

Microsoft Certified Trainer enrollment and renewal guide

IT Showcase Productivity Guide



November 2015

The [Microsoft Certified Trainer](#) (MCT) program is an annual membership program designed for trainers who teach Microsoft certification courses. It offers a wide variety of benefits, such as access to the latest training materials and core Microsoft products for training use including Office, Windows, SharePoint, SQL Server, Online Services, and more.

The purpose of this guide is to show you how to enroll or renew your membership, or apply for or renew membership in the MCT Alumni program if you want to stay connected to the program but aren't actively teaching courses.

Topics in this guide include:

How to use this
guide

Enroll as a new MCT

Renew your annual
MCT membership

Apply for or renew
your MCT Alumni
membership

Upgrade from an
Alumni membership

Rejoin the MCT
program

Complete
verification and
billing

Need help?

For more
information

How to use this guide

Choose whether you want to:

- Enroll as a new MCT
- Renew your annual MCT membership
- Apply for or renew your MCT Alumni membership
- Upgrade from an Alumni membership
- Rejoin the MCT program

These application processes are all slightly different, but their verification and payment steps are the same. After you finish the process, continue to the [Complete verification and billing](#) section.

Before starting the enrollment or renewal process, you will need:

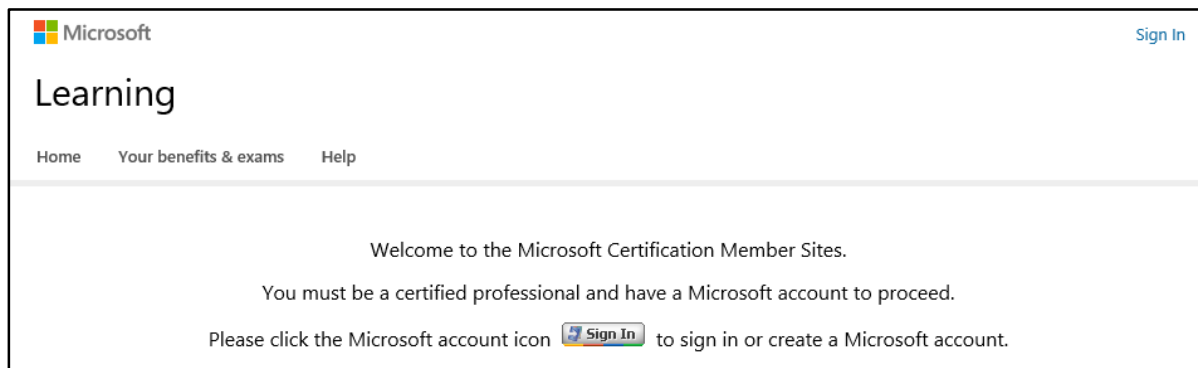
- Your Microsoft account (formerly known as Windows Live ID) email and password.
- Your Metrics That Matter (MTM) ID. If you don't have an MTM ID, you can apply for one as part of the enrollment process.
- A digital copy of your approved instructional skills certification OR a valid professional reference (for new enrollments only).
- An accepted form of payment for the program fee. For a fee schedule, see the "MCT and MCT Alumni program fees" section on the [Microsoft Certified Trainers](#) home page. Fees vary by region.

For any additional questions about the program, see the [Microsoft Certified Trainers](#) home page.

Enroll as a new MCT

1. Sign in to the MCT enrollment page [directly](#) or navigate to it from the Microsoft Certified Professional (MCP) sites, and select **Sign In**.

Important: If your corporate email is connected to your Office 365 subscription, do not try to log in with that account. You must log in using a Microsoft account (Hotmail.com/Live.com/Outlook.com).



2. Sign in with your Microsoft account email and password. The **Profile** page appears.

Microsoft Certified Trainer Program

1 Profile 2 Requirements 3 Terms 4 Payment

Application Status

In order to complete an MCT application, you must first meet the program entry requirements.

Employer Type

Please specify the primary employer for whom you deliver training. If you are self-employed, select "Freelancer."

Microsoft Employee (FTE) IT Academy

Academic Microsoft Learning Partner

Freelancer Other

Government

Next

Important: If you have a Microsoft IT Academy or Learning Partner ID and do not know the ID number, contact the respective program administrator. Due to security restrictions, Regional Service Centers cannot provide this number.

3. In the **Employer Type** section, select the option that best describes your employer type.

Employer Type

Please specify the primary employer for whom you deliver training. If you are self-employed, select "Freelancer."

Microsoft Employee (FTE) IT Academy

Academic Microsoft Learning Partner

Freelancer Other

Government

Depending on which employer type you select, you will need to provide additional information.

- **Microsoft Employee (FTE).** Enter your domain and Microsoft alias, then select Email Code. A one-time passcode will be sent to your Microsoft email account within a few minutes.
 - You will have 48 hours to use this code before you must request a new one.
 - Enter your code, then select **Submit**.
 - **Academic.** Enter your institution name, then select **Submit**.
 - **Freelancer.**
 - **Government.** Enter your department name, then select **Submit**.
 - **IT Academy.** Enter your membership ID, then select **Submit**.
 - **Microsoft Learning Partner.** Enter your company's MPN Location ID, then select **Submit**.
 - **Other.**
4. Select your primary training audience from the three options that appear—**Developer**, **IT Professional**, and **Microsoft Dynamics**:

Primary Training Audience

Please specify the primary audience to whom you deliver training.

Developer IT Professional

Microsoft Dynamics

The primary training audience is the type of user your content focuses on—software development, IT support, or a Microsoft Dynamics user.

5. Select **Next**. The **Requirements** page appears.
6. If you have eligible certifications, you will be prompted for an MTM code.

Microsoft Certified Trainer Program

1 Profile ✓ 2 Requirements 3 Terms 4 Payment

1 Pending approval

Congratulations! You have one or more of the qualifying certifications that is required to apply to the MCT program. In order to complete the entry, you will also need to provide your Metrics That Matter (MTM) ID and your proof of instructional skills.

Certifications ✓

1. Windows Server 2012

Metrics That Matter (MTM) Score ✓

As a Microsoft Certified Trainer (MCT), you are required to administer Metrics That Matter (MTM) evaluations for your students whenever you teach a course that is based on Official Microsoft Learning Products or Microsoft Official Academic Courseware.

MTM ID
12335022 [Change](#)

7. Select one of the following:

- **Certification.** Choose a certification type in the **Type of certification** box, and attach your proof of certification—it must be a file in .jpeg, .doc, or .pdf format.

Instructional training

Please select the method you will choose to validate your instructional skills experience.

Certification

Type of certification
CEGOS Group

Date of certification
03/20/2015

Upload proof of instructional training
(Acceptable formats: jpeg, pdf, doc) Choose file

Proof of Certification.docx **X**

! Thank you for submitting your proof of instructional skills. Our team will review your documentation within two to four business days from the date of submission. Upon approval of your instructional skills and your payment, your MCT application will be approved.

Personal Reference

Back Next

If you don't have a valid certification, select **Back** to end the enrollment process, and download the MCT Program Guide on the [Become a Microsoft Certified Trainer](#) page (under **Application process**). You can contact a Regional Service Center for additional assistance.

- **Personal Reference.** Enter the required information for your reference.

Instructional training

Please select the method you will choose to validate your instructional skills experience.

Certification


Personal Reference

Institution

Years of experience

Reference name [?](#)

Reference email

 Upon receipt of your proof of instructional skills and your payment, your MCT application will take up to 10 business days to process

- On the **Terms** page, read the terms and conditions and select the **I accept the MCT Program Guide** and **I accept the MCT Program Agreement** check boxes.

Microsoft Certified Trainer Program

1 Profile ✓ 2 Requirements ✓ 3 Terms 4 Payment
ⓘ Pending approval

IMPORTANT: Your participation in the MCT Program is governed by the [MCT Program Guide](#) and [MCT Program Agreement](#). You must accept the terms and conditions in the MCT Program Guide and MCT Program Agreement to participate in the MCT Program. By clicking "I Accept," you agree to abide by the terms and conditions in the guide and agreement. You also represent that you have read and understand the guide and agreement. In addition, note that by providing your transcript and certificate for your instructional skills certification, you are agreeing to provide Microsoft with any personal information related to your transcript or certificate, including your certification history, for the sole purpose of demonstrating your instructional skills. Microsoft will not share, disclose, or retain your transcript or certificate once verification of skills is completed.

If you do not accept these terms and conditions, do not select "I Accept."

I accept the [MCT Program Guide](#)

I accept the [MCT Program Agreement](#)

Back Next

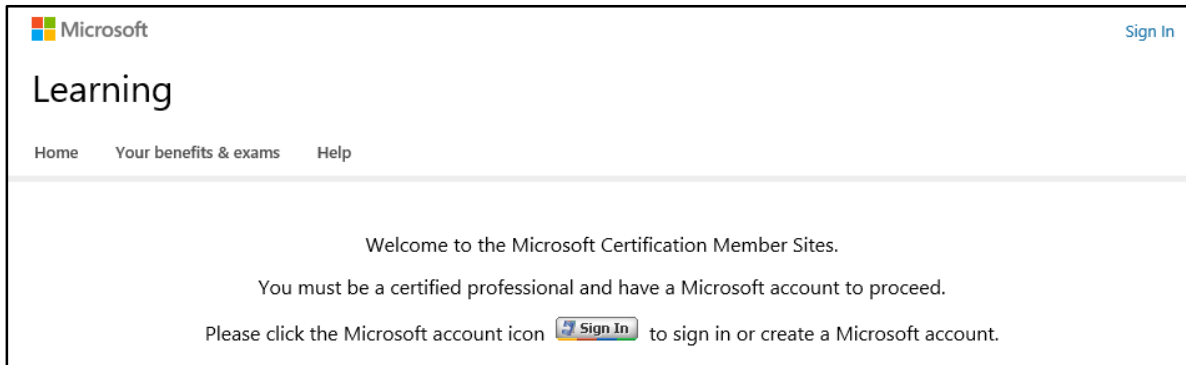
- Select **Next** to continue.
- Go to [Complete verification and billing](#) and follow the steps there.

Renew your annual MCT membership

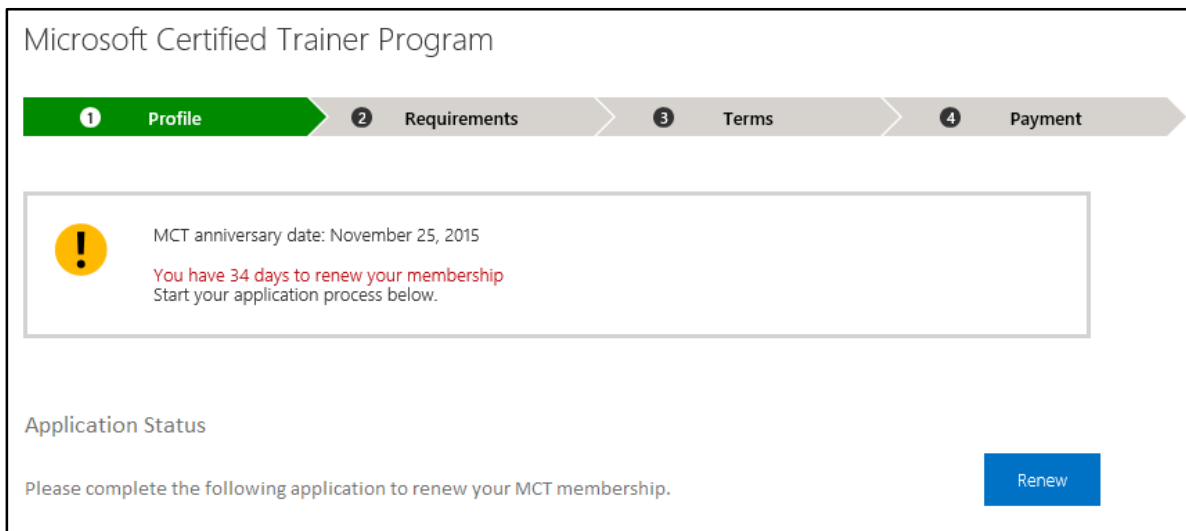
With rolling renewal, current MCT program members receive email messages before their one-year anniversary date as a reminder to renew.

1. Sign in to the MCT enrollment page [directly](#) or navigate to it from the Microsoft Certified Professional (MCP) sites, and select **Sign In**.

Important: If your corporate email is connected to your Office 365 subscription, do not try to log in with that account. You must log in using a Microsoft account (Hotmail.com/Live.com/Outlook.com).



The **Profile** page appears, showing your anniversary date and membership status.



2. Select **Renew**.

Your employer type and primary training audience will be pre-populated, based on your current enrollment. If needed, you can change this information.

1 Profile **2** Requirements ✓ **3** Terms **4** Payment

! MCT anniversary date: November 25, 2015
You have 66 days to renew your membership
Start your application process below.

Application Status

Please complete the following application to renew your MCT membership.

If your employer type has changed recently, please update the section below.

Employer Type ✓

Please specify the primary employer for whom you deliver training. If you are self-employed, select "Freelancer."

Microsoft Employee (FTE) **IT Academy**
Please enter your IT Academy membership ID below
1203916415

Academic
 Freelancer
 Microsoft Learning Partner
 Government
 Other

Primary Training Audience ✓

Please specify the primary audience to whom you deliver training.

Developer **IT Professional**
 Microsoft Dynamics

3. Select **Next** to continue. The **Requirements** page appears.
4. Verify your certifications and MTM score. If needed, you can change both.

1 Profile ✓ 2 Requirements 3 Terms 4 Payment

Congratulations! You have met the requirements to renew your MCT membership. Please proceed with completing your application.

Certifications ✓

1. Server Administrator on Windows Server 2008
2. Enterprise Administrator on Windows Server 2008
3. Enterprise Desktop Administrator on Windows 7

+ Show all

Metrics That Matter (MTM) Score ✓

MTM ID : avelkov [Change](#)
Courses taught: 1
Score: 8.63

Back Next

5. Select **Next** to continue.

- On the **Terms** page, read and accept the terms and conditions, and then select **Next**.

Microsoft Certified Trainer Program

1 Profile ✓ 2 Requirements ✓ 3 Terms 4 Payment Pending approval

IMPORTANT: Your participation in the MCT Program is governed by the [MCT Program Guide](#) and [MCT Program Agreement](#). You must accept the terms and conditions in the MCT Program Guide and MCT Program Agreement to participate in the MCT Program. By clicking "I Accept," you agree to abide by the terms and conditions in the guide and agreement. You also represent that you have read and understand the guide and agreement. In addition, note that by providing your transcript and certificate for your instructional skills certification, you are agreeing to provide Microsoft with any personal information related to your transcript or certificate, including your certification history, for the sole purpose of demonstrating your instructional skills. Microsoft will not share, disclose, or retain your transcript or certificate once verification of skills is completed.

If you do not accept these terms and conditions, do not select "I Accept."

I accept the [MCT Program Guide](#)

I accept the [MCT Program Agreement](#)

Back Next

- Go to [Complete verification and billing](#) and follow the steps there.

Apply for or renew your MCT Alumni membership

Follow these steps if you are not currently teaching courses but want to stay connected to the MCT program at a reduced membership rate:

Apply for a new MCT Alumni membership

1. Sign in to the MCT enrollment page [directly](#) or navigate to it from the Microsoft Certified Professional (MCP) sites, and select **Sign In**.

Important: If your corporate email is connected to your Office 365 subscription, do not try to log in with that account. You must log in using a Microsoft account (Hotmail.com/Live.com/Outlook.com).

Alumni Application

1 Profile **2 Terms** **3 Payment**

Application Status

Please complete the following application to join the MCT Alumni program.

You are eligible to join the MCT program

[Benefits of the MCT program](#)

[Upgrade Now](#)

Are you a Microsoft employee?

No

Yes

Area Of Expertise

Please specify your primary audience when you are actively training.

Developer Microsoft Dynamics

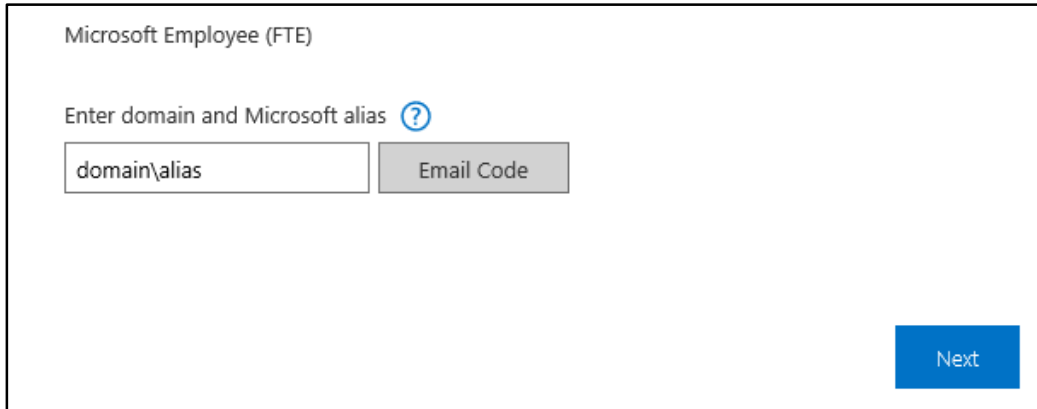
IT Professional

[Next](#)

2. Under **Are you a Microsoft employee?**, select **No** or **Yes**:

No. Select an option under **Area of Expertise**, and select **Next**.

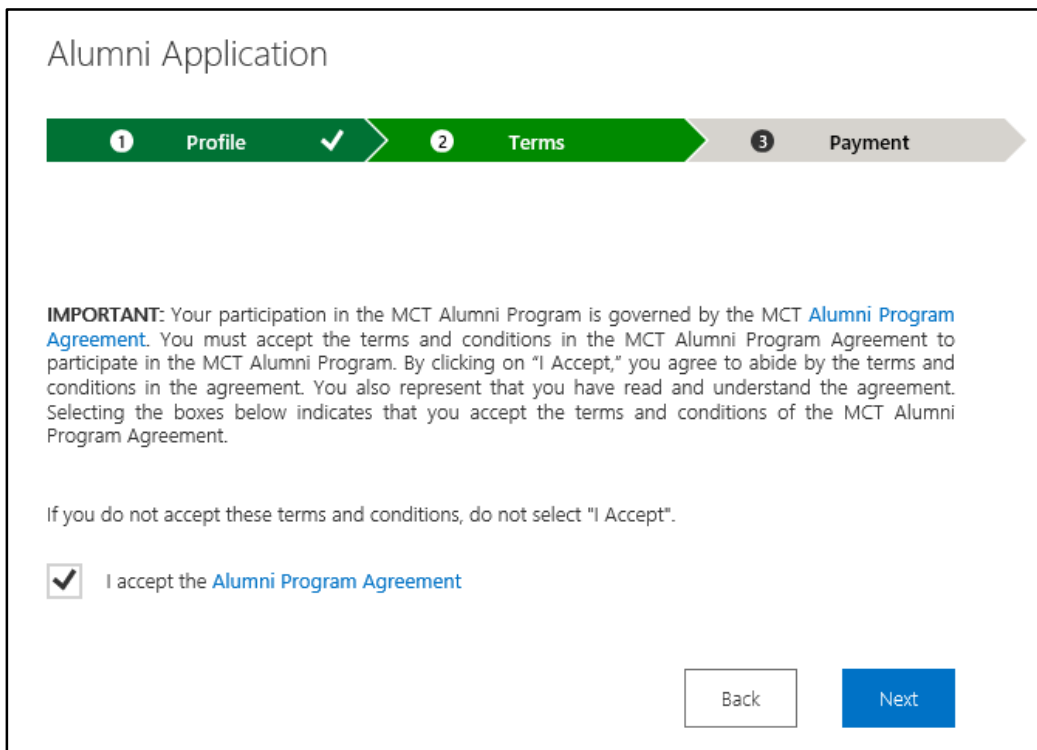
Yes. Enter your domain and Microsoft alias, then select **Email Code**. A one-time passcode will be sent to your Microsoft email account within a few minutes. You will have 48 hours to use this code before you must request a new one.



The screenshot shows a form titled "Microsoft Employee (FTE)". Below the title, there is a text input field labeled "Enter domain and Microsoft alias" with a question mark icon. The field contains the text "domain\alias". To the right of this field is a button labeled "Email Code". At the bottom right of the form is a blue button labeled "Next".

- Enter the code, and then select your primary training audience in the box that appears below.
- Select **Next**.

3. Read the terms and conditions, and then select the **I accept the Alumni Program Agreement** check box.



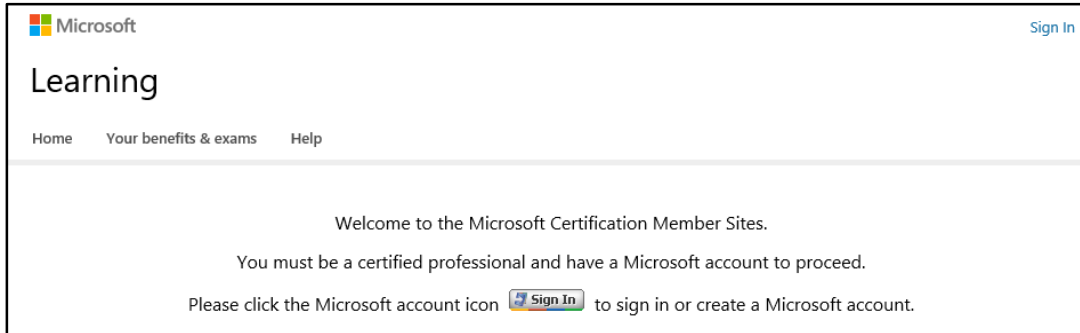
The screenshot shows a form titled "Alumni Application". At the top, there is a progress bar with three steps: "1 Profile" (with a checkmark), "2 Terms" (with a right-pointing arrow), and "3 Payment". Below the progress bar, there is a paragraph of text starting with "IMPORTANT: Your participation in the MCT Alumni Program is governed by the MCT Alumni Program Agreement. You must accept the terms and conditions in the MCT Alumni Program Agreement to participate in the MCT Alumni Program. By clicking on 'I Accept,' you agree to abide by the terms and conditions in the agreement. You also represent that you have read and understand the agreement. Selecting the boxes below indicates that you accept the terms and conditions of the MCT Alumni Program Agreement." Below this text, there is a line of text: "If you do not accept these terms and conditions, do not select 'I Accept'." Below that, there is a checked checkbox followed by the text "I accept the Alumni Program Agreement". At the bottom right, there are two buttons: "Back" and "Next".

4. Select **Next** to continue.
5. Go to [Complete verification and billing](#), and follow the steps there.

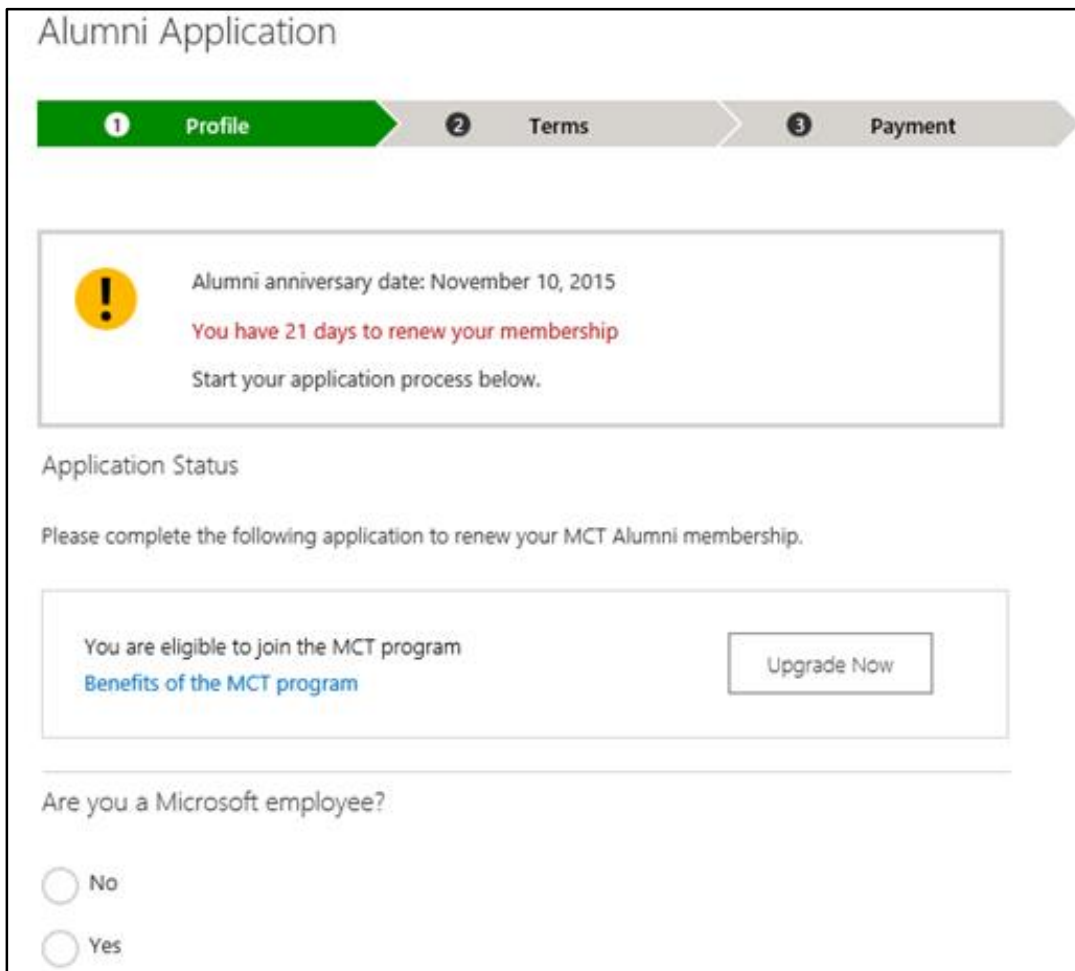
Renew your MCT Alumni membership

1. Sign in to the MCT enrollment page [directly](#) or navigate to it from the Microsoft Certified Professional (MCP) sites, and select **Sign In**.

Important: If your corporate email is connected to your Office 365 subscription, do not try to log in with that account. You must log in using a Microsoft account (Hotmail.com/Live.com/Outlook.com).



The **Profile** page appears.



2. Select **No** or **Yes**, depending on if you are a Microsoft employee.

If you chose **No**, select an option under **Area of Expertise**, and select **Next**.

Area Of Expertise

Please specify your primary audience when you are actively training.

Developer Microsoft Dynamics

IT Professional

Next

If you chose **Yes**, enter your domain and Microsoft alias, then select **Email Code**. A one-time passcode will be sent to your Microsoft email account within a few minutes. You will have 48 hours to use this code before you must request a new one. Select **Next**.

Microsoft Employee (FTE)

Enter domain and Microsoft alias [?](#)

Next

3. Read the terms and conditions, and then select the **I accept the Alumni Program Agreement** check box.

Alumni Application

1 Profile ✓ 2 Terms 3 Payment

IMPORTANT: Your participation in the MCT Alumni Program is governed by the MCT [Alumni Program Agreement](#). You must accept the terms and conditions in the MCT Alumni Program Agreement to participate in the MCT Alumni Program. By clicking on "I Accept," you agree to abide by the terms and conditions in the agreement. You also represent that you have read and understand the agreement. Selecting the boxes below indicates that you accept the terms and conditions of the MCT Alumni Program Agreement.

If you do not accept these terms and conditions, do not select "I Accept".

I accept the [Alumni Program Agreement](#)

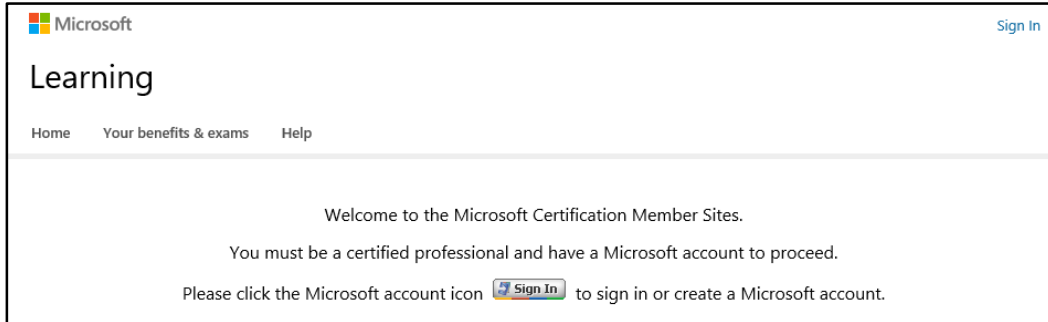
Back Next

4. Select **Next** to continue.
5. Go to [complete verification and billing](#) and follow the steps there.

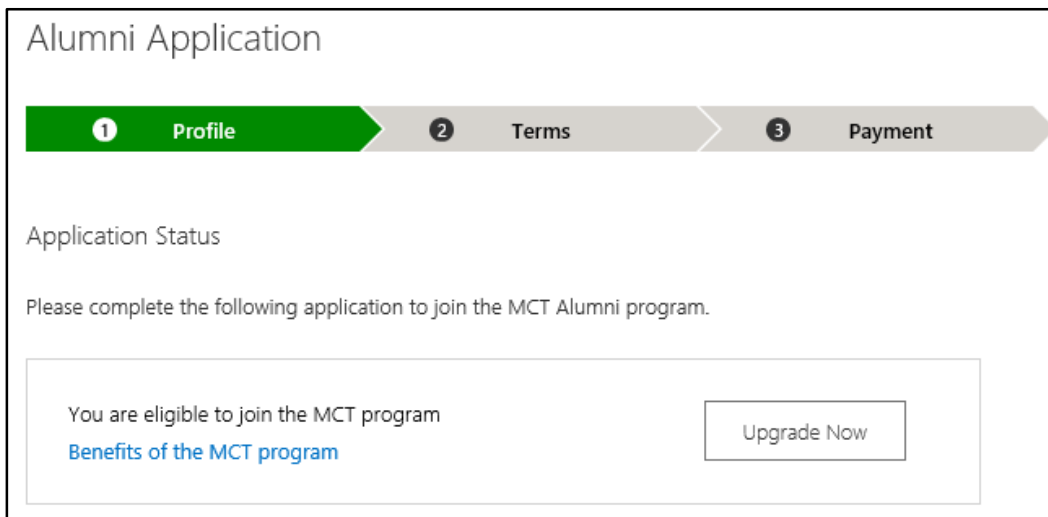
Upgrade from an Alumni membership

1. Sign in to the MCT enrollment page [directly](#) or navigate to it from the Microsoft Certified Professional (MCP) sites, and select **Sign In**.

Important: If your corporate email is connected to your Office 365 subscription, do not try to log in with that account. You must log in using a Microsoft account (Hotmail.com/Live.com/Outlook.com).

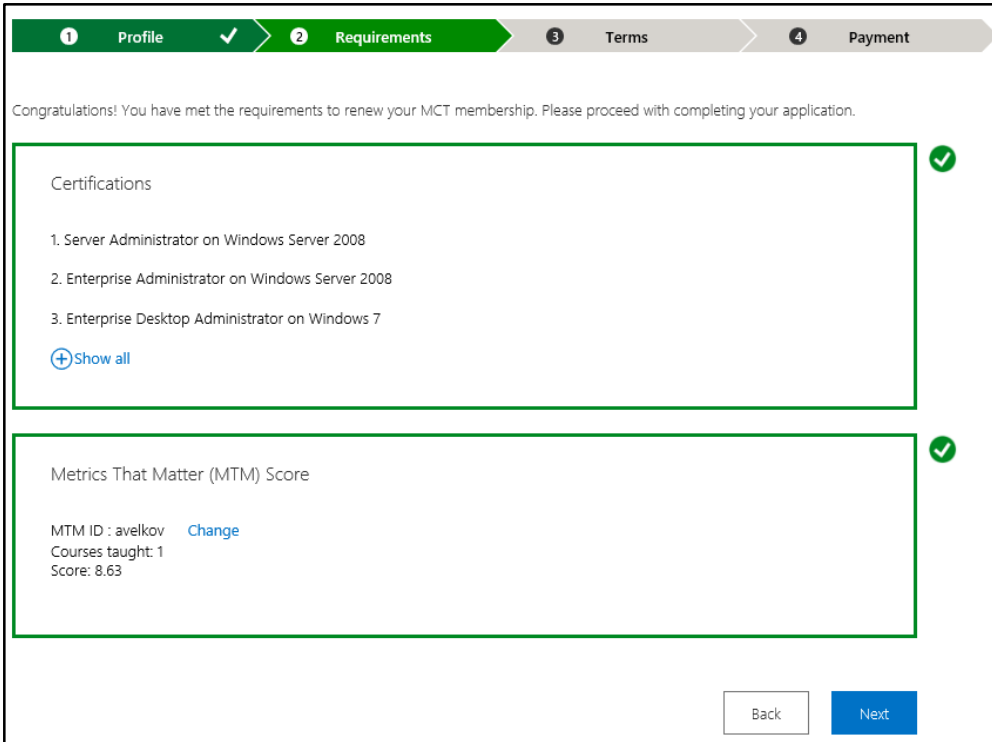


The **Profile** page appears.

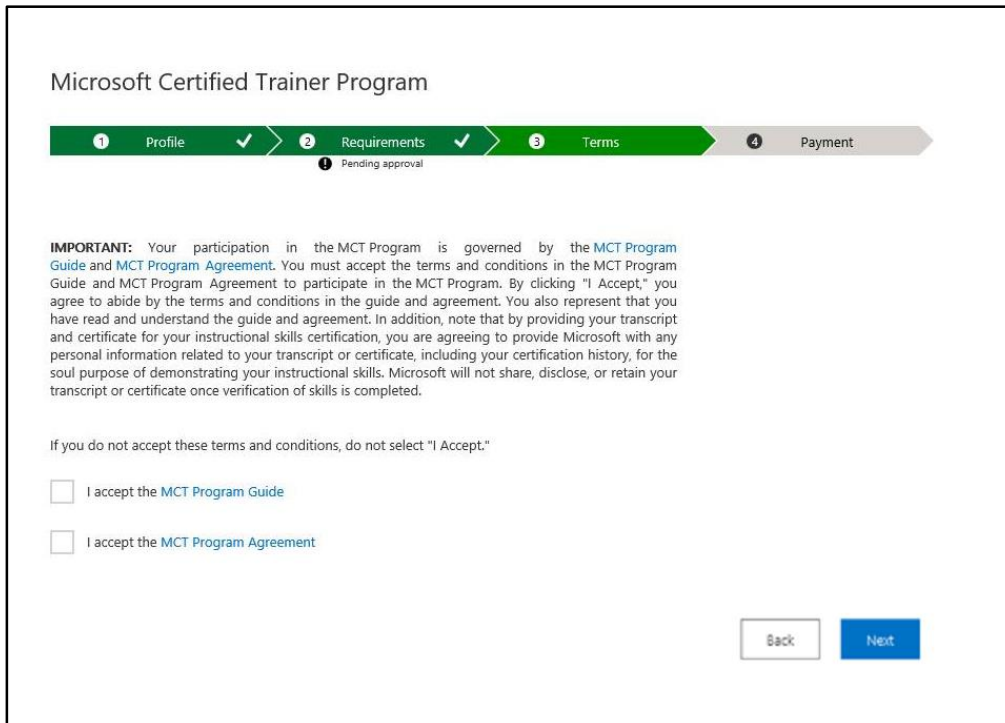


2. Select **Upgrade Now**. The **Profile** page appears.
3. Select the **Employer type** and complete any additional information requested below (that is, Primary Training Audience, email alias, IT Academy ID, or institution or department name).
4. Select **Next** to go to the **Requirements** page.

- 5. Verify your certifications and MTM score. If needed, you can change both.



- 6. Select **Next** to continue.
- 7. On the **Terms** page, read and accept the terms and conditions, and then select **Next**.



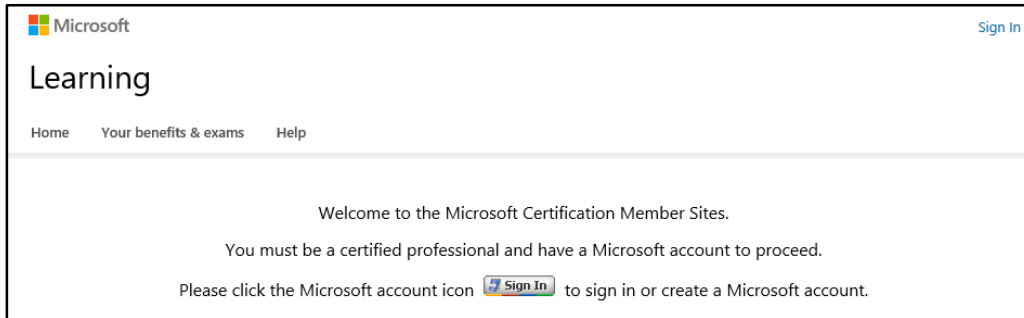
- 8. Go to [Complete verification and billing](#), and follow the steps there.

Rejoin the MCT program

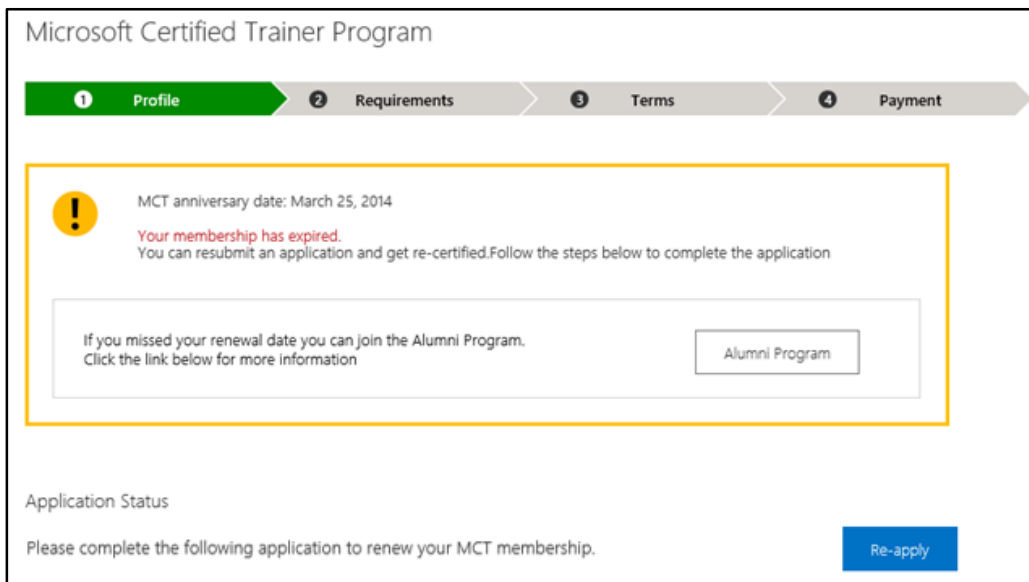
If your MCT membership renewal period has passed, you can re-apply to rejoin the program:

1. Sign in to the MCT enrollment page [directly](#) or navigate to it from the Microsoft Certified Professional (MCP) sites, and select **Sign In**.

Important: If your corporate email is connected to your Office 365 subscription, do not try to log in with that account. You must log in using a Microsoft account (Hotmail.com/Live.com/Outlook.com).



The **Profile** page appears.



2. Select **Re-apply**. The **Profile** page appears.

If your employer type has changed recently, please update the section below.

Employer Type

Please specify the primary employer for whom you deliver training. If you are self-employed, select "Freelancer."

Microsoft Employee (FTE) IT Academy

Academic Microsoft Learning Partner

Freelancer Other

Government

Next

3. If your employer type has changed, in the **Employer Type** section, select the option that best describes your employer type.

Depending on which employer type you select, you will need to provide additional information.

- **Microsoft Employee (FTE).** Enter your domain and Microsoft alias, then select Email Code. A one-time passcode will be sent to your Microsoft email account within a few minutes.
 - You will have 48 hours to use this code before you must request a new one.
 - Enter your code, then select **Submit**.
- **Academic.** Enter your institution name, then select **Submit**.
- **Freelancer.**
- **Government.** Enter your department name, then select **Submit**.
- **IT Academy.** Enter your membership ID, then select **Submit**.
- **Microsoft Learning Partner.** Enter your company's MPN Location ID, then select **Submit**.
- **Other.**

4. Select your primary training audience from the three options that appear—**Developer**, **IT Professional**, and **Microsoft Dynamics**:

Primary Training Audience

Please specify the primary audience to whom you deliver training.

Developer IT Professional

Microsoft Dynamics

Next

The primary training audience is the type of user your content focuses on—software development, IT support, or a Microsoft Dynamics user.

5. Select **Next**. The **Requirements** page appears.
6. If your MTM ID has changed, you can select **Change** and then update it in the **Metrics That Matter (MTM) Score** section.

Microsoft Certified Trainer Program

1 Profile ✓ 2 Requirements 3 Terms 4 Payment

1 Pending approval

Congratulations! You have one or more of the qualifying certifications that is required to apply to the MCT program. In order to complete the entry, you will also need to provide your Metrics That Matter (MTM) ID and your proof of instructional skills.

Certifications ✓

1. Windows Server 2012

Metrics That Matter (MTM) Score ✓

As a Microsoft Certified Trainer (MCT), you are required to administer Metrics That Matter (MTM) evaluations for your students whenever you teach a course that is based on Official Microsoft Learning Products or Microsoft Official Academic Courseware.

MTM ID
12335022 [Change](#)

Important: If you have a Microsoft IT Academy or Learning Partner ID and do not know the ID number, contact the respective program administrator. Due to security restrictions, Regional Service Centers cannot provide this number.

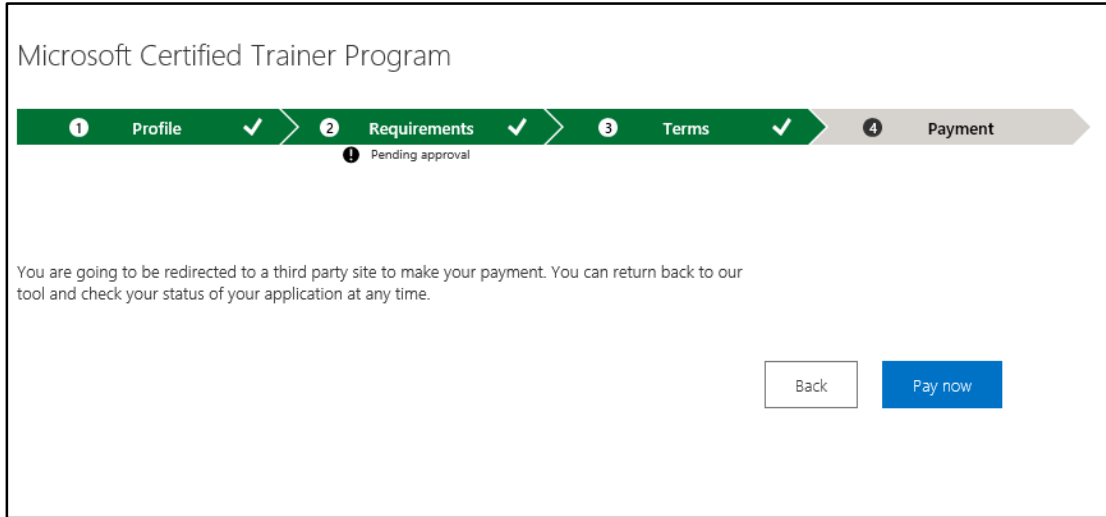
7. Read the terms and conditions, and then select the **I accept the MCT Program Guide** and the **I accept the MCT Program Agreement** check boxes.
8. Select **Next** to continue.
9. Go to [Complete verification and billing](#), and follow the steps there.

Complete verification and billing

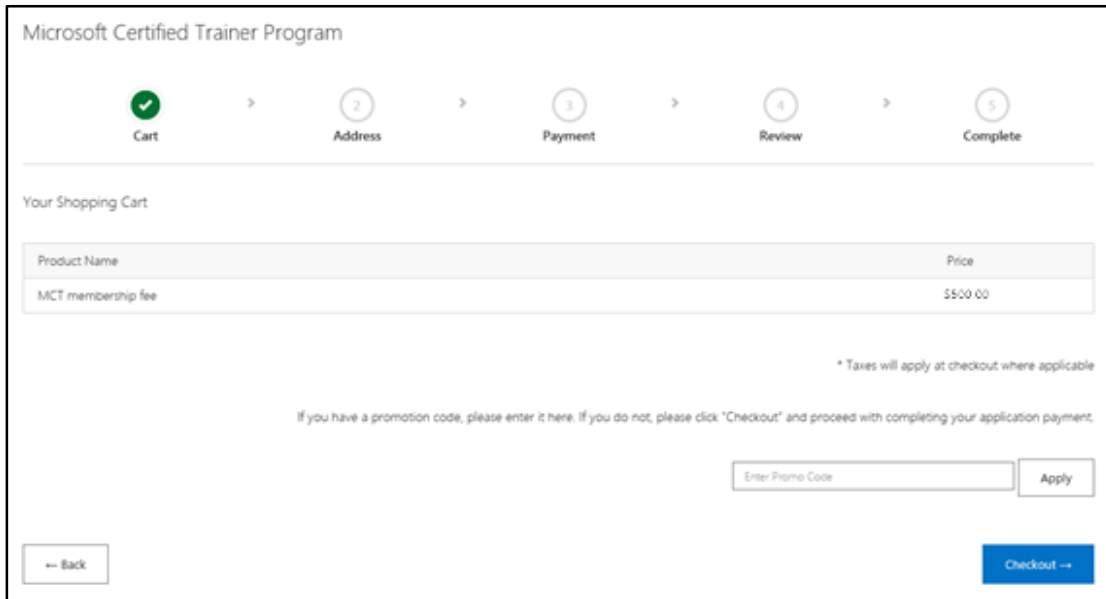
All program participants should follow the next steps to complete verification and billing.

1. The **Payment** page appears. Select **Pay Now**.

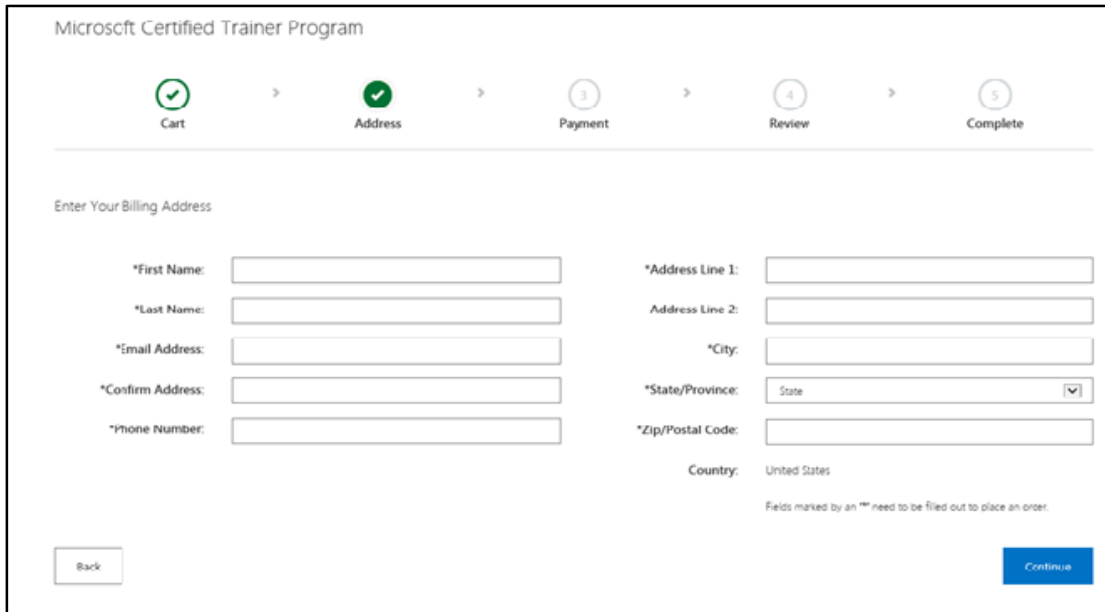
Important: If you change your mind and are not ready to pay at this time, select **Back**. You will be returned to the **Terms** page.



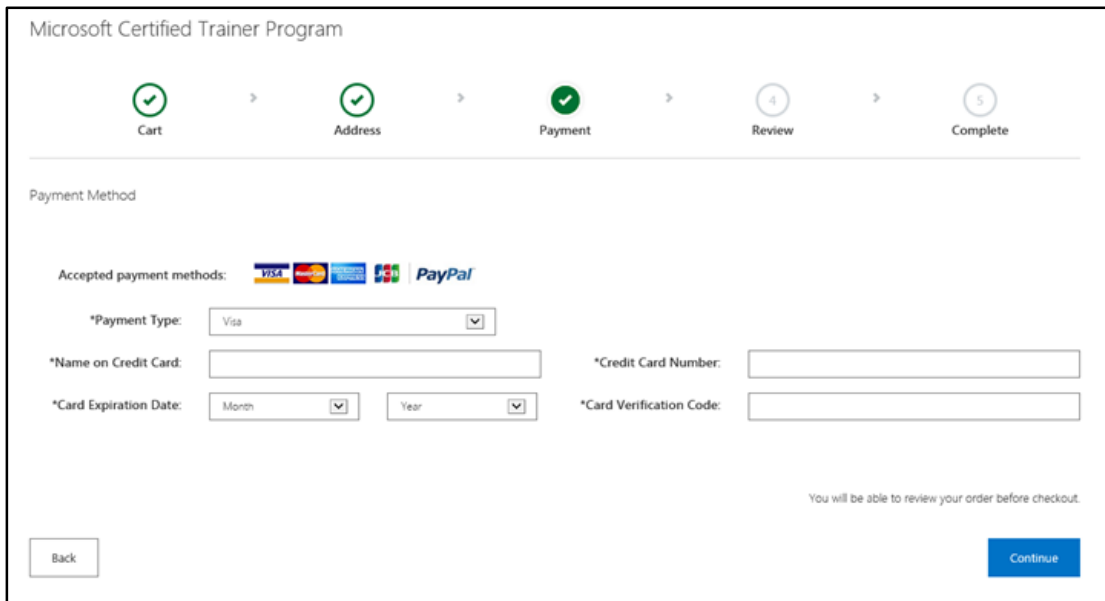
2. The **Cart** page appears, showing your product choice and its price. Select **Checkout**.



3. On the **Address** page, enter your name, email address, mailing address, and phone number, then select **Continue**.



4. On the **Payment** page, choose your payment type, enter your credit card information, and select **Continue**.



- On the **Review** page, verify your payment information, and then select the **I have read and agree to the Terms of Use and Privacy Statement** check box.

The screenshot shows the 'Microsoft Certified Trainer Program' checkout process at the 'Review' stage. A progress bar at the top indicates that 'Cart', 'Address', and 'Payment' are completed, while 'Review' is the current step and 'Complete' is the final step. Below the progress bar, the 'Your Shopping Cart' section displays a table with one item: 'MCT membership fee' priced at '\$500.00'. The total amount is '\$500.00' with a tax of '\$0.00'. The 'Billing Information' section contains the following details: First Name: Srikanth, Last Name: Nunepally, Address Line 1: Redmond, Address Line 2: Redmond, City: Redmond, State/Province: WA, Zip/Postal Code: 98007, Country: US, Payment Type: VISA, and Credit Card Number: XXXXX-XXXX-XXXX-1111. At the bottom, there is a checked checkbox for 'I have read and agree to the Terms of Use and the Privacy Statement.' and two buttons: 'Back' and 'Place Order Now'.

Microsoft Certified Trainer Program

Cart > Address > Payment > Review > Complete

Your Shopping Cart

Product Name	Price
MCT membership fee	\$500.00

Tax: \$0.00
Total: \$500.00

Billing Information

First Name: Srikanth	Address Line 1: Redmond	Zip/Postal Code: 98007
Last Name: Nunepally	Address Line 2: Redmond	Country: US
	City: Redmond	
	State/Province: WA	
Payment Type:	Credit Card Number: XXXXX-XXXX-XXXX-1111	

I have read and agree to the [Terms of Use](#) and the [Privacy Statement](#).

- Select **Place Order Now**.

Your order is complete. On the **Complete** page, you can print a receipt of your order and, if you want, select **Click here to order your MCT Welcome Kit**.

Microsoft Certified Trainer Program

Cart > Address > Payment > Review > Complete

Thank You for Your Order
Your order is confirmed and being processed.

Your payment is on hold pending the completion of your Microsoft Certified Trainer Application. If you have questions regarding the status of your application, please contact the Microsoft Certified Trainer Customer Support Team.

[Print](#)


[Click here to order your MCT Welcome Kit](#)

Order Number: CT00001422
Order Date: 11/2/2015

Product Name	Price
MCT membership fee	\$500.00

Tax: ---
Total: \$500.00

Billing Information

First Name: Srikanth	Address Line 1: Redmond	Zip/Postal Code: 98007
Last Name: Nunepally	Address Line 2: Redmond	Country: US
	City: Redmond	
	State/Province: WA	
Payment Type: 	Credit Card Number: XXXX-XXXX-XXXX-1111	

Need help?

[Microsoft Regional Service Centers](#) are available to help if you need to:

- Ask about the status of your application.
- Ask general questions about the MCT program.
- Update your transcript.
- Cancel a renewal in progress.

For more information

For more information about Microsoft products or services, call the Microsoft Sales Information Center at (800) 426-9400. In Canada, call the Microsoft Canada Order Centre at (800) 933-4750. Outside the 50 United States and Canada, please contact your local Microsoft subsidiary. To access information via the web, go to:

<http://www.microsoft.com>

Microsoft Certified Trainer member site

<https://www.microsoft.com/learning/members/en/us/mct/mct-default.aspx>

Born to Learn training and certification community

<http://borntolearn.mslearn.net/#fbid=j4cfuWPJyzP>

Access code reset tool

<https://mcp.microsoft.com/Authenticate/ResetAccessCode/ResetAccessCode.aspx>

Apply for a Metrics That Matter ID

<https://www.metricsthatmatter.com/NewMCTInMTM/EnrollMCT.aspx>

Microsoft Partner Network

<https://mspartner.microsoft.com/>

Microsoft IT

<http://www.microsoft.com/ITShowcase>

For more great productivity guidance, visit...

<http://microsoft.com/ITShowcase/Productivity>

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