

Updated on 08/24/2026

Sign Up

Relativity Certified Administrator Certification Training

3 days (21 hours)

Overview

The Relativity Certified Administrator Certification Training prepares you for the official Relativity Certified Administrator certification and for the comprehensive administration of RelativityOne environments. You will develop the skills needed to manage workspaces, data, permissions, searches, productions, and e-discovery workflows.

This training will help you structure your preparation for the Relativity Certified Administrator exam by covering the expected functional areas and scenarios encountered in the day-to-day administration of a RelativityOne platform.

You will learn how to administer an instance and workspaces, import and export data, configure users and permissions, and create fields, views, searches, and rules tailored to the needs of review teams.

Upon completion of the training, you will be able to apply a reliable method for addressing certification exam questions, identify the appropriate settings, and implement secure workflows for managing e-discovery cases.

The training also covers productions, indexes, structured analysis, data processing, and review strategies. Hands-on workshops and a practice exam will help you reinforce what you've learned before taking the official certification exam.

Like all our training courses, this one will introduce you to **the latest stable version** of the technology and its new features.

Objectives

- Understand the scope and areas assessed by the Relativity Certified Administrator certification
- Administer instances and workspaces in RelativityOne
- Configure users, groups, permissions, and security objects
- Manage imports, exports, searches, views, and document fields
- Prepare productions and use structured analysis features
- Apply an effective preparation strategy for the certification exam

Target Audience

- Relativity Administrator
- E-discovery Project Manager
- Legal tech consultant
- Legal Support Analyst
- Litigation Manager

Requirements

- Experience administering workspaces in RelativityOne
- Knowledge of e-discovery and document review processes
- Experience with imports, searches, and exports in Relativity
- Understanding of permissions and user management principles

Technical Requirements

- Windows 10 or Windows 11 PC, or a recent version of macOS, with an up-to-date browser
- Access to a RelativityOne training environment or an RCA preparation environment
- Stable internet connection without any filtering that blocks access to RelativityOne services
- Computer with at least 8 GB of RAM; a screen resolution of 1920 x 1080 is recommended
- For the online exam, a working webcam and a second mobile device available for proctoring

Our Relativity Certified Administrator Training Program

[Day 1 - Morning]

Introduction to the RelativityOne certification and environment

- Understand the objectives of the Relativity Certified Administrator certification and its professional positioning
- Identify the exam format, the areas being assessed, and preparation methods
- Explore the functional architecture of RelativityOne, the instance, workspaces, and key objects
- Navigate the administration interface, tabs, consoles, and configuration pages

- Distinguish between the responsibilities of the instance administrator, workspace administrator, and review teams

[Day 1 – Afternoon]

Administer workspaces and security

- Create and configure a workspace based on an e-discovery folder
- Manage users, groups, and administrative roles
- Configure permissions at the instance, workspace, and object levels
- Apply best practices for security, data visibility, and access control
- Hands-on Workshop: Create a folder-based workspace, user groups, and a permissions matrix tailored to a review team

[Day 2 - Morning]

Organizing data and review objects

- Understand the data lifecycle in RelativityOne, from import to production
- Configure fixed fields, custom fields, dropdown menus, and associated objects
- Create views, layouts, and object lists to streamline reviewers' work
- Use saved searches, filters, and conditions to target documents
- Prepare elements for quality control, coding, and tracking review decisions

[Day 2 - Afternoon]

Import, search, and export data

- Identify methods for importing documents, metadata, and native data
- Check upload fields, identifiers, delimiters, and import errors
- Implement searches by keywords, conditions, fields, and Boolean criteria
- Prepare an export of documents and metadata that meets the requirements of the case
- Hands-on workshop: import a dataset, configure review fields, create searches, and perform a targeted export

[Day 3 - Morning]

Master advanced case workflows

- Configure document batches and distribute work among review teams
- Understand the principles of indexes, search, and workspace performance
- Learn about the structured analysis functions evaluated as part of the certification
- Prepare a run, manage the run fields, and verify the results

- Recognize scenarios involving processing, data transfers, and case management

[Day 3 - Afternoon]

Consolidate what you've learned and prepare for the exam

- Review key concepts related to security, data, research, reports, and structured analysis
- Develop a strategy for reading multiple-choice questions and eliminating incorrect answers
- Identify common configuration errors and best practices for administration
- Develop a personalized study plan based on the exam topics
- Hands-on workshop: Take a mock exam with feedback, analyze the answers, and correct a workspace containing configuration errors

Target Audience

This training is intended for both individuals and companies—large or small—that wish to train their teams in new, advanced IT technologies or to acquire specific industry knowledge or modern methodologies.

Entry-Level Assessment

The pre-training assessment complies with Qualiopi quality standards. Upon final registration, the learner receives a self-assessment questionnaire that allows us to evaluate their estimated proficiency in various types of technologies, as well as their expectations and personal goals for the upcoming training, within the limits imposed by the selected format. This questionnaire also allows us to anticipate certain connection or internal security issues within the company (intra-company or virtual classroom) that could pose challenges for monitoring and ensuring the smooth running of the training session.

Teaching Methods

Hands-On Training: 60% hands-on, 40% theory. Training materials distributed in digital format to all participants.

Organization

The course alternates between theoretical input from the instructor—supported by examples and reflection sessions—and group work.

Assessment

At the end of the session, a multiple-choice quiz is administered to verify that participants have successfully acquired the skills.

Certification

A certificate will be issued to each trainee who has completed the entire training program.

