Microsoft Certified Trainers (MCTs) are the premier technical and instructional experts in Microsoft technologies. Join this exclusive group of Microsoft technical training professionals and reap the benefits of MCT training certification and membership, including access to the complete library of official Microsoft training and certification products; substantial discounts on exams, books, and Microsoft products; readiness resources and access to a members-only online community; and invitations to exclusive events and programs.

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?**
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:

- The Microsoft account that’s associated with your Certification profile.
- The login credentials (username/password) for your Microsoft Partner account.
- A profile in Partner Center.
- Your Metrics That Matter (MTM) ID if you plan to use MTM for training validation. If you’re not using MTM for validation, then you will need to provide a training summary or score report to complete renewal.
- 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 Trainer home page. Fees vary by region.

For any additional questions about the program, see the Microsoft Certified Trainer home page.

Enroll as a new MCT

1. Sign into the MCT enrollment tool directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.
2. After you log into the enrollment tool, the **Profile** page appears, and you will need to select the “Click here to authenticate” to retrieve your Learning partner organization ID. A second login window will appear and if your Microsoft partner has migrated to Partner Center you will need to enter your Microsoft partner login credentials (username/password).

3. If you see the error below, make sure you have created a profile in Partner Center and that you have the login credentials for your Microsoft Partner account.
Important: If you have a Microsoft Imagine Academy or Microsoft Partner ID and do not know the ID number or login credentials contact the respective program administrator. Due to security restrictions, Regional Service Centers cannot provide this number.

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

   - 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 120 days 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.
   - Microsoft Imagine Academy. Enter your membership ID, then select Submit.
   - Microsoft Partner or Microsoft Action Pack Partner. Enter your partner ID, then select Submit.
   - Other.

5. Select your primary training audience from the three options that appear—Developer, IT Professional, and Microsoft Dynamics. (The primary training audience is the type of user your content focuses on—software development, IT support, or a Microsoft Dynamics user.)
6. Select **Next**. The **Requirements** page appears.

7. To renew your membership, you will need to teach at least one class during your first year in the MCT program. This training can be validated by the preferred Metrics That Matter (MTM) tool or another survey tool. If you plan to use MTM, enter your MTM ID in the Training Validation section.

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**Microsoft Certified Trainer Program**

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 requirements, you will also need to provide your Metrics That Matter (MTM) ID and your proof of instructional skills.

**Certifications**

1. Private Cloud
2. Windows Server 2012
3. Cloud Platform and Infrastructure

**Training Validation**

To renew your MCT membership next year, you will need to teach at least one class during your first year in the MCT program. This training can be validated by the preferred Metrics That Matter (MTM) tool or another survey tool.

If you plan to use MTM for training validation, please enter your MTM ID here

1215323  ×
8. 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.
**Personal Reference.** Enter the required information for your reference.

<table>
<thead>
<tr>
<th>Instructional training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select the method you will choose to validate your instructional skills experience.</td>
</tr>
<tr>
<td>Certification</td>
</tr>
<tr>
<td>Personal Reference</td>
</tr>
</tbody>
</table>

**Institution**

Contoso Technical Institute

**Years of experience**

4

**Reference name**

Jacquelyn Allen

**Reference email**

jallen@contoso.com

Upon receipt of your proof of instructional skills and your payment, your MCT application will take up to 10 business days to process.
9. On the **Terms** page, read and accept the terms and conditions.

![Microsoft Certified Trainer Program](image)

**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

10. Select **Next** to continue.

11. Go to [Complete verification and billing](#) and follow the steps there.
Renew your annual MCT membership

Current MCT program members receive email messages before their one-year anniversary date as a reminder to renew.

1. Sign into the MCT enrollment tool directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.

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.
3. Select **Next** to continue. The **Requirements** page appears.

4. Verify your certifications and your training validation. To renew your MCT membership, you will need to meet the following requirements:

   a. Have a qualifying certification.

   b. Teach at least one class in the previous year as validated by Metrics That Matter (MTM) or another survey tool. If you have used a survey tool other than MTM or your MTM data is not correctly appearing, please select **Upload File** to submit a score report or training summary to complete your renewal application. If you’re a Microsoft employee (FTE) or a trainer employed by a Microsoft Imagine Academy, government entity, or academic institution, you will be prompted to complete a training waiver form (see step 5).
5. Microsoft employees and trainers employed by a Microsoft Imagine Academy, government entity, or academic institution will be prompted to complete a training waiver form.
6. Select **Next** to continue.

7. On the **Terms** page, read and accept the terms and conditions.

8. Select **Next** to continue.

9. 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 into the MCT enrollment tool directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.

2. The **Profile** page will appear.
3. 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 120 days to use this code before you must request a new one.

![Microsoft Employee (FTE)](image)

- Enter the code, and then select your **Area of Expertise** in the box that appears below.
- Select **Next**.

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

![Alumni Application](image)

**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".

![Check box for I accept the Alumni Program Agreement](image)

5. Select **Next** to continue.

6. Go to **Complete verification and billing** follow the steps there.
Renew your MCT Alumni membership

1. Sign into the MCT enrollment tool directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.

2. The Profile page will appear.
3. 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 120 days to use this code before you must request a new one.

```
Microsoft Employee (FTE)

Enter domain and Microsoft alias

[domain\alias]   Email Code

[Next]
```

- Enter the code, and then select your Area of Expertise in the box that appears below.
- Select **Next**.

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

```
Alumni Application

Profile   Terms   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]
```

5. Select **Next** to continue.

6. Go to **Complete verification and billing**, and follow the steps there.
Upgrade from an Alumni membership

1. Sign into the MCT enrollment tool directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.

2. The Profile page appears.

3. Select Upgrade Now.

4. Select the Employer Type and Primary Training audience.

5. Select Next to go to the Requirements page.
6. On the **Requirements** page, verify your certifications and update your MTM ID if necessary.

![Microsoft Certified Trainer Program](image)

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

```
Microsoft Certified Trainer Program

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
- [x] I accept the MCT Program Agreement
```

9. 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 into the MCT enrollment tool directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.

2. The Profile page appears.

3. Select Re-apply.

4. If your employer type has changed, in the Employer Type section, select the option that best describes your employer type.
5. Select **Next**. The **Requirements** page appears.

6. To renew your membership, you will need to teach at least one class during your first year in the MCT program. This training can be validated by the preferred Metrics That Matter (MTM) tool or another survey tool. If you plan to use MTM, enter your MTM ID in the Training Validation section.

![Microsoft Certified Trainer Program](image)
7. Select Next to continue.

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

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.**

![Payment page screenshot]

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

![Cart page screenshot]
3. On the **Payment** page, choose your payment type, and enter your credit card or PayPal information.

![Payment page screenshot]

4. Enter your name, email address, phone number, and billing address. The billing address must match the billing address of your credit card or PayPal account. If you are in Europe and you would like a VAT invoice, enter your VAT ID and company name. Select **Continue**.

![Billing address screenshot]
5. 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 and select Place Order Now.
6. Your order is complete. On the **Complete** page, you can print a receipt of your order.

**Microsoft Certified Trainer Program**

*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.*

Thank You for Your Order
Order Number: CT00056716
Order Date: 11/28/2018

![Print Receipt]

**Need help?**
If you need assistance with your MCT enrollment or renewal application, or if you have a general question about the MCT program, contact the support team through our **MCT support forums**.