



## Microsoft Certified Trainer: Requirements



The Microsoft Certified Trainer (MCT) Program is an annual renewal program. Each year in March, you are required to complete an online application, pay an annual fee, and meet a number of program requirements in order to renew your certification for the coming year. As a member of the exclusive MCT Program, you will be granted access to a number of valuable program benefits.

### Follow These Steps to Earn Your MCT Certification

If you would like to apply to become an MCT, please thoroughly read the [MCT Program Guide](#) and the [MCT Agreement](#) before beginning the application process.

- Step 1: [Acquire a valid MCP or Microsoft Business Solutions Certification](#)
- Step 2: [Demonstrate Instructional Presentation Skills](#)
- Step 3: [Complete the MCT Application](#)
- Step 4: [Welcome to the MCT Program](#)

### Fulfill Program Requirements to Maintain Your MCT Certification

Microsoft recognizes and promotes MCTs as Microsoft technical and instructional experts. Program requirements ensure that MCTs, who play such an important role in the training process, consistently satisfy customers.

For the MCT 2005 Program year (October 1, 2004, to March 31, 2006), MCTs are required to:

- Meet technical competency requirements for each course they are authorized to teach.
- Administer course evaluations to every student and maintain high customer satisfaction scores.
- Teach at least 15 students during a 12-month period.

At various times during the program year, Microsoft conducts audits of approximately five percent of the MCT community to ensure compliance with program requirements.

Details on the above requirements can be found on the [MCT 2005 Program Guide page](#).

If you have questions about the certification process or about the program requirements, please contact a [Microsoft Regional Service Center \(RSC\)](#) near you. For more information, see the Exam Preparation Guide.



## Microsoft Certified Trainer: Benefits



The Microsoft Certified Trainer Program provides tools, resources, and other benefits to help you thrive as both a technologist and an educator. MCT Program benefits can help you build, maintain, and prove your expertise on Microsoft products and technologies, as well as help you prepare for, teach, and support blended learning solutions.

### MCT Welcome Kit

Upon enrollment or renewal into the MCT Program, you will receive a Welcome Kit that will help you to get immediately up and running as an MCT. Your MCT 2005 Welcome Kit includes:

- **MCT Certificate:** Post your credentials in your office or classroom.
- **MCT Wallet Card:** Identify yourself as an MCT in your technical communities.
- **MCT Lapel Pin:** Display your MCT credentials with style.
- **Microsoft Learning Base Virtual Hard Disk DVDs:** These contain the Virtual PC images that are required for Microsoft Learning and Microsoft Business Solutions courses.
- **Metrics that Matter Program Guide:** Find directions and best practices for getting the most value from this required customer satisfaction tool.
- **MCT Season Pass Order Form (available only to MCTs who join or renew in October 2004):** Renew for the 2005 MCT Program and take advantage of this limited-time opportunity to receive even bigger discounts when pre-purchasing MCP exams. See Special Offers below.

### Ongoing Benefits and Support

As an MCT, you'll enjoy online benefits available through your MCT Member Web site:

- **MCT Download Center:** Receive free, comprehensive access to the entire Microsoft Learning and Microsoft Business Solutions learning product library.
- **MCT Newsgroups:** Join exclusive private communities for peer support and networking, and communication with Microsoft Learning.
- **MCT Member Site:** Find all the latest news and resources, including trainer readiness resources, learning product and exam announcements, MCT Program logos, and more.
- **Courseware Support:** Get e-mail support direct from Microsoft on your Official Microsoft Learning Product questions and delivery issues.
- **Metrics that Matter:** Track customer satisfaction reporting.

# MCT: REQUIREMENTS & BENEFITS



## Special Offers\*

Because we recognize how important you are to our customers' success, Microsoft and many other companies offer products, services, and events to MCTs free or at a discounted price. These offers include:

- **45 Percent Discount on MCP and Microsoft Business Solutions Exams:** Take advantage of discounts on MCP exams while earning new MCT competencies. (Note: 45 percent discount applies only where exams are priced at US\$125 or equivalent; 20 percent discount applies elsewhere.)
- **MCT Season Pass (available only to MCTs who join or renew in October 2004):** Offered by Pearson VUE, this multiple-use voucher allows you to take MCP exams throughout the MCT 2005 program year at an even greater discount—up to 56 percent off the standard retail price!
- **Free Access to E-Learning on the [Microsoft E-Learning site](#) (North America and EMEA only):** Blend these e-learning courses with classroom training to deliver customized learning solutions.
- **50 Percent Discount on Microsoft Press Books (North America only):** Order any Microsoft Press book from your local fulfillment center at 50 percent off the standard retail price.
- **38 Percent Discount on Microsoft TechNet Plus:** Receive the definitive technical resource collection for IT professionals—now with full versions of software. This is the comprehensive set of resources IT professionals rely on for solving technical problems, evaluating and planning Microsoft technologies, and building technical skills. (Not available in China, India, Korea, or Taiwan.)
- **Special Offers for MCTs from Microsoft Partners:** Receive software, magazine subscriptions, discounted professional memberships, and more from the MCT Special Offers page.
- **Invitations to Exclusive MCT Events:** These are offered periodically in connection with Tech Ed, IT Forum, and other major Microsoft events.

\*Note: All benefits may not be available in all regions and are subject to change.