

Xactimate 28 Level 3 Certification

Level 3 Certification Exam - Xactimate Mastery (Subject Matter Expert)

The Level 3 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 Lab is 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 120–240 minutes.

2. Practical Exam

In this section individuals are asked 40 questions pertaining to the estimate created in the Sketch and Scope Lab. 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 40 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:

- Managing and inputting pertinent Claim Info and Estimate Parameters, including: Notes, Details, Labor Burdens, Advance Payments, Tag visibility, Market Condition distribution, and importing contact information.
- Sketch Construction features and views.
- Identifying and configuring pricing features such as: Price Lists, Unit Price, Component Prices, Line Item Total, Estimate Parameters, Sales Tax, Supporting Events, Labor Minimums, View Reports, Net Claim, and Coverages.
- Advanced Sketch navigation and techniques, including: window repositioning, adding Sketch tabs, room dimensioning, changing colors and textures, and importing floor plans.
- Advanced Estimate Items navigation and scoping techniques, including: simultaneously adding items to multiple rooms, using Grouping Filters, and Item Scenarios.
- Techniques to estimate in Sketch, including use of the Add Line Item pad and adding graphical representations for line items.
- Exterior estimating techniques, including: creating a building footprint, generating exterior walls from a roof, using multiple sketch pads, drawing elevations in Sketch and using exterior level variables.

- Deck and Fence estimation tools found in Sketch.
- Inspections that take place when completing and printing an estimate.
- Administrative features associated with Preferences, Projects, and Data Transfer.
- Reports and document upload techniques including: Report Macros, Merging Reports, Attached Docs, Template Docs, Custom Sketch Views, Report Scenarios.
- Diagraming a multi-level structure in Sketch using the following: Complex Room Shapes, Multiple Ceiling Types, Arced Walls, Free-standing Walls, Custom Staircases, Custom Wall Openings, Decks, Orientation Tool, Reference Areas/Blocks, Subgroups, Level Variables C, IW, F, EW, TSF.
- Accurately identifying and configuring Sketch settings using the following: Deck Construction, Footing Construction, Railing Construction, Room and Wall Construction, Staircase Construction, Floor Covering Properties, and Roof Construction.
- Accurately drawing a roof Sketch using the following: Complex Roof Shapes, Multi-Level Roofs, Roof Properties, Roof Types, Square Break Tool, Roof Overbuild, Dormers, Multiple, Multiple Roof Levels, Vertex Tool, Subgroups, Roof Variables RSQ, SF, P, R, VAL, HIP, EAVE, RAKE.
- Estimating in Sketch and Estimate Items using the following: Reference Search, Keyword Search, Related\Similar Items, Graphical Estimation, Subgroups, Multi-Room Item Entry, Macros, Flooring Tools, Custom Calculations, Reference Block/Area Behaviors, and Sketch Construction.
- Estimating Roofs in Sketch and Estimate Items using the following: Reference Search, Keyword Search, Related\Similar Items, Graphical Estimation, Subgroups, Single Roof Faces, MultiRoof Item Entry, Item Property Editor, and Roof Waste.

Recommended Preparations:

1. Attend an Xactimate 28 Mastery Training Class

Xactimate 28 Mastery training classes are offered in a variety of convenient forms, virtual classroom (online), and classroom formats. Visit xactware.com/training for more details on class availability.

2. Review the Xactimate 28 Mastery Training Workbook

This 300-page workbook is a great resource to help prepare for the Level 3 Certification Exam. Visit 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 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 3 Xactimate user.
- Have the opportunity to be listed in the User Certification Directory.
- Receive a Level 3 certificate.