.
- Have the opportunity to be listed in the User Certification Directory.
- Receive a Level 2 certificate.



A Verisk Business

Copyright 2018 Xactware Solutions, Inc. All rights reserved.