November 2015

The Microsoft Certified Trainer (MCT) program is an annual membership program designed for trainers who teach Microsoft certification courses. It offers a wide variety of benefits, such as access to the latest training materials and core Microsoft products for training use including Office, Windows, SharePoint, SQL Server, Online Services, and more.

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?
- For more information
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:
- Your Microsoft account (formerly known as Windows Live ID) email and password.
- Your Metrics That Matter (MTM) ID. If you don’t have an MTM ID, you can apply for one as part of the enrollment process.
- 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 Trainers home page. Fees vary by region.

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

Enroll as a new MCT

1. Sign in to the MCT enrollment page directly or navigate to it from the Microsoft Certified Professional (MCP) sites, and select Sign In.

   Important: If your corporate email is connected to your Office 365 subscription, do not try to log in with that account. You must log in using a Microsoft account (Hotmail.com/Live.com/Outlook.com).
2. Sign in with your Microsoft account email and password. The **Profile** page appears.

**Microsoft Certified Trainer Program**

Application Status

In order to complete an MCT application, you must first meet the program entry requirements.

**Employer Type**

Please specify the primary employer for whom you deliver training. If you are self-employed, select “Freelancer.”

- [ ] Microsoft Employee (FTE)
- [ ] IT Academy
- [ ] Academic
- [ ] Microsoft Learning Partner
- [ ] Freelancer
- [ ] Other
- [ ] Government

**Important:** If you have a Microsoft IT Academy or Learning Partner ID and do not know the ID number, 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.

<table>
<thead>
<tr>
<th>Employer Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Employee (FTE)</td>
</tr>
<tr>
<td>Academic</td>
</tr>
<tr>
<td>Freelancer</td>
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<tr>
<td>Government</td>
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<tr>
<td>IT Academy</td>
</tr>
<tr>
<td>Microsoft Learning Partner</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

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 48 hours 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**.
- **IT Academy.** Enter your membership ID, then select **Submit**.
- **Microsoft Learning Partner.** Enter your company’s MPN Location ID, then select **Submit**.
- **Other.**

4. Select your primary training audience from the three options that appear—**Developer, IT Professional,** and **Microsoft Dynamics:**

<table>
<thead>
<tr>
<th>Primary Training Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developer</td>
</tr>
<tr>
<td>IT Professional</td>
</tr>
<tr>
<td>Microsoft Dynamics</td>
</tr>
</tbody>
</table>

The primary training audience is the type of user your content focuses on—software development, IT support, or a Microsoft Dynamics user.
5. Select **Next.** The **Requirements** page appears.

6. If you have eligible certifications, you will be prompted for an MTM code.

**Microsoft Certified Trainer Program**

- **Certifications**
  1. Windows Server 2012
- **Metrics That Matter (MTM) Score**

  As a Microsoft Certified Trainer (MCT), you are required to administer Metrics That Matter (MTM) evaluations for your students whenever you teach a course that is based on Official Microsoft Learning Products or Microsoft Official Academic Courseware.

  **MTM ID**
  12335022  Change
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.

![Instructional training form](image)

If you don’t have a valid certification, select **Back** to end the enrollment process, and download the MCT Program Guide on the Become a Microsoft Certified Trainer page (under Application process). You can contact a Regional Service Center for additional assistance.
• **Personal Reference.** Enter the required information for your reference.

Instructional training

Please select the method you will choose to validate your instructional skills experience.

- [ ] Certification

- [x] Personal Reference

**Institution**
Contos Technical Institute

**Years of experience**
4

**Reference name**
Jacquelyn Allen

**Reference email**
alleng@contosoti.edu

Upon receipt of your proof of instructional skills and your payment, your MCT application will take up to 10 business days to process.
8. On the **Terms** page, read the terms and conditions and select the **I accept the MCT Program Guide** and **I accept the MCT Program Agreement** check boxes.

9. Select **Next** to continue.

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

With rolling renewal, current MCT program members receive email messages before their one-year anniversary date as a reminder to renew.

1. Sign in to the MCT enrollment page directly or navigate to it from the Microsoft Certified Professional (MCP) sites, and select Sign In.

**Important:** If your corporate email is connected to your Office 365 subscription, do not try to log in with that account. You must log in using a Microsoft account (Hotmail.com/Live.com/Outlook.com).

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

Application Status

Please complete the following application to renew your MCT membership.
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.

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**Application Status**

Please complete the following application to renew your MCT membership.

If your employer type has changed recently, please update the section below.

**Employer Type**

Please specify the primary employer for whom you deliver training. If you are self-employed, select "Freelancer."

- Microsoft Employee (FTE)
- IT Academy
- Academic
- Freelancer
- Government
- Microsoft Learning Partner
- Other

**Primary Training Audience**

Please specify the primary audience to whom you deliver training.

- Developer
- IT Professional
- Microsoft Dynamics
3. Select Next to continue. The Requirements page appears.

4. Verify your certifications and MTM score. If needed, you can change both.

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

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**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
- [ ] I accept the MCT Program Agreement

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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 in to the MCT enrollment page directly or navigate to it from the Microsoft Certified Professional (MCP) sites, and select Sign In.

Important: If your corporate email is connected to your Office 365 subscription, do not try to log in with that account. You must log in using a Microsoft account (Hotmail.com/Live.com/Outlook.com).
2. 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 48 hours to use this code before you must request a new one.

![Microsoft Employee (FTE)](image)

- Enter the code, and then select your primary training audience in the box that appears below.
- Select Next.

3. 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”.

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

4. Select Next to continue.

5. Go to Complete verification and billing, and follow the steps there.

IT Showcase Productivity Guide
Renew your MCT Alumni membership

1. Sign in to the MCT enrollment page directly or navigate to it from the Microsoft Certified Professional (MCP) sites, and select Sign In.

Important: If your corporate email is connected to your Office 365 subscription, do not try to log in with that account. You must log in using a Microsoft account (Hotmail.com/Live.com/Outlook.com).

The Profile page appears.
2. Select No or Yes, depending on if you are a Microsoft employee.

If you chose No, select an option under Area of Expertise, and select Next.

Area Of Expertise

Please specify your primary audience when you are actively training.

- Developer
- Microsoft Dynamics
- IT Professional

If you chose 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 48 hours to use this code before you must request a new one. Select Next.
3. Read the terms and conditions, and then select the **I accept the Alumni Program Agreement** check box.

**Alumni Application**

**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".

![Checkbox for accepting the Alumni Program Agreement]

4. Select **Next** to continue.

5. Go to **complete verification and billing** and follow the steps there.
Upgrade from an Alumni membership

1. Sign in to the MCT enrollment page directly or navigate to it from the Microsoft Certified Professional (MCP) sites, and select Sign In.

   **Important:** If your corporate email is connected to your Office 365 subscription, do not try to log in with that account. You must log in using a Microsoft account (Hotmail.com/Live.com/Outlook.com).

   ![Microsoft Certification Member Sites](image)

   Welcome to the Microsoft Certification Member Sites.
   You must be a certified professional and have a Microsoft account to proceed.
   Please click the Microsoft account icon to sign in or create a Microsoft account.

   The Profile page appears.

   ![Alumni Application](image)

   Application Status

   Please complete the following application to join the MCT Alumni program.

   You are eligible to join the MCT program
   Benefits of the MCT program

   ![Upgrade Now](image)

   2. Select **Upgrade Now**. The Profile page appears.

   3. Select the **Employer type** and complete any additional information requested below (that is, Primary Training Audience, email alias, IT Academy ID, or institution or department name).

   4. Select **Next** to go to the Requirements page.
5. Verify your certifications and MTM score. If needed, you can change both.

6. Select **Next** to continue.

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

8. Go to **Complete verification and billing**, and follow the steps there.

**IT Showcase Productivity Guide**
Rejoin the MCT program

If your MCT membership renewal period has passed, you can re-apply to rejoin the program:

1. Sign in to the MCT enrollment page directly or navigate to it from the Microsoft Certified Professional (MCP) sites, and select Sign In.

   **Important**: If your corporate email is connected to your Office 365 subscription, do not try to log in with that account. You must log in using a Microsoft account (Hotmail.com/Live.com/Outlook.com).

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![Sign In](image)

**Microsoft Certified Trainer Program**

**MCT anniversary date: March 25, 2014**

**Your membership has expired.**

You can resubmit an application and get re-certified. Follow the steps below to complete the application

If you missed your renewal date you can join the Alumni Program. Click the link below for more information.

**Alumni Program**

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**Application Status**

Please complete the following application to renew your MCT membership.
2. Select **Re-apply.** The **Profile** page appears.

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

   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 48 hours 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.**
   - **IT Academy.** Enter your membership ID, then select **Submit.**
   - **Microsoft Learning Partner.** Enter your company’s MPN Location ID, then select **Submit.**
   - **Other.**

4. 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.

5. Select Next. The Requirements page appears.

6. If your MTM ID has changed, you can select Change and then update it in the Metrics That Matter (MTM) Score section.

![Microsoft Certified Trainer Program](image)

Congratulations! You have one or more of the qualifying certifications that are required to apply to the MCT program. In order to complete the entry, you will also need to provide your Metrics That Matter (MTM) ID and your proof of instructional skills.

- **Certifications**
  - Windows Server 2012

- **Metrics That Matter (MTM) Score**
  - As a Microsoft Certified Trainer (MCT), you are required to administer Metrics That Matter (MTM) evaluations for your students whenever you teach a course that is based on Official Microsoft Learning Products or Microsoft Official Academic Courseware.
  - MTM ID: 1235022

**Important:** If you have a Microsoft IT Academy or Learning Partner ID and do not know the ID number, contact the respective program administrator. Due to security restrictions, Regional Service Centers cannot provide this number.

7. Read the terms and conditions, and then select the I accept the MCT Program Guide and the I accept the MCT Program Agreement check boxes.

8. Select Next to continue.

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**.
   
   **Important:** If you change your mind and are not ready to pay at this time, select **Back**. You will be returned to the **Terms** page.

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

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**Microsoft Certified Trainer Program**

You are going to be redirected to a third party site to make your payment. You can return back to our tool and check your status of your application at any time.
3. On the **Address** page, enter your name, email address, mailing address, and phone number, then select **Continue**.

4. On the **Payment** page, choose your payment type, enter your credit card information, and select **Continue**.
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.

6. Select **Place Order Now**.
Your order is complete. On the **Complete** page, you can print a receipt of your order and, if you want, select **Click here to order your MCT Welcome Kit**.
Need help?
Microsoft Regional Service Centers are available to help if you need to:

- Ask about the status of your application.
- Ask general questions about the MCT program.
- Update your transcript.
- Cancel a renewal in progress.

For more information
For more information about Microsoft products or services, call the Microsoft Sales Information Center at (800) 426-9400. In Canada, call the Microsoft Canada Order Centre at (800) 933-4750. Outside the 50 United States and Canada, please contact your local Microsoft subsidiary. To access information via the web, go to:

http://www.microsoft.com

Microsoft Certified Trainer member site

Born to Learn training and certification community
http://borntolearn.mslearn.net/#fbid=j4cfuWPJyzP

Access code reset tool

Apply for a Metrics That Matter ID
https://www.metricsthatmatter.com/NewMCTInMTM/EnrollMCT.aspx

Microsoft Partner Network
https://mspartner.microsoft.com/

Microsoft IT
http://www.microsoft.com/ITShowcase

For more great productivity guidance, visit...
http://microsoft.com/ITShowcase/Productivity

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