Microsoft Certified Trainer Enrollment and Renewal Guide

Updated Sept 2022

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, 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. You can also 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 Renewal your annual MCT membership Apply for or renew your MCT Alumni membership Upgrade from an Alumni membership Rejoin the MCT program Complete Confirmation Page Submit 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

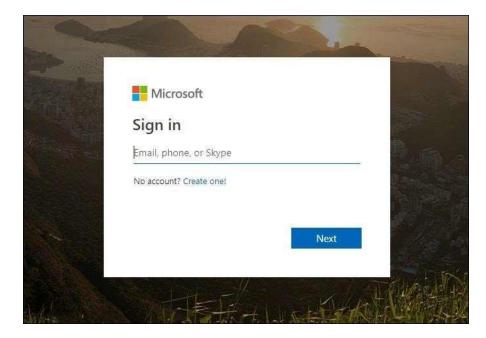
#### Before starting the enrollment or renewal process, you will need:

- The Microsoft account (MSA) 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.

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

### Enroll as a new MCT

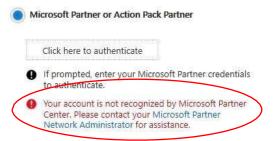
1. Sign into the MCT enrollment tool <u>directly</u> with the Microsoft account associated with your Certification profile, or navigate to it from your <u>Microsoft Learn profile.</u>



 After you log into the enrollment tool, the **Profile** page appears, and you will need to select "Click here to authenticate" to retrieve your Learning partner organization ID. <u>A second login</u> <u>window will appear</u> and if your Microsoft partner has migrated to Partner Center you will need to enter your Microsoft partner login credentials (username/password).

fied Trainer Program	FAQ	Alumni Program	V Benefi	ts ¥ Con	tact us	4
Aicrosoft Certified 1	irainer Progran	n				
🜖 Profile 🗸	Requirements		Terms		0	Confirmation
pplication Status						
mployer Type						
ease specify the primary employe	r for whom you deliver tra	aining. If you are s	elf-employed, sel	ect "Freelancer."		
Microsoft Employee (FTE)		O Micros	oft Imagine Acad	emy		
Academic		Micros	oft Partner or M	icrosoft Action Pl	ack Parts	HET.
Academic		1	oft Partner or M		)	
		1	100 - TV-		)	
			100 - TV-		)	

2. 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.

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

mployer Type	
lease specify the primary employer for whom yo	u deliver training. If you are self-employed, select "Freelancer."
Microsoft Employee (FTE)	Microsoft Imagine Academy
Academic	Microsoft Partner or Microsoft Action Pack 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 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.
- 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.)

Primary Training Audience	
Please specify the primary audience to wh	om you deliver training.
O Developer	IT Professional
Microsoft Dynamics	
	Next

- 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.

0	Profile	<>> 0	Requirements	0	Terms	- Sc	0	Confirmation
			qualifying certification need to provide your					
Certif	lications							
, Priva	ate Cloud							
2. Win	dows Server 201	2						
S. Clou	id Platform and i	nfrastructure						
Train	ing Validation	n						
			ar, you will need to te ferred Metrics That Ma				the MC	T program.
1100.00			ation, please enter you	whatsa in have				

- 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.

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 🗙	
1427 V. 68 57 5749 82 224 10 1743	
	onal skills. Our team will review your documentation within two to a approval of your instructional skills and your payment, your MC
application will be approved.	rapproval of your instructional skills and your payment, your we

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

1 Profile	V 2 Req	uirements	0	Terms	2	0	Confirmation
uide and MCT Program uide and MCT Program gree to abide by the ter ave read and understa anscript and certificate ticrosoft with any pers- persification history, for th hare, disclose, or retain y	icipation in the MCT Agreement. You must ac Agreement to participal ms and conditions in the nd the guide and agre for your instructional onal information related he sole purpose of demo oour transcript or certifica e terms and conditions, d ogram Guide	cept the terms and cor te in the MCT Program guide and agreement. ement. In addition, ni skills certification, yo d to your transcript o ristrating your instructi te once verification of s	ditions in t b. By clickin You also ro ote that by u are agre r certificate onal skills.	the MCT Program g "I Accept." you present that you y providing your seing to provide c, including your Microsoft will not			

- 9. Select **Next** to continue.
- 10. Go to Confirmation Page and submit.

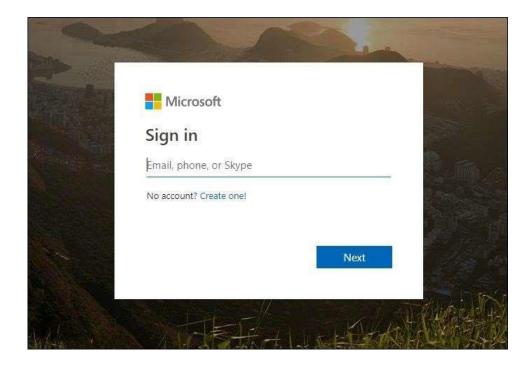
Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application.

← → C      mcp.microsoft.com//nct/enroll/mett9/confirmation	Q 🕸
Microsoft Certified Taitee Program   Inc. Automorphyses & Antelle & Instattu	Manufact allo
Microsoft Certified Trainer Program	
Action     Action     Action     Action     Action     Action     Action     Action	
Application Statue	
the partnersholds a supported of Pass of paradyses in alternative structure for parameters	

## 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 <u>directly</u> with the Microsoft account associated with your Certification profile, or navigate to it from your <u>Microsoft Learn profile</u>.



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

D	Profile	- √> 0	Requirements	0	Terms	0	Confirmation
6	MCT anniv	ersary date: Dece	mber 13, 2018				
	You have t Start your	5 days to renew y application proce	your membership ss below.				

#### 1. 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.

MCT anniversary date: December	13.2018				
You have 15 days to renew your r Start your application process be	nembership low				
Application Status					
norder to complete an MCT application, you mu	at first meet the rer	newal requireme	BULT.		
your employer type has changed recently, pleas	e update the sectio	on below.			_
Employer Type					•
Please specify the primary employer for whon	n you deliver trainir	ng if you are set	f-employed sele	ict "Freelancer."	
	Weiter and the second				
Microsoft Employee (FTE)		Microsoft	magine Azadem	V	
Azademic		Microsoft I	Partner or Micro	oft Action Pack Partner	
0		0			
Freelancer		O Other			
Government					
					0
Primary Training Audience					
Please specify the primary audience to whom	you deliver training	2			
O Developer		IT Professio	onai		
Microsoft Dynamics					

- 2. Select Next to continue. The Requirements page appears.
- 3. 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).

e pub UPC Interspectrum (Construction) and publications and publications and publications are approved in the second of the seco
entifications  Simple Share 2015 University  Simple Share 2019 Uni
Internet Merer 2013 United and a set of the
The second bit we can be and a constraint of the second of the second bit is and the se
Illines at International Second Secon
Colone at
Interes at  An and An
TH ID, Almost advantages and the second seco
TH ID, Almost advantages and the second seco
anning a non-frifte teams and an anning to solution in solution (solution (solution)), per solution (solution)) Typical Asso, they where an experimentary, present periodic procession (solution) (periodic procession), periodic and (periodic periodic period

4. Microsoft employees and trainers employed by a Microsoft Imagine Academy, government entity, or academic institution will be prompted to complete a training waiver form.

1. Windows Server 2	112		
2. Messaging			
3. Windows Server 3	116		
(1) Show all			
Due to legal resson required that you h		ift technologies in the previous	365 days in order to renew your
2	total a	1	
Course name (?) Microsoft			
Date course was tai 11/13/2018 Number of student 10		]	
11/13/2018 Number of students	participants	]	
11/13/2018 Number of student 10 Company / Asadem	participants		

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

	Requirements	0	Terms	> 0	Confirmation
Guide and MCT Program Ag Guide and MCT Program Ag agree to able by the terms have read and understand transcript and certificate for Microsoft with any person certification history, for the share, disclose, or retain you	pation in the MCT Program is goo preement, You must accept the terms and greement to participate in the MCT Pro- and conditions in the guide and agreen the guide and agreement. In additio or your instructional solitic certification al information related to your transcrip to purprose of demonstrating your inst r transcript or certificate once verification erms and conditions, do not select "I Acce	5 conditions in t gram. By clicking nent, You also re n, note that by , you are agre pt or certificate ructional skills. N of skills is comp	he MCT Program g "I Accept," you present that you providing your eing to provide t, including your Vicrosoft will not		
I accept the MCT Prog	ram Guide				
	ram Agreement				
I accept the MCT Prog					

- 7. Select **Next** to continue.
- Go to <u>Confirmation Page</u> and submit.
   Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application

- → C (# mcp.microsoft.com	//oct/envolte	nent#Aconfirma	Son -	Q 12
Maximum Certified Trainer Program		in an	And a manual	Animatics and
Microsoft Certified Train	er Program			
• -= ->	· terteret	<u>)</u> •	tem 0 community	
Replication Status				
The printer of other to be related			and introduced states of the same	

## 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:

#### Apply for a new MCT Alumni membership

- 1. Sign into the MCT enrollment tool <u>directly</u> with the Microsoft account associated with your Certification profile, or navigate to it from your <u>Microsoft Learn profile</u>.
- 2. The **Profile** page will appear.

Profile     Profile     Profile     Profile	0	Terms		0	Confirmation
pplication Status					
lease complete the following application to join the M	CT Alumr	i program.			
You are eligible to join the MCT program			ograde No	w	
Benefits of the MCT program					1
re you a Microsoft employee?					
vre you a Microsoft employee?					

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.

- 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.

• Auto	- V) •	Reparations	0 5		0	Centimation
eronant: you origination with articipate in the ondoors in the electing the bol togram Agreem	r participation in the must accept the ter MCT Alumni Progra agreement, You als est below indicates int.	e MCT Alumni Program ms and conditions in m by clicking on '1 al- o represent that you that you accept the conditions, do not will	n is governed i the MCT Ab cept," you ag have read an terms and co	by the MCT Alume imns Program Agn ve to abide by the 2 understand the a ridblock of the M	terms.	t to and ent.
	e Alumra Program A		en 1 merson			
			T	Back	Tank	

- 5. Select **Next** to continue.
- 6. Go to <u>Confirmation Page</u> and submit.

Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application

isosofi Certified Trainer Program	140	Automotion 1	Andle 4	manan		Another size	
Microsoft Certified T	iainer Prograf	m					
• === V	0	<u> </u>	ten: V	O Centralia			

#### Renew your MCT Alumni membership

- 1. Sign into the MCT enrollment tool <u>directly</u> with the Microsoft account associated with your Certification profile, or navigate to it from your <u>Microsoft Learn profile</u>.
- 2. The **Profile** page will appear.

🛛 Polie 🗸 🤇	Requirements	Terrs	Confirmation
	ary date: February 19, 2019 s to renew your membership		
Start your applica	ation process below.		
Application Status			
	plication to renew your MCT Alu	mni membershi	р.
You are eligible to join the M	ICT program	ling	ada Now
You are eligible to join the M Benefits of the MCT program	A CONTRACT OF A	upg	ade Now
	A CONTRACT OF A	Upg	ade Now
Benefits of the MCT program		Upg	ade Now
Benefits of the MCT program		Upg	ade Now
Benefits of the MCT program		Upg	ade Now
Benefits of the MCT program		Upg	ade Now

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.

nter domain and Micros		
domain\alias	Email Code	

- 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 App	noutorr				
Paolile	<ul> <li>Regurements</li> </ul>	0	ीसमध	O Confe	nution
greement, You mu articipate in the MC	articipation in the MCT Alum st accept the terms and cor CT Alumni Program. By clickin	ditions in the Mi g on "I Accept." yo	CT Alumni Prog ou agree to abid	ram Agreement to le by the terms and	
	reement. You also represent below indicates that you as				
f you do not accept	these terms and conditions, o	to not select "I Acc	cept".		
I accept the A	lumni Program Agreement				
			Back	Net	6
			DOLE	- THERE -	

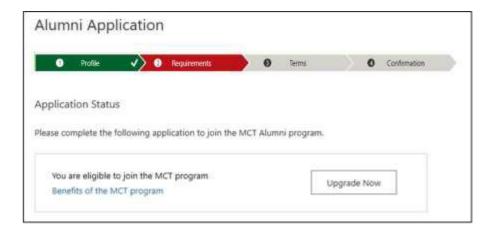
- 5. Select **Next** to continue.
- 6. Go to Confirmation Page and submit.

Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application



### Upgrade from an Alumni membership

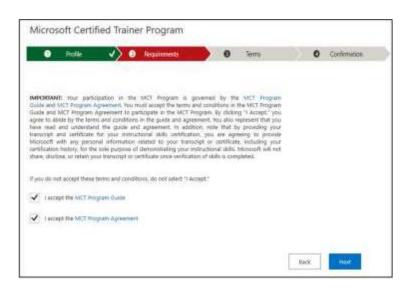
- 1. Sign into the MCT enrollment tool <u>directly</u> with the Microsoft account associated with your Certification profile, or navigate to it from your <u>Microsoft Learn profile</u>.
- 2. The **Profile** page appears.



- 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.

	✓ > ②	Requirements		0	Terms		0	Confirmation	
gratulations! You have	net the requirem	ents to re-join the N	ACT program.	Please p	proceed with o	ompleting ye	our app	olication.	
									6
Certifications									
1. Microsoft Office Sp	ecialist 2007 Mas	ter							
2. Microsoft Word 20	3 Expert								
Training Validatio	'n								6
3									
It's not required to be	r, you will need to	se in the previous ye o have taught at lea							
membership next yea	vey tool.								
membership next yea (MTM) or another sur									
membership next yea	nge								
membership next yea (MTM) or another sur MTM ID	nge								

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



9. Go to <u>Confirmation Page</u> and submit.

Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application

-	im/ioct/enit	alment#/confirm		minitatio		 Q	立
Microsoft Certified Tra	ainer Progr	am					
• •	0	> •	- lens	0	Centrana P		
Application Status							
the partners where he are a	and on Date	ad manufacture to adver					

## 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 <u>directly</u> with the Microsoft account associated with your Certification profile, or navigate to it from your <u>Microsoft Learn profile</u>.
- 1. The **Profile** page appears.
  - 3. Select Re-apply.

Micros	oft Certif	ied Tra	iner	Program						
1	Profile	<ul> <li></li> </ul>	2	Requirements		0	Terms	$\geq$ 0	Confirmation	
Applicatio	on Status									
he paymer	nt for your MCT	application	has be	en successfully cance	led.				Re-apply	

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

9 Profile	rements	0	Terms	0	Confirmation
			Notifier.		
olication Status					
payment for your MCT application has been su	ccessfully cancelled.				
ur employer type has changed recently, please	update the section t	below.			
Employer Type					
Please specify the primary employer for whom	you deliver training.	If you are s	uelt-employed, sei	ect "Freelancer."	
Microsoft Employee (FTE)		Microsof	t Imagine Acaden	197 ( )	
Academic	C	) Microsof	t Partner or Micro		: Partner
	C	) Microsof	t Partner or Micro		t Partner
Institution name		) Microsof	t Partner or Micro		Fartner
Institution name Tempe Union Change			t Partner or Micro		t Partner
Institution name			t Partner or Micro		. Partner

#### 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.

Evolution 1 -		3 Requirement	nts 📃	0	Terms	0	Confirmation
						-	
atutations: You h	we one or mor	re of the qualitying or	atifications that is	required	to apply to the M	CT program, in p	rdw to
eter the entry req	mements you	will also need to pro	vide your Metrics	That Mat	ter (NTM) ID and	hors block es na	trustional
Certifications							0
Private Cloud							
Windows Serve	r 2012						
Coud Platform	and Infrastruct	ture					
				_			_
	AEXCM1						
Training Valid				all one of	lass during your fi	nt year in the MC	t program.
Draining Valid	T membership	new ure, year, you will n	wed to teach at le	and serve as			
b renew your M	T membership	a next year, you will n the preferred Metric	eed to teach at le s That Matter (M1	Tel 100F :	s another survey I	unt.	

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

Micros	oft Certifi	ed Trainer	Program				
0	Profile	<ul> <li>√) ●</li> </ul>	Requirements	0	26añ	) (	Continuation
Gode and S Gode and S agree to ab have read transcript a Microsoft w centrication	ACT Program Ag ACT Program Ag de by the terms and understand ind certificate Is off any persons history, for the s	presentent. You man presentent to partia and conditions in the guide and i or your instruction of information ratio iole purpose of de	KT Program III of a accept the terms a partie on the MCT P the guide and agree typerment. In addit and Malls carefracts and Malls carefracts and to guide to guide the production terms encounted by guide the factor once semificable.	ind conditions regram. By rice ement, You also con, note that on, you are a mpt or centific intructional skill	in the MCT Program ing "LAccept," you represent that you by providing you provid to provid ata, including you a. Microsoft will no	6 11 12 13 14 15 15 15 15 15 15 15 15 15 15 15 15 15	
			s, do not select "I Ar	rostyr.			
V Jacon	et the NCT Prog	ram Guide					
V Carron	pt the Nict Hogy	am Agraement					
						Book	Most:

9. Go to Confirmation Page and submit.

Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application

Microok Cettled Transe Pogram	140	annan T	Reality is	menance			And the second s	
Microsoft Certified Tr	ainer Progra	m						
0 === 9	0 - 10 - 10 - 10	) 0	- len:	0	B land land			

# 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 <u>MCT support forum</u>.