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4 STEPS TO BECOMING AN MCT

From the Microsoft Website November 29, 2006

PrepMasters is a Microsoft approved training provider and a member of the CompTIA Learning Alliance.

www.prepmasters.com/mct

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



1. Earn an accepted Microsoft Certified Professional (“MCP”) or Microsoft Business Solutions/Microsoft Dynamics credential.

The purpose of this requirement is to ensure that MCTs have proven their technical skills in a job role or discipline that is related to that of their students. Microsoft requires that MCTs hold one or more related certifications in order to teach a Microsoft Learning or Microsoft Dynamics course. The full list of courses that an MCT is certified to teach is recorded on the MCT's transcript.

Before you apply to become a Microsoft Certified Trainer (MCT), you must acquire either one of the Microsoft Certified Professional (MCP) certifications or a [Microsoft Dynamics](#) qualifier for the MCT program. To teach the [Microsoft Official Course: Business Skills Series](#), you must also acquire an Information Worker (IW) Competency that will become available at a later date in 2006. A partial list of certifications is provided below. The full list of these certifications can be found at: <http://www.microsoft.com/learning/mcp/mct/guide/one.mspx>

- Microsoft Certified Desktop Support Technician (MCDST)
- Microsoft Certified Systems Administrator (MCSA) on Microsoft Windows 2000
- Microsoft Certified Systems Administrator (MCSA) on Microsoft Windows Server 2003
- Microsoft Certified Systems Engineer (MCSE) on Microsoft Windows 2000
- Microsoft Certified Systems Engineer (MCSE) on Microsoft Windows Server 2003
- Microsoft Certified Application Developer (MCAD) for Microsoft .NET

2. Prove your instructional presentation skills by completing at least one of the following requirements:

- Achieve the Certified Technical Trainer (CTT+) certification from CompTIA.
- Attend and pass an instructional presentation skills or train-the-trainer course taught by an approved Microsoft training provider, or by a training provider who is a member of the CompTIA Learning Alliance (CLA) Program. PrepMasters is a Microsoft approved training provider and a member of the CompTIA Learning Alliance.



3. Obtain or identify your Metrics that Matter (MTM) ID

Microsoft uses a program called Metrics that Matter (“MTM”) to enforce ongoing certification requirements. In order to enroll as a Microsoft Certified Trainer, you must acquire an MTM account (“MTM ID”) (<http://www.knowledgeadvisors.com/newmctinmtm/>). If you are already a user of MTM, you may use your current MTM ID. The MCT Enrollment Tool requires you to enter your MTM ID during enrollment.

4. Apply and Pay the Annual Fee

- Complete the online Application using the MCT Enrollment tool (<https://mcp.microsoft.com/mcp/enrollment/enrollment.aspx>)
- Pay the annual program fee (\$400)
- Submit the appropriate documentation:

Fax or E-mail Copy of Train-The-Trainer or CTT+ certificate with Cover Letter:

Fax (661)793-6555
E-Mail: mct@microsoft.com

Cover Letter: Attention: MCT Escalations, MCP ID# & Your Name, Title of Document you are submitting

Allow at least two weeks for processing of required documents. When your Application has been approved, you will be notified by e-mail, you will receive an MCT Welcome Kit, and you will be granted access to the MCT Member Site.

If you have further questions regarding MCT certification, please contact the Microsoft Regional Service Center for North America:

Microsoft Certified Professional	Telephone: (800) 636-7544 E-mail: MCPHelp@microsoft.com
Microsoft Certified Trainer	Telephone: (888) 456-7077 E-mail: MCT@microsoft.com
North America Region	Fax: (661) 793-6555 Address: Microsoft Certification Programs P.O. Box 911 Santa Clarita, CA 91380-9011 UNITED STATES

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