MICROSOFT CERTIFIED TRAINER PROGRAM GUIDE

This Microsoft Certified Trainer ("**MCT**") Program Guide ("**Guide**") describes the MCT Program. Use this Guide for basic information about the MCT Program, including membership requirements, resources, and enrollment policies and processes.

1. OVERVIEW OF THE MCT PROGRAM

Microsoft is an innovative company, and frequently releases new software and technologies into the marketplace. Many of Microsoft's software and technologies are technically complex, and computer professionals and other end users may require training from knowledgeable trainers in aspects of their use. In order to make such training generally available, Microsoft has developed the MCT Program (the "**MCT Program**"), which grants membership to professional trainers and learning consultants who demonstrate and maintain technical and instructional expertise on Microsoft technologies and who have complied with all requirements detailed herein and in the MCT Program Agreement.

The MCT Program requirements reflect the skills necessary to train information technology ("**IT**") professionals and others on developing, implementing, supporting, and maintaining solutions using Microsoft software, services and technologies. The MCT Program allows students, training providers, and organizations to identify skilled professionals who can deliver training on Microsoft software, services and technologies. Trainers with membership in the MCT Program are a vital resource in today's IT and information worker ("**IW**") training communities.

MCT Program members receive a number of MCT Program benefits. You can find information on the MCT Program benefits on the [Microsoft Learning Dashboard](#).

The MCT Program is an annual program for individuals. Qualified individuals who are not currently MCTs may elect to join the MCT Program at any time and enjoy a full year of participation. Individuals who are MCTs in good standing must renew their MCT membership by their anniversary date to continue participation in the MCT Program. MCTs that do not renew their MCT membership by their anniversary date may elect to re-enroll in the MCT Program, however their transcript will reflect an interruption in their MCT status and they will have to meet the current requirements for entry into the MCT Program.

2. MCT PROGRAM REQUIREMENTS

2.1. Entry Requirements.

You must complete the following steps to apply for entry in the MCT Program:
   a. Earn and currently hold a qualifying Microsoft certification
   b. Possess instructional skills
   c. Provide Microsoft with proof of your instructional skills
   d. Accept the current MCT Program Agreement
   e. Complete and submit the MCT Program online application form and all requested documentation to Microsoft
   f. Pay all applicable fees

You will receive an email from Microsoft if Your MCT Program application was approved or not approved.

If you have questions about the MCT Program requirements, please contact the RSC through the MCT Support Forums. ("**RSC**").

STEP 1: EARN AND HOLD A CURRENT, QUALIFYING MICROSOFT CERTIFICATION
You must be a current member of the Microsoft Certification Program in good standing that currently holds a qualifying Microsoft Certification to join the MCT Program. For a complete list of qualifying Microsoft Certifications, see Requirements.

The purpose of this requirement is to verify that you have a proven technical base of skills and competencies from which to teach. Earning a Microsoft Certification demonstrates proficiency in working with Microsoft software and technologies in the field or job role(s) associated with the Microsoft Certification credential. MCTs may only teach those Microsoft Official Course ("**MOC**") titles and Microsoft Dynamics courseware (collectively "**Microsoft Courses**") that map to the Microsoft Competencies they hold (see Section 3, MCT Competencies).

STEP 2: POSSESS INSTRUCTIONAL SKILLS
It is a MCT Program requirement that members possess instructional skills. Proof of instructional skills must be provided with your application to join the MCT program. Instructional skills will be validated with all applications for entry into the MCT program. Instructional skills can be validated by obtaining an accepted Trainer certification or to provide a reference supporting at least one year of instructional experience. For additional information on the accepted means of validating your instructional skills please refer to the MCT Program Requirements.

STEP 3: OBTAIN OR IDENTIFY YOUR METRICS USING THE MICROSOFT TRAINING EVALUATION TOOL OR ANY SURVEY EVALUATION TOOL
Microsoft uses a training evaluation tool to collect post-training evaluation data and follow-up training data on MCTs. If using the Metrics That Matter tool, you must acquire a MTM account. If you already have a MTM account, you may use your current MTM account ID number. You are not required to use MTM but it is recommended given the integration with the MCT enrollment and renewal tool. The MCT enrollment tool allows you to enter your MTM account ID number during enrollment. See Section 4.6 for additional details on MTM.

STEP 4: AGREE TO ABIDE BY THE TERMS AND CONDITIONS IN THE CURRENT MCT AGREEMENT AND THIS GUIDE
Please read this Guide and the current MCT Agreement carefully. You must agree to abide by the terms and conditions in the current MCT Agreement and this Guide. By selecting "I Accept" and submitting the current MCT Agreement to Microsoft, you agree to be bound by the terms and conditions in the current MCT Agreement and this Guide.

STEP 5: SUBMIT YOUR APPLICATION FORM AND PAY THE ANNUAL MCT PROGRAM FEE
The MCT enrollment tool is available on the Microsoft Learning Dashboard. You must complete the online MCT Program application, pay the annual MCT Program fee, and submit all requested documentation to the address specified in the MCT Program enrollment tool. (Note: application process and timeline may vary by country or region.)

Fees vary depending on your country/region of residence. Please refer to the online MCT Program Fees table for specific information.

Please allow at least two weeks for the processing of your application. You will be notified by email if your application has been approved or not approved. If your application is approved, you will be granted access to the MCT member website.

2.2. Annual Renewal

The MCT Program is an annual membership program. Each year, you must comply with the following requirements to remain in the MCT Program:

a. Complete the MCT Program application form and pay the annual MCT Program fee.
b. Be an active MCT Program member in good standing.
c. Hold a current, qualifying Microsoft certification
d. Meet the instructional minimum quantity of classes taught as validated by MTM or another survey tool. (see section 4.6 for details on MTM).
e. You must agree to abide by the terms and conditions in the current MCT Agreement and this Guide by selecting "I Accept" and submitting the current MCT Agreement to Microsoft.

You will be notified by email if your renewal application has been approved.

If you do not renew your membership in the MCT program by your anniversary date, you will lose your MCT membership. This means that you will lose your MCT Program benefits and will no longer be able to provide training using Microsoft Official Course titles or have access to MCT Program benefits.

Microsoft may choose not to renew your membership in the MCT Program and Microsoft is under no obligation to allow you to re-enroll in the MCT Program.

3. MCT COMPETENCIES

The MCT Program encompasses the instruction of a wide range of Microsoft software and technologies to a wide range of audiences. To help ensure relevancy to particular audiences, MCTs are assigned to one or more Competencies based on the Microsoft Certification credentials(s) that they hold. "**Competencies**" identifies the requirements that a MCT must meet to teach a particular Microsoft Course title. All Competencies are found in the Microsoft Learning Dashboard.

4. MCT PROGRAM REQUIREMENTS

The following requirements must be met at all times to maintain your MCT Program membership:

4.1.   Compliance

- You must currently hold a qualifying Microsoft Certification and be a Microsoft Certification Program member in good standing.
- You must comply with the terms and conditions contained in this Guide, the current MCT Program Agreement and the MCT Program requirements.
- Each year, you must deliver one or more classes using Microsoft courseware to (a) current Microsoft Partner Network ("**MPN**") program members in good standing, (b) current Microsoft

Imagine Academy program members, or (c) any other entities preapproved in writing by Microsoft (collectively "**Authorized Customers**").

- You must participate in any audit that Microsoft or its designees may conduct.
- You must strictly comply with any end user license agreement and other terms and conditions that are applicable to, accompany, or are included with any virtual environment component, Microsoft Courseware, Trainer Kits, Microsoft Labs Online, Microsoft materials, Microsoft services or Microsoft software.
- You may only teach Microsoft Courses for Authorized Customers.
- You may access and use only those Trainer Kits associated with the Microsoft Course title that is the subject of the training session you are teaching.

If you fail to meet these requirements, your MCT membership might be removed and all rights and benefits granted to you under the MCT Program will be revoked.

4.2.   Restrictions on Microsoft Course Delivery

MCTs may only teach the Microsoft Course titles associated with their Competencies. A list of the Microsoft Course titles associated with each Competency is available in the Microsoft Learning Dashboard.

4.3.   Public Training Sessions

MCTs may teach instructor-led, open enrollment training classes offered and delivered to the general public ("**Public Training Sessions**") using Microsoft Courses only for and at Microsoft MPN members who are currently participating in the Learning Program and Imagine Academy program members' facilities. Public Training Sessions may be advertised through marketing materials or the Internet and can include individuals from one to many organizations and/or individuals not affiliated with a particular company or organization.

4.4.   Private Training Sessions

MCTs may teach instructor-led training classes provided by MPN members at the MPN member's facility using Microsoft Courses that are for corporate customers to teach a predefined learning objective to the corporate customer's employees and contractors, provided the facilities' hardware meets the hardware requirements listed in the trainer kits for the Microsoft Courses being taught ("**Private Training Sessions**"). Private Training Sessions are not advertised or promoted to the general public and class attendance is restricted solely to individuals employed by or under contract with the corporate customer.

4.5.   Multiple Competencies

Some Microsoft Course titles may require that the MCT hold multiple Competencies in order to teach the course.   MCTs must possess all the necessary Competencies as listed in the current Competency Document (available in the Microsoft Learning Dashboard) to teach a particular Microsoft Course title (see Section 4.2. "Restrictions on Microsoft Course Delivery").

4.6.   Customer Satisfaction Scores

Microsoft recognizes MCTs as professionals who are skilled in Microsoft software, technologies, and learning products. Because MCTs play such an important role in the learning process, it is important that MCTs perform instructionally and technically at the level required to deliver the best possible training to IT professionals and developers. For this reason, the MCT Program requires that each MCT consistently

maintain a minimum level of training activity throughout the MCT Program term to remain in the MCT Program.

Your participation in the MCT Program may be terminated if your training activity do not meet the MCT Program requirements.

MTM is the recommended survey tool and reporting is provided to Microsoft automatically on an ongoing basis. At various times during the MCT Program term, Microsoft may also conduct reviews and audits of your MTM scores to ensure reporting compliance and integrity. Microsoft will use the customer evaluations received and recorded in MTM to determine if an MCT complies with the MCT Program requirements. More information about MTM is available at http://www.knowledgeadvisors.com.

If you are using any other survey evaluation tool, you can upload your score report or training summary into the MCT enrollment tool. The tool accepts PDF, Word, and XPS files. The score report or training summary should include at least the following: MCT name, course(s) taught, and course date(s). Once the file has been uploaded, you will be able to complete the renewal application

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