Microsoft Certified Trainer
Enrollment and Renewal Guide

Updated Feb 2021

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 OR a valid professional reference (for new enrollments only).

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 directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.
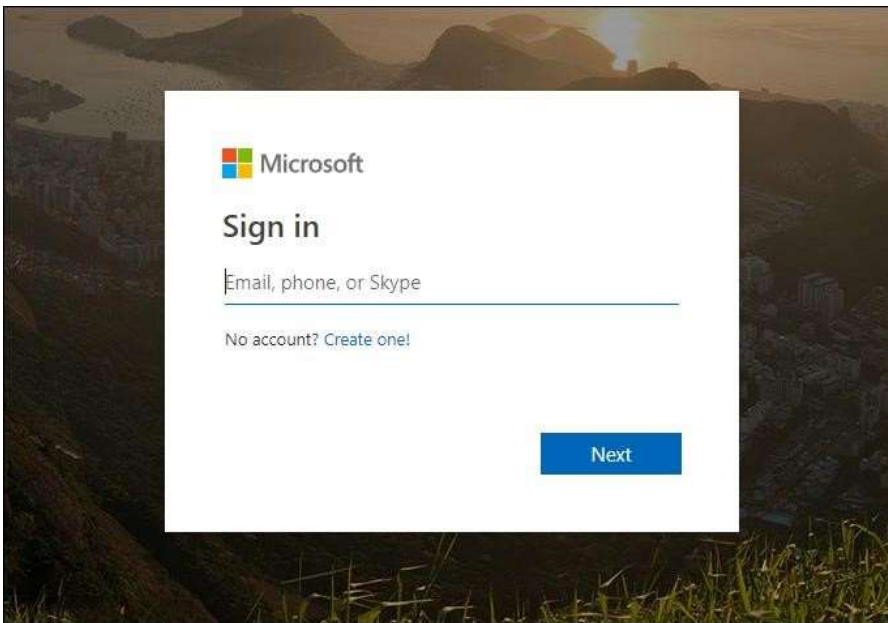
2. After you log into the enrollment tool, the **Profile** page appears, and you will need to select "Click here to authenticate" to retrieve your Learning partner organization ID. A second login window will appear and if your Microsoft partner has migrated to Partner Center you will need to enter your Microsoft partner login credentials (username/password).
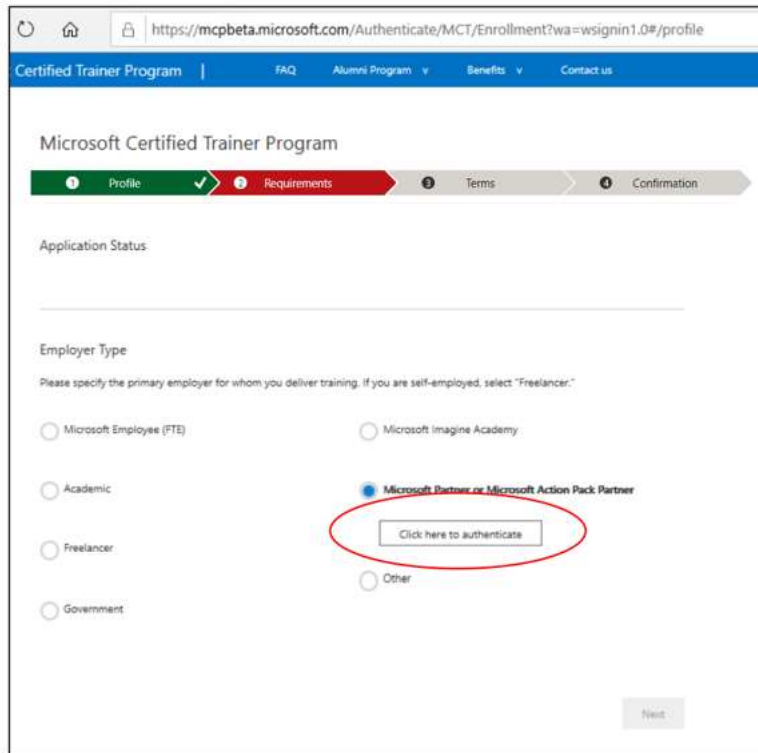
3. If you see the error below, make sure you have created a profile in Partner Center and that you have the login credentials for your Microsoft Partner account.

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.

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

Employer Type

Please specify the primary employer for whom you 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.**

5. 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 whom you deliver training.

○ Developer   ○ IT Professional

○ Microsoft Dynamics

[Next]

6. Select **Next**. The **Requirements** page appears.

7. 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.

Microsoft Certified Trainer Program

| ① Profile ✓ | ❷ Requirements | ❸ Terms | ❹ Confirmation |

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

Certifications ✓

1. Private Cloud

2. Windows Server 2012

3. Cloud Platform and Infrastructure

Training Validation

To renew your MCT membership next year, 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 for training validation, please enter your MTM ID here

1215323   ×

8.   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

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

◉ **Certification**

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   ✖

❗ Thank you for submitting your proof of instructional skills. Our team will review your documentation within two to four business days from the date of submission. Upon approval of your instructional skills and your payment, your MCT application will be approved.

◯ Personal Reference

Back   Next

- **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

● **Personal Reference**

Institution

Contoso Technical Institute

Years of experience

4

Reference name ⑦

Jacquelyn Allen

Reference email

jallen@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

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9. On the **Terms** page, read and accept the terms and conditions.
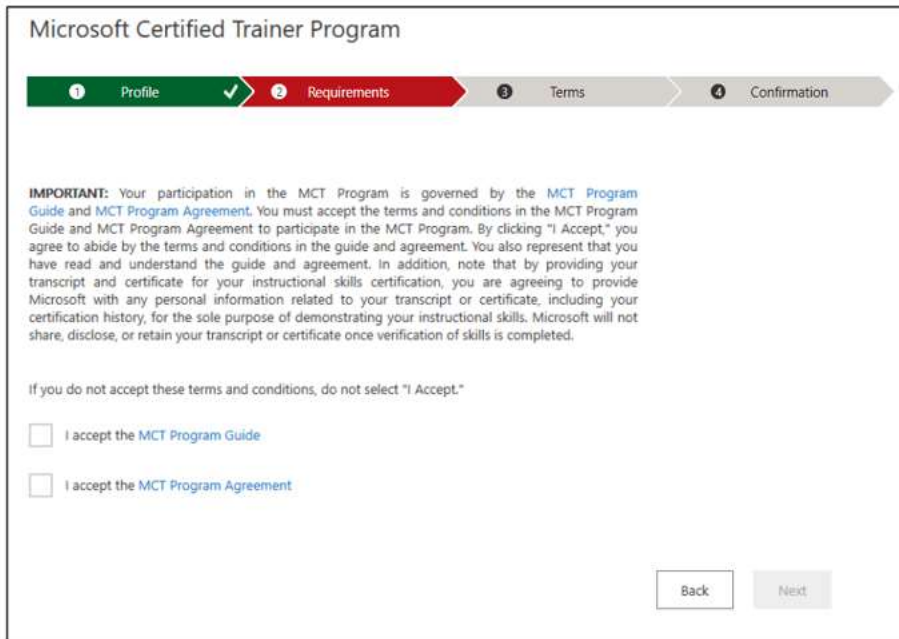
10. Select **Next** to continue.

11. 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.

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 directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.
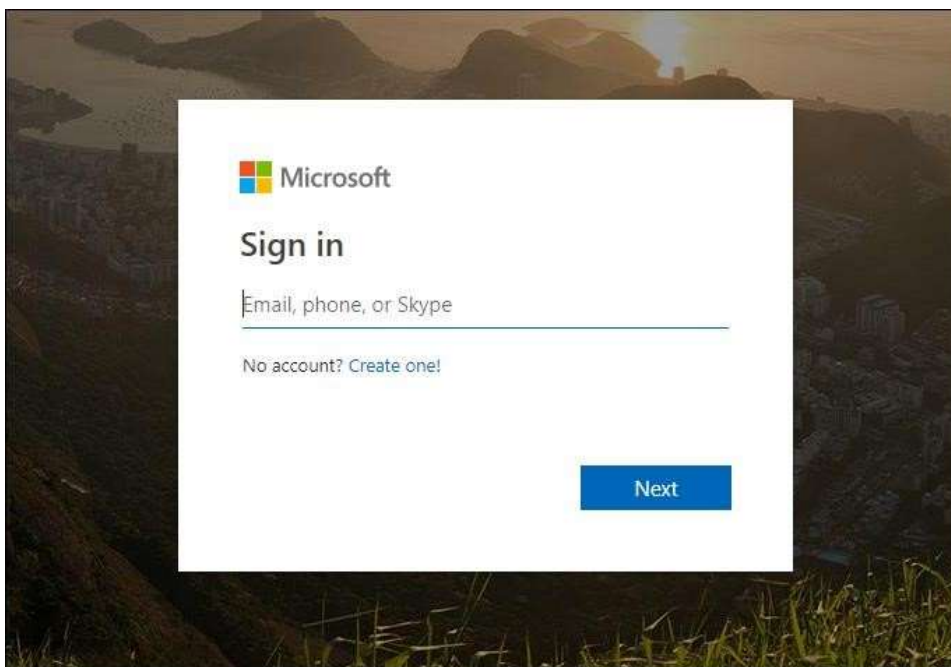
The **Profile** page appears, showing your anniversary date and membership status.
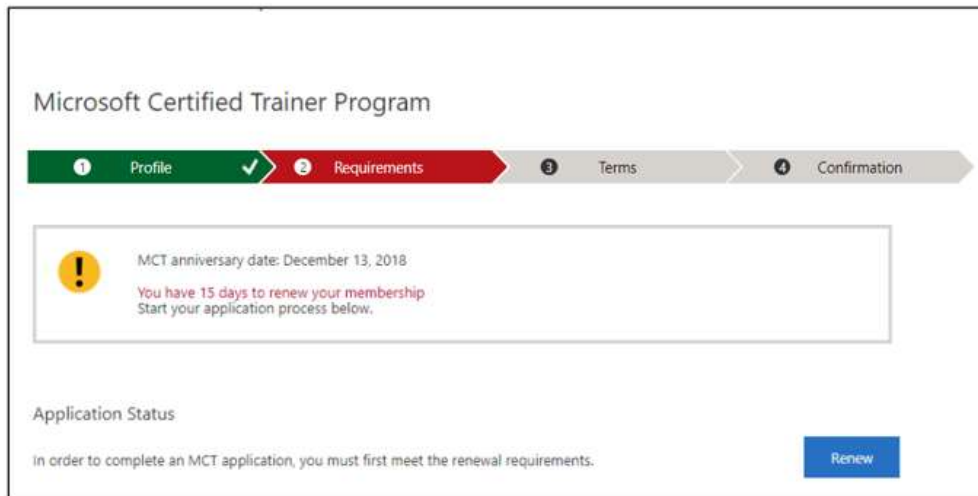
2. Select **Renew**.

Your employer type and primary training audience will be pre-populated, based on your current enrollment. If needed, you can change this information.

3. Select **Next** to continue. The **Requirements** page appears.

4. 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).

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

6. Select **Next** to continue.

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

8. Select **Next** to continue.

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
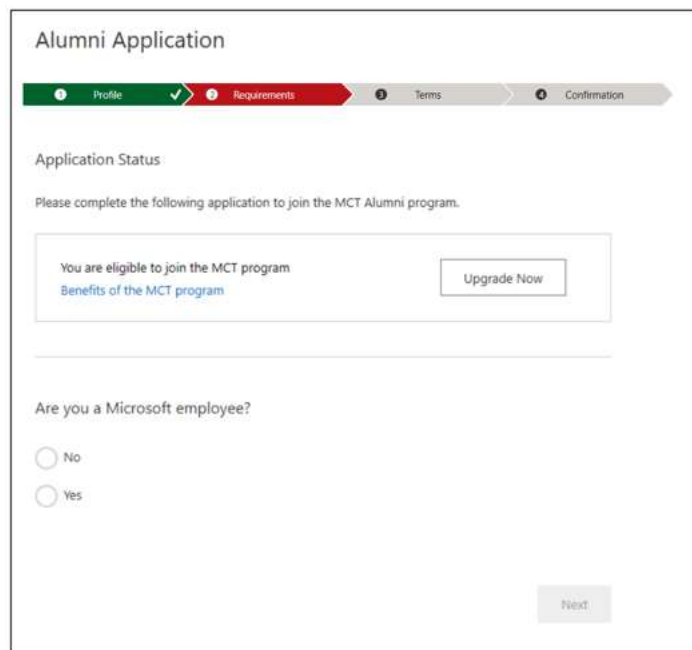

Apply for or renew your MCT Alumni membership

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 the <u>Certification Dashboard</u>.

2. The **Profile** page will appear.

3. Under **Are you a Microsoft employee?** select **No** or **Yes**:

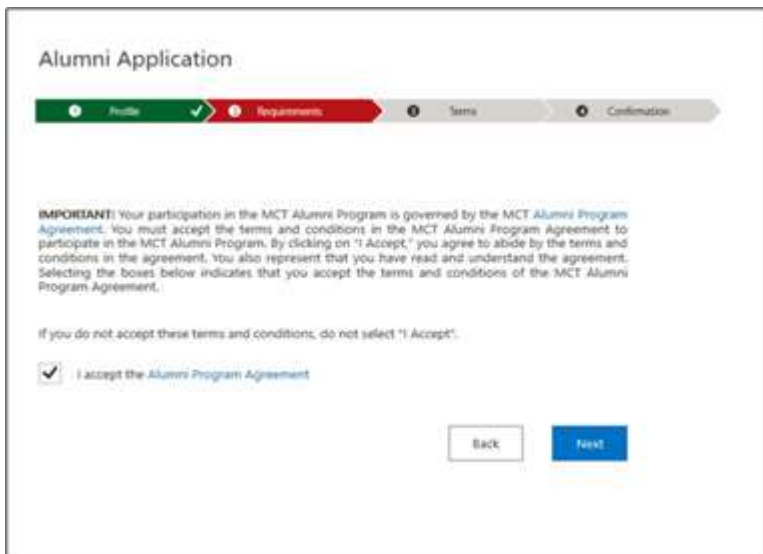**No.** Select an option under **Area of Expertise** and select **Next**.

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.

Microsoft Employee (FTE)

Enter domain and Microsoft alias ⑦

| domain\alias | Email Code |

Next

- 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 Application

Profile ✓ | Requirements | Terms | Confirmation

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
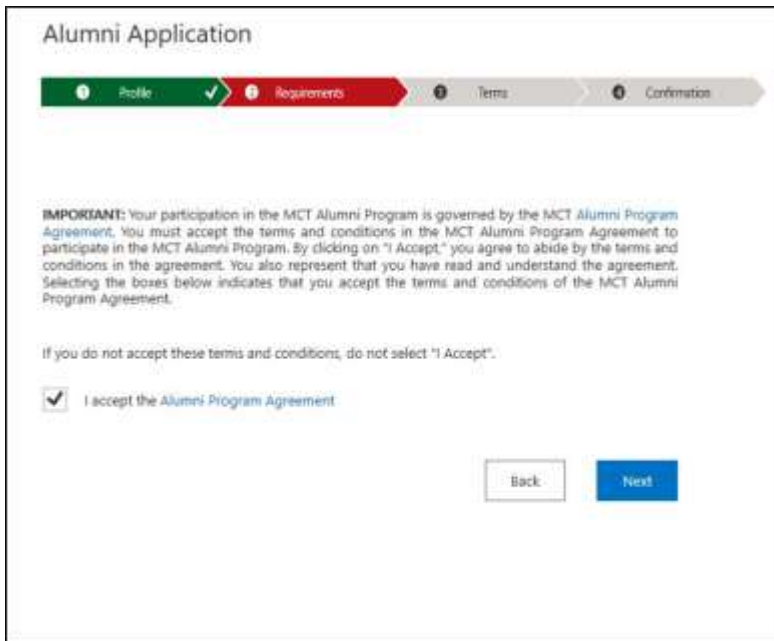
Back | Next

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

Renew your MCT Alumni membership

1. Sign into the MCT enrollment tool directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.

2. The **Profile** page will appear.
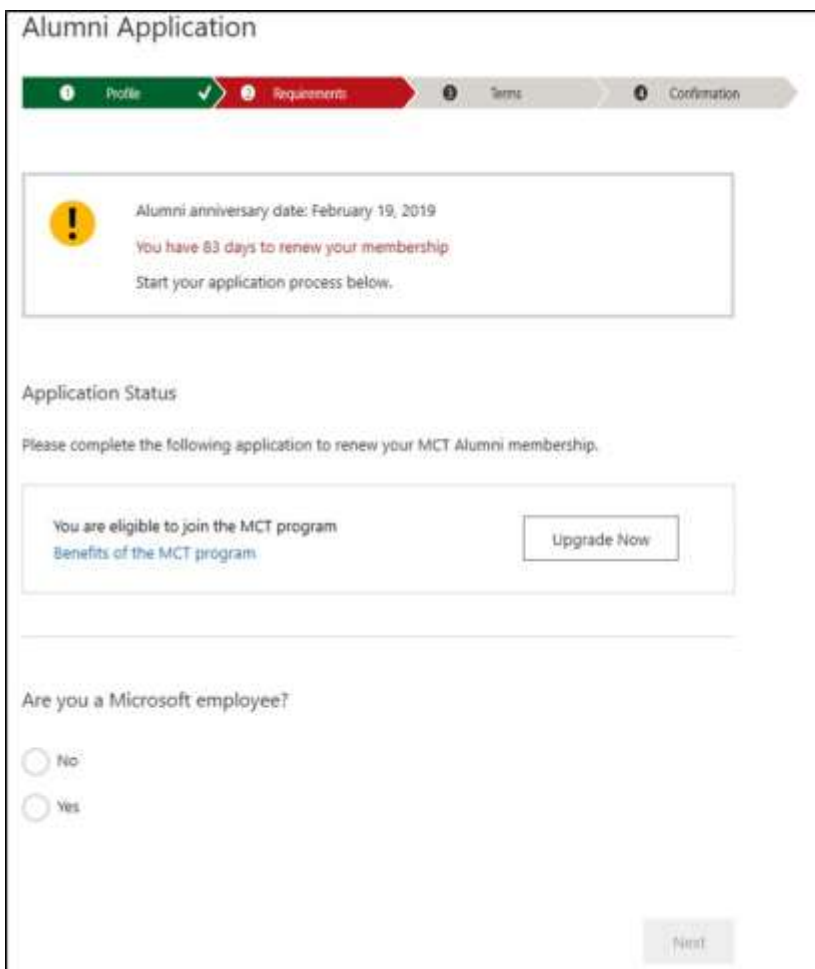
3. Under **Are you a Microsoft Employee?** Select **No** or **Yes**:

    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.

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 directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.

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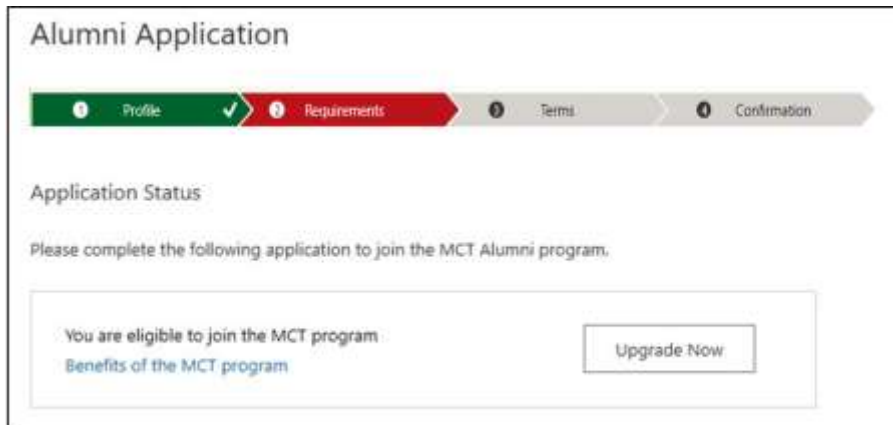
3. Select **Upgrade Now**.

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.

7. Select **Next** to continue.

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


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

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 directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.

2. The **Profile** page appears.

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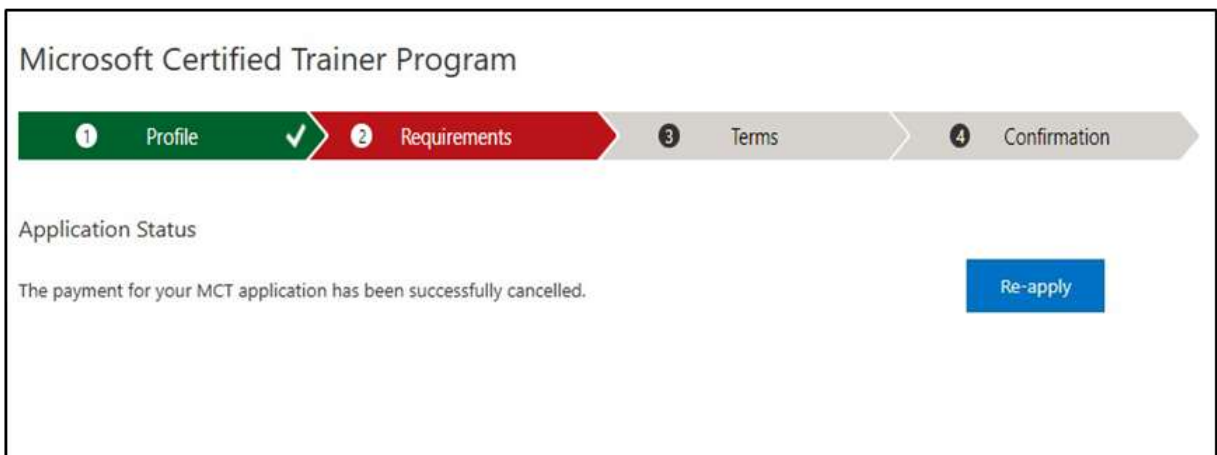
4. If your employer type has changed, in the **Employer Type** section, select the option that best describes your employer type.

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.
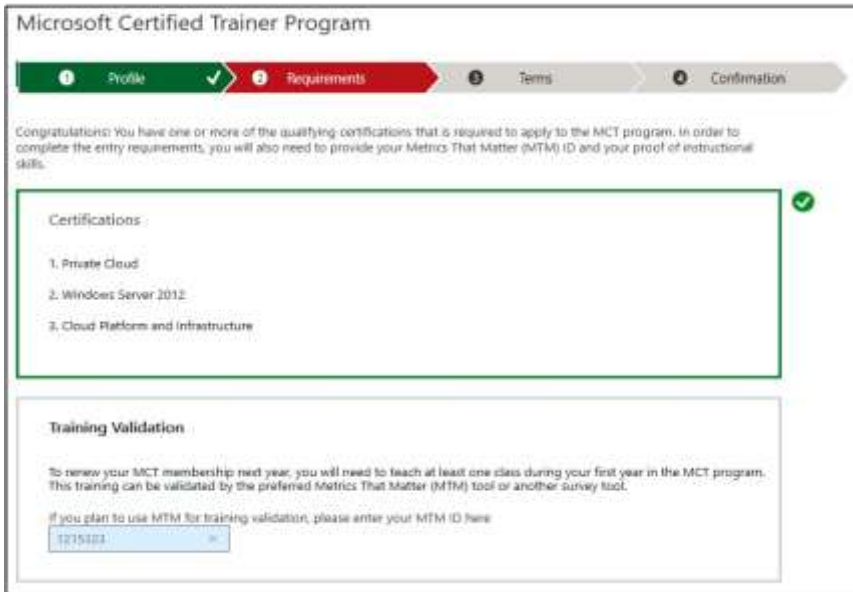
7. Select **Next** to continue.

8. On the **Terms** page, read and accept the terms and conditions, and then select **Next**.
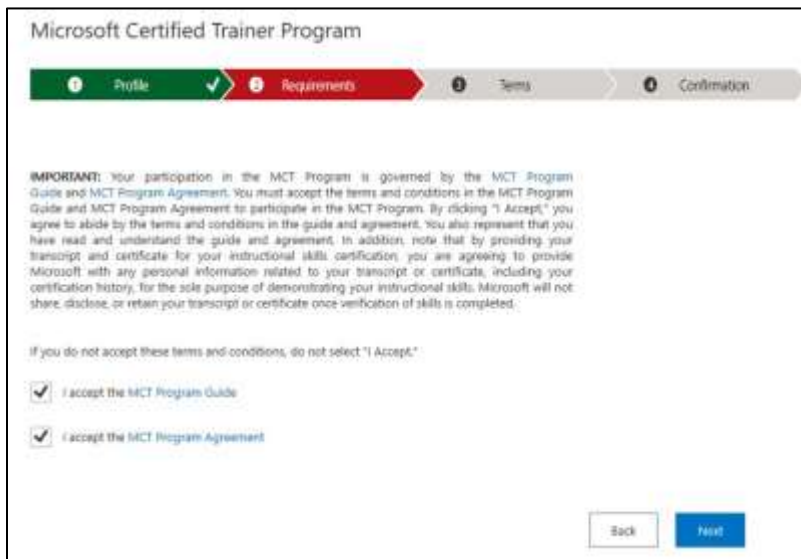
9.   Go to <u>Confirmation Page</u> and submit.

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

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 MCT support forum.