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What is a CDIA+?

A CDIA+ (Certified Document Imaging Architect) is a specially trained professional who designs and implements solutions for the capture, storage, retrieval and manipulation of office documents. It is the CDIA+ who will be on the leading edge of the “paperless” society. Earning CDIA+ certification means that you possess the knowledge and skills essential for designing, implementing and managing a document imaging system.

Who should become a CDIA+?

Anyone who is involved or planning to get involved in the sale, purchase, planning, set-up, installation, design, assessment, evaluation, determination, configuration, testing, use or understanding of the hardware and software of a document imaging system should become a CDIA+.

- Business Owners
- Technical Staff
- Consultants
- Corporate/Department Managers
- End-Users
- Project Managers
- Scanning Operators
- Service Bureau Supervisors
- Support Technicians
- Sales Representatives
- Document Imaging Specialists
- Network Administrators

Why is it so important to become certified?

- Certification is proof of your knowledge and abilities
- The certification can enhance your credentials. It is valued among the industry and shows a higher level of competency
- A system administrator must be able to understand the terminology associated with their document management systems
- Certification shows you have an understanding of the entire process of an imaging system and the impact it may have on the current infrastructure
- Systems knowledge can affect all phases of an organization’s core business
- Technology professionals must be able to make informed decisions about solutions that will meet their specific project requirements
- A CDIA has a better understanding of document processes before setup and configuration of hardware and software
- A CDIA certification assures the client that the holder can successfully plan, design test and implement a document imaging system
- Enhance job opportunities, since employers are giving preference in hiring applicants
- with certification
- Document imaging is a viable career path
- The opportunity for advancement is possible when an employer awards job promotions based on skills and credentials
- A CDIA certification gives customers confidence in knowing that a professional is handling their account
- Government and state agencies are requesting only companies with CDIA staff reply to their RFP’s for document imaging systems



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- To purchase or design a document imaging system, a high level of knowledge in this technology is required to be able to understand the software, hardware and/or solution to be implemented
- The configuration of a document imaging system is a complex one and is thoroughly understood by the CDIA
- A CDIA is valued and trusted by colleagues, employers, partners, and clients
- Great foundational knowledge for additional certifications