

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 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 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 MCT Program benefits. You can find information on the MCT Program benefits on the [Microsoft Certified Trainer overview page](#). Active MCTs are expected to regularly visit the MCT Lounge community web site to remain informed of MCT Program announcements, course updates, community events and professional development resources. Information shared on MCT Lounge falls under the MCT Nondisclosure Agreement. Access to MCT Lounge is granted to active MCTs and MCT Alumni and provided upon enrollment in the program.

The MCT Program is an annual program for qualified 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, they will be required to complete the full MCT application process and show proof of their instructional skills capabilities through an approved Instructional Skills Certificate provider.

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 verified by one of the institutions listed under “Requirements” on the [Microsoft Certified Trainer overview page](#).
- c. Provide Microsoft with proof of your instructional skills as required in the enrollment.
- 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 any applicable MCT Program fees *(The MCT annual fee was temporarily waived in May 2020 in response to the COVID-19 pandemic. Future reinstatement of the fee will be communicated when applicable on the [Microsoft Certified Trainer overview page](#). Any required payment will be incorporated into the MCT application and renewal processes.)*

The approval process may take up to 30 days while the MCT Program Support Team verifies the applicant’s Instructional Skills Certificate with the provider selected in the online application. You will receive an email from Microsoft informing you that your MCT Program application is approved or not approved.

If you have questions about the MCT Program requirements and MCT enrollment process please contact [MCT Support](#). (“RSC”).

STEP 1: EARN AND HOLD A CURRENT, QUALIFYING MICROSOFT CERTIFICATION

You must hold a qualifying Microsoft Certification to join the MCT Program. For a complete list of qualifying Microsoft Certifications, see the [Microsoft Certified Trainer overview page](#).

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 an 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 on all applications prior to applicant approval into the MCT Program. Instructional skills are validated by obtaining an accepted Instructional Skills Certificate from an approved Microsoft Instructional Skills Certificate Provider. 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 (MTM) tool you must acquire a [MTM account](#). If you already have a MTM account, you may use your current MTM account ID number. It is recommended that MCTs use MTM for their learner surveys to ensure full the integration with current and future the MCT enrollment and renewal processes. 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 ANY APPLICABLE FEES

MCT applicants must complete the online MCT Program application through the [MCT enrollment tool](#). The MCT annual fee was temporarily waived in May 2020 in response to the COVID-19 pandemic. Future reinstatement of the fee will be communicated when applicable on the [Microsoft Certified Trainer overview page](#) and included as a step in the MCT enrollment process. Submit all requested documentation to the address specified in the MCT Program enrollment tool. (**Note:** The MCT application process and approval timeline may vary by country or region.)

Please allow 30 days 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.

- f. If applicable, pay annual MCT Program fee. (The MCT annual fee was temporarily waived in May 2020 in response to the COVID-19 pandemic.) Any payments required for the MCT Program will be incorporated into the application and renewal processes.

You will be notified by email if your renewal application has been approved. If you have questions about the MCT Program requirements, please contact [MCT Support](#). (“RSC”).

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 credential(s) that they hold. “**Competencies**” identifies the requirements that an MCT must meet to teach a particular Microsoft Course title. All Competencies are found in **Courseware Title Plan and MCT Competency Requirements** found on [MCT Central](#).

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 an MCT 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, Microsoft materials, Microsoft services or Microsoft software.

- The Azure credit provided through the MCT Program's Visual Studio Subscription benefit should be used to supplement the MCT's ability to create demo environments used to skill their learners during class.
- The Azure Passes provided through the Azure Pass Portal are intended to support the MCT's professional learning of a new course.
- Azure Passes needed for a course delivery are distributed by the Training Services Partner scheduling the delivery.
- 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 the Competencies for which they have been certified. A list of the Microsoft Course titles associated with each Competency is available in **Courseware Title Plan and MCT Competency Requirements** found on [MCT Central](#).

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 **Courseware Title Plan and MCT Competency Requirements** found on [MCT Central](#) 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 does 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 <https://metricsthatmatter.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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