

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

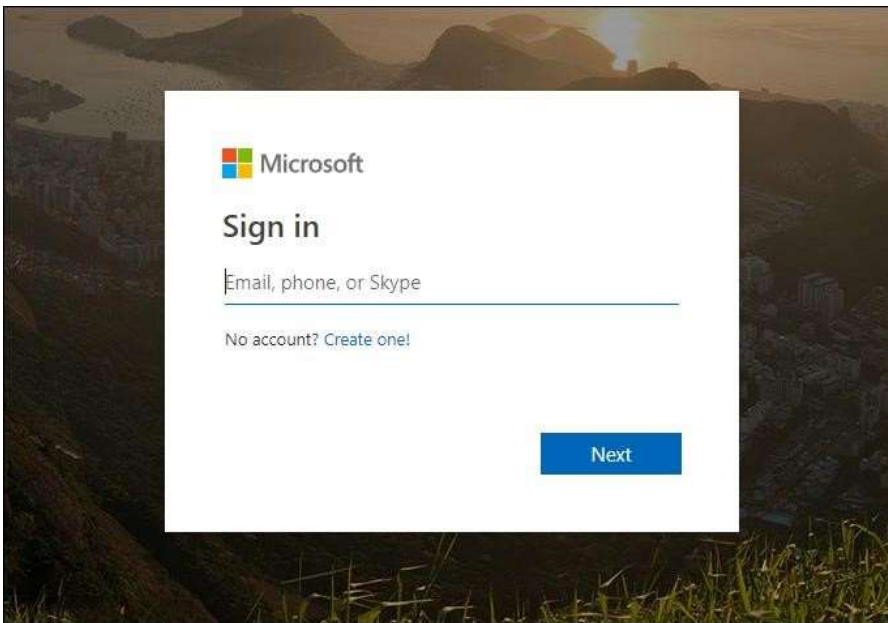
Before starting the enrollment or renewal process, you will need:

- 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).

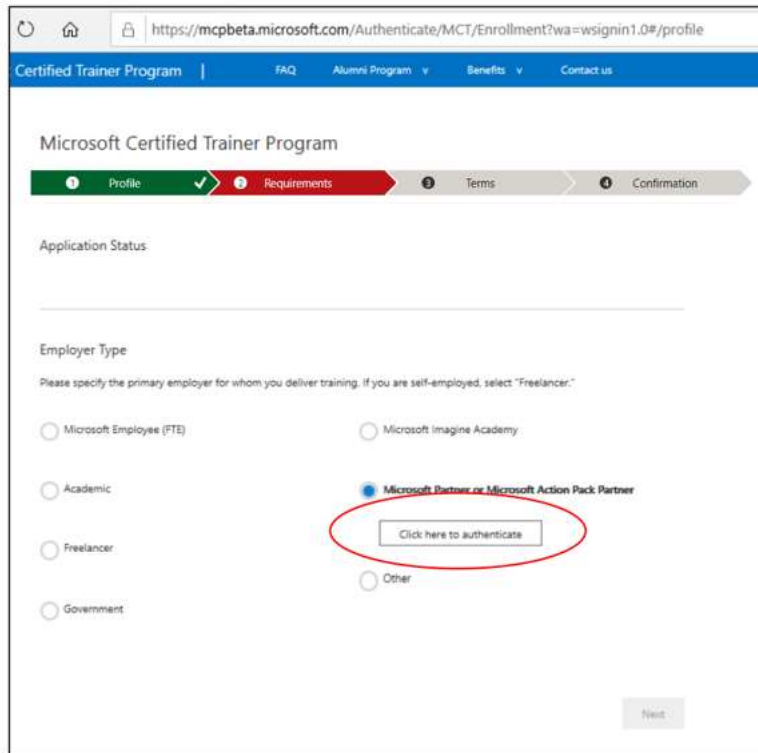
For any additional questions about the program, see the [Microsoft Certified Trainer](#) home page.

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.

Microsoft Partner or Action Pack Partner

[Click here to authenticate](#)

- ! If prompted, enter your Microsoft Partner credentials to authenticate.
- ! Your account is not recognized by Microsoft Partner Center. Please contact your Microsoft Partner Network Administrator for assistance.

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 2 Requirements 3 Terms 4 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

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 X

! 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

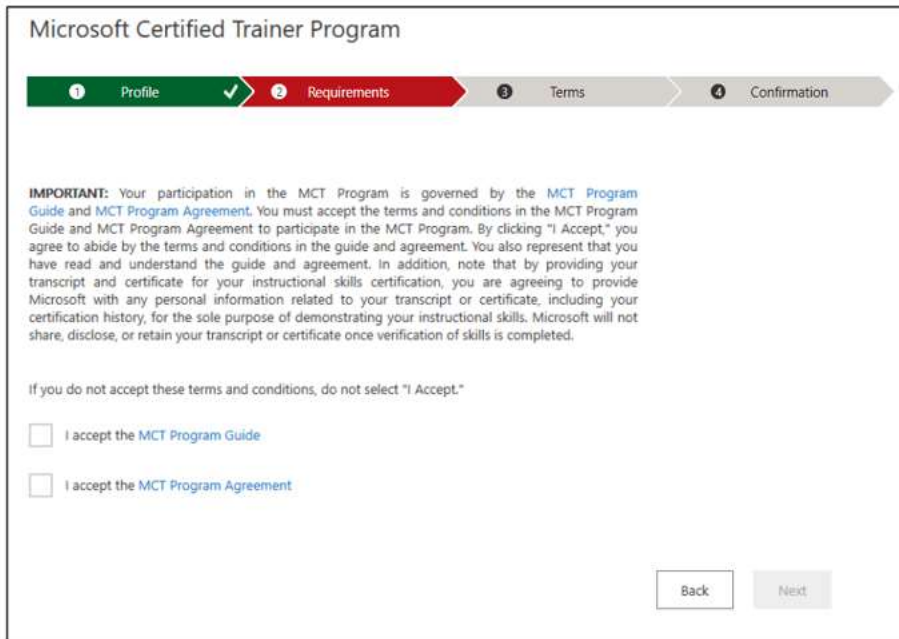
Reference name ?
Jacquelyn Allen

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.



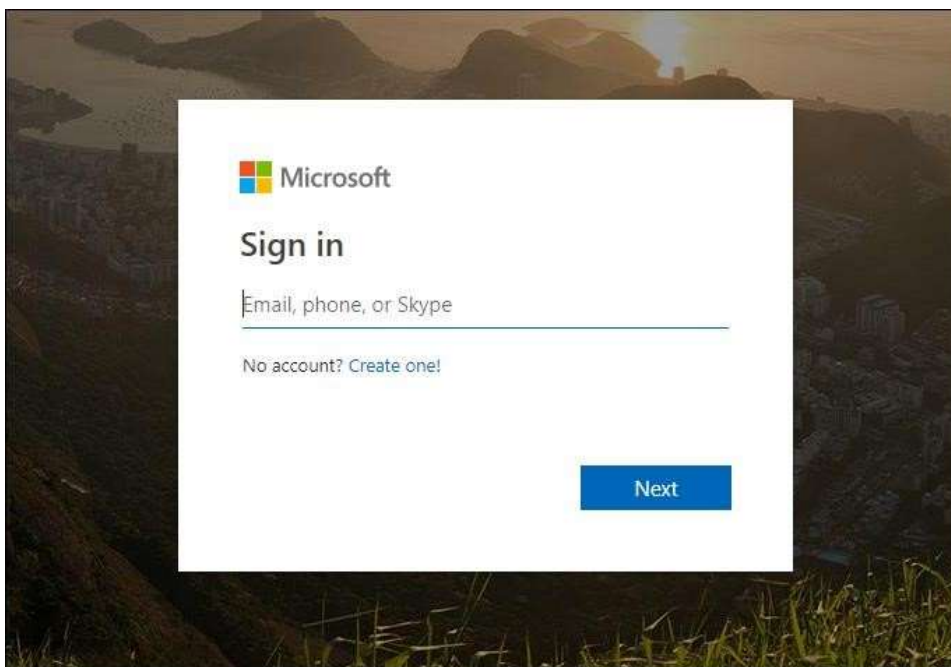
10. Select **Next** to continue.
11. Go to [Confirmation Page](#) and submit.
Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application.



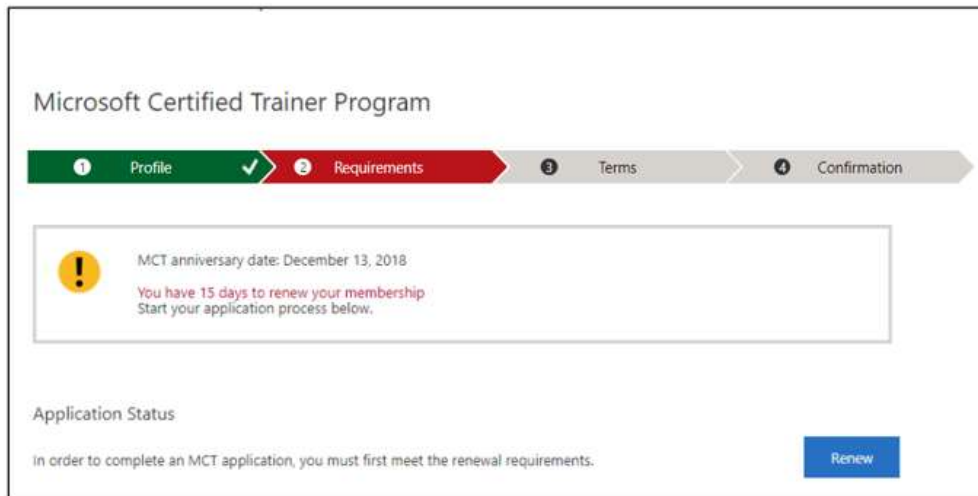
Renew your annual MCT membership

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.

1 Profile 2 Requirements 3 Terms 4 Confirmation

! MCT anniversary date: December 13, 2018.
You have 15 days to renew your membership.
Start your application process below.

Application Status
In order to complete an MCT application, you must first meet the renewal requirements.

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) Microsoft Imagine Academy

Academic Microsoft Partner or Microsoft Action Pack Partner

Freelancer Other

Government

Primary Training Audience
Please specify the primary audience to whom you deliver training.

Developer IT Professional

Microsoft Dynamics

Next

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).

Microsoft Certified Trainer Program

Profile Requirements Terms Certifications

To renew your MCT membership, you will need to meet the following requirements:

1. Have a qualifying certification
2. Teach at least one class in the previous year as validated by either the Trainer (TTM) or another survey tool

Certifications

1. Windows Server 2012
2. Messaging
3. Windows Server 2016

[View all](#)

Training Validation

NTM ID: Ahmed_ahmed@redhat [Change](#)

We're sorry, but in order to renew your MCT membership, you will need to meet the requirement of having taught at least one class in the previous 365 days. If you have used a survey tool other than Spiceworks Trainer (STT) or your TTM data is not correctly appearing, please submit a score report or training evidence to complete your renewal application. If you are submitting a non-STT training report, please attach it including your name, TOC#, course name(s), and course ID(s).

If you have met the renewal requirements, please upload your TTM score report below.

Maximum file size: 10 MB

If you have not met the renewal requirements, please consider joining the MCT Alumni program.

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.

1 Profile 2 Requirements 3 Terms 4 Confirmation

Congratulations! You have met the requirements to renew your MCT membership. Please proceed with completing your application.

Certifications

1. Windows Server 2012
2. Messaging
3. Windows Server 2016

Show all

Metrics That Matter (MTM) waiver form

Due to legal reasons, you have been offered an exemption from using the Metrics That Matter (MTM) tool. However, it is still required that you have delivered at least one training on Microsoft technologies in the previous 365 days in order to renew your MCT membership. Please provide the details of one course that you have taught in the previous 365 days. Please note that this information is subject to an audit.

Number of courses taught
2

Course name
Microsoft

Date course was taught (mm/dd/yyyy)
11/13/2018

Number of students / participants
10

Company / Academic institution
MCT

Manager's name
Raghav

Manager's email
test@hotmail.com

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

Microsoft Certified Trainer Program

1 Profile 2 Requirements 3 Terms 4 Confirmation

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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8. Select **Next** to continue.
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

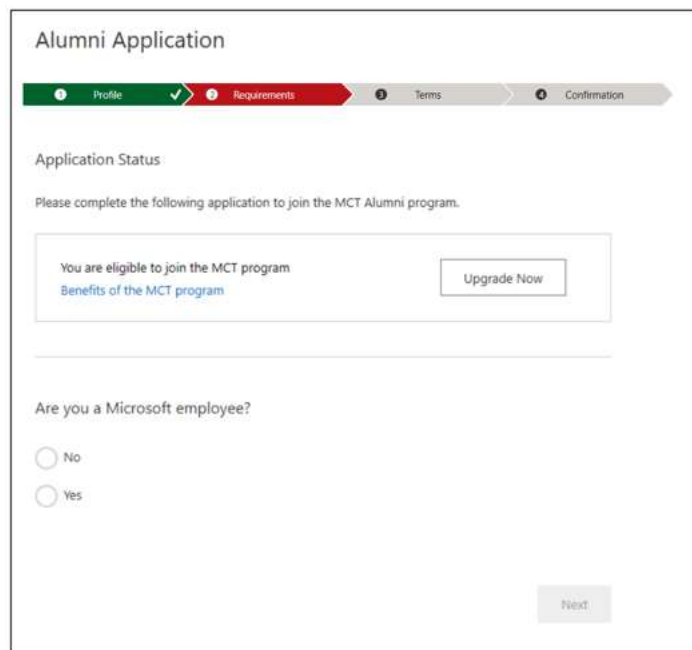


Apply for or renew your MCT Alumni membership

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 [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**.

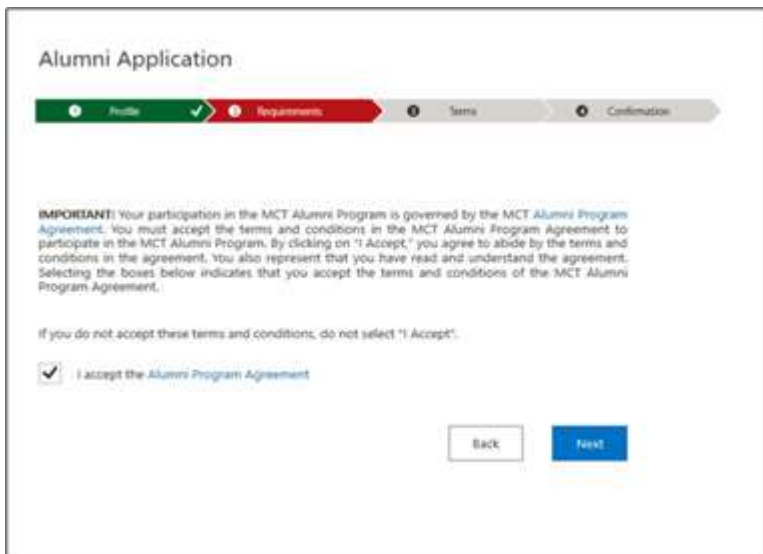
Yes. Enter your domain and Microsoft alias, then select **Email Code**. A one-time passcode will be sent to your Microsoft email account within a few minutes. You will have 120 days to use this code before you must request a new one.



- 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.

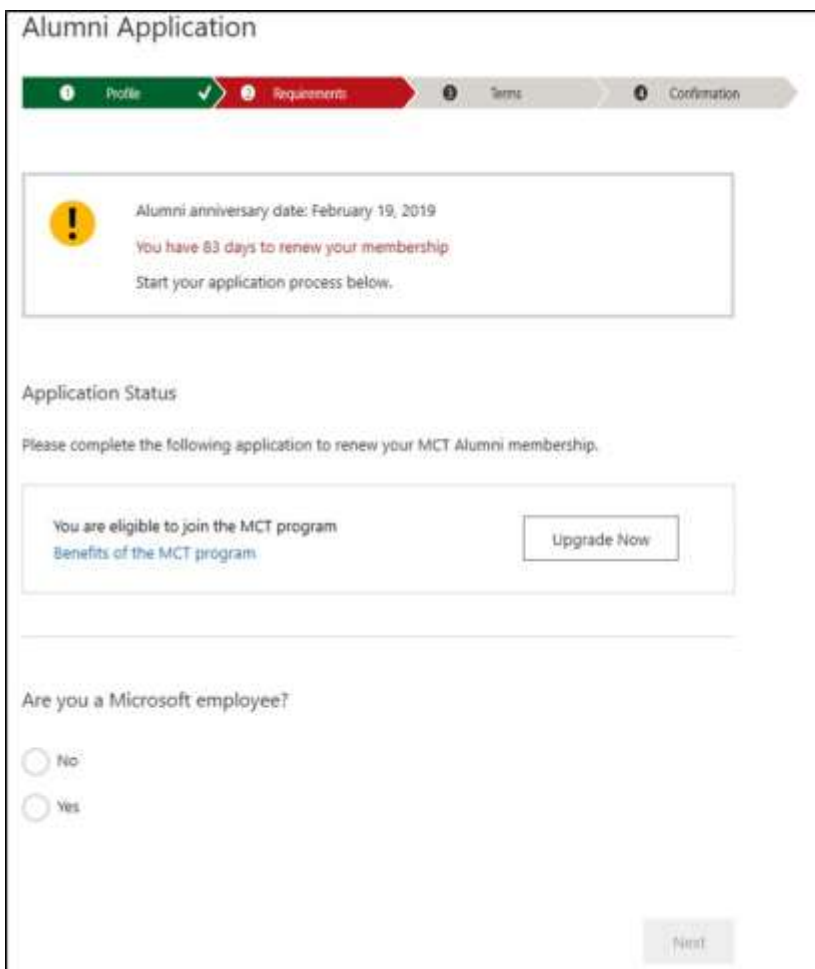
6. Go to [Confirmation Page](#) and submit.

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



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.

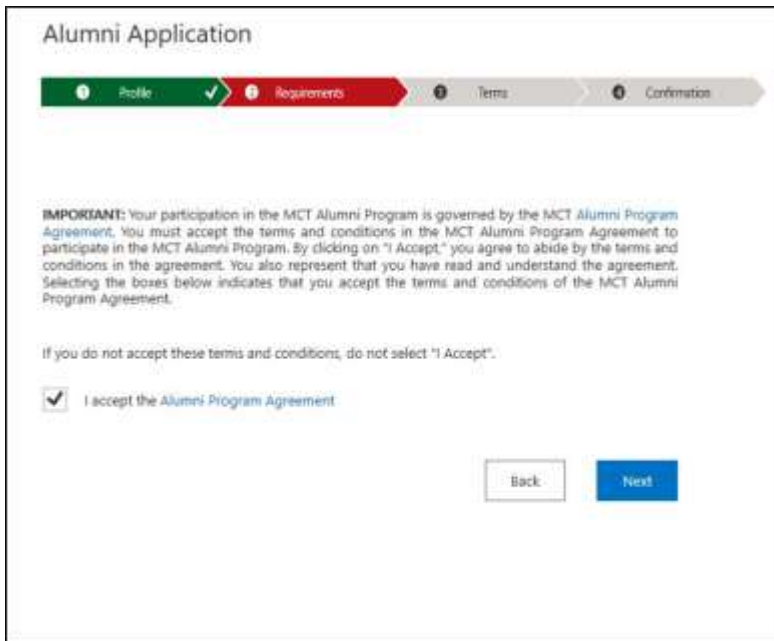


3. Under **Are you a Microsoft Employee?** Select **No** or **Yes**:
No. Select an option under **Area of Expertise** and select **Next**.

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.

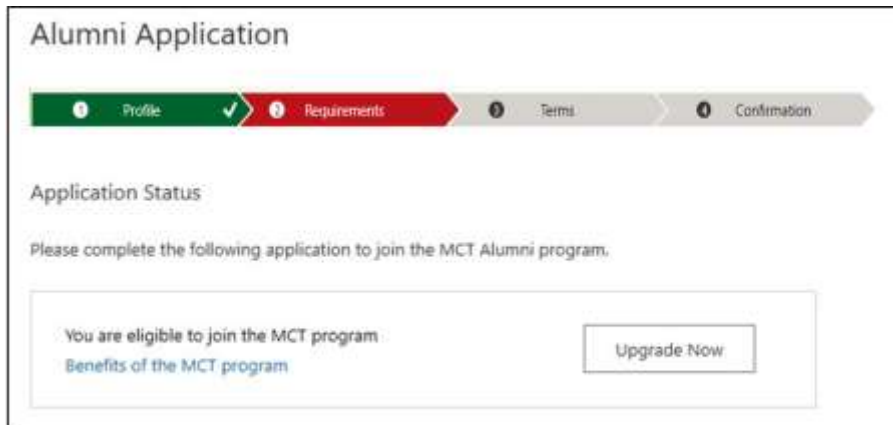


5. Select **Next** to continue.
6. Go to [Confirmation Page](#) and submit.
Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application



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.

Microsoft Certified Trainer Program

1 Profile ✓ 2 Requirements 3 Terms 4 Confirmation

Congratulations! You have met the requirements to re-join the MCT program. Please proceed with completing your application.

Certifications ✓

- 1. Microsoft Office Specialist 2007 Master
- 2. Microsoft Word 2013 Expert

Training Validation ✓

It's not required to have taught a course in the previous year to reinstate your MCT membership. However, to renew your MCT membership next year, you will need to have taught at least one class in the coming year, as validated by Metrics that Matter (MTM) or another survey tool.

MTM ID
vleavenworth [Change](#)

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7. Select **Next** to continue.

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

Microsoft Certified Trainer Program

1 Profile ✓ 2 Requirements ✓ 3 Terms 4 Confirmation

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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9. Go to [Confirmation Page](#) and submit.

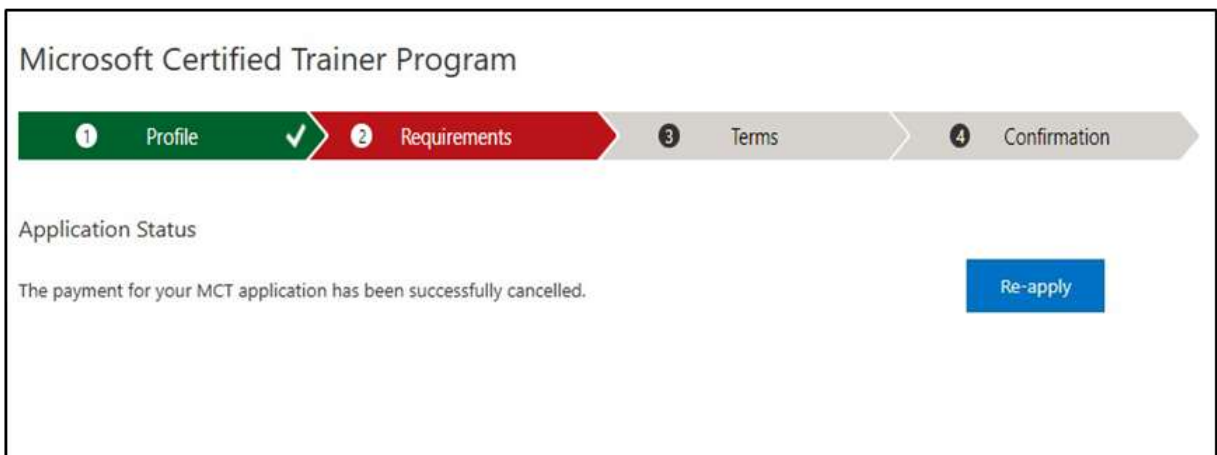
Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application



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**.

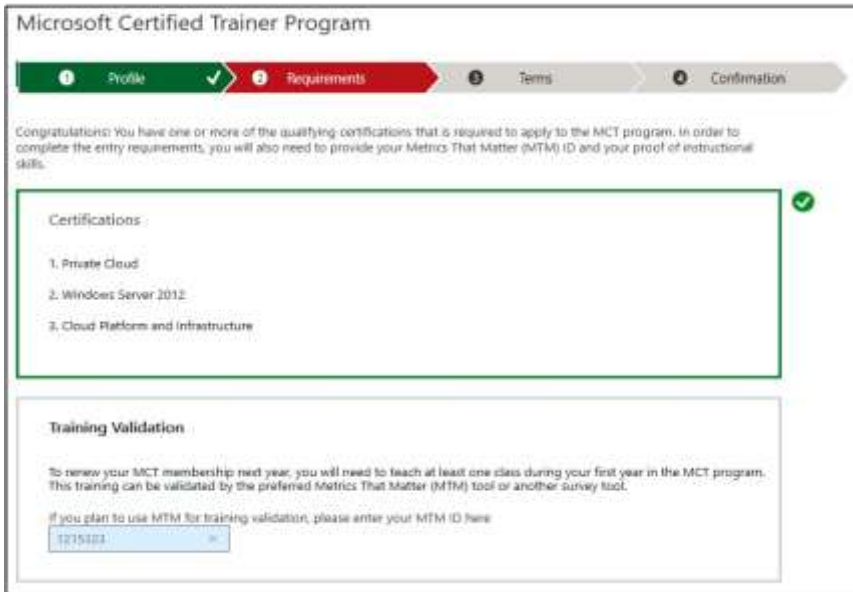


4. If your employer type has changed, in the **Employer Type** section, select the option that best describes your employer type.

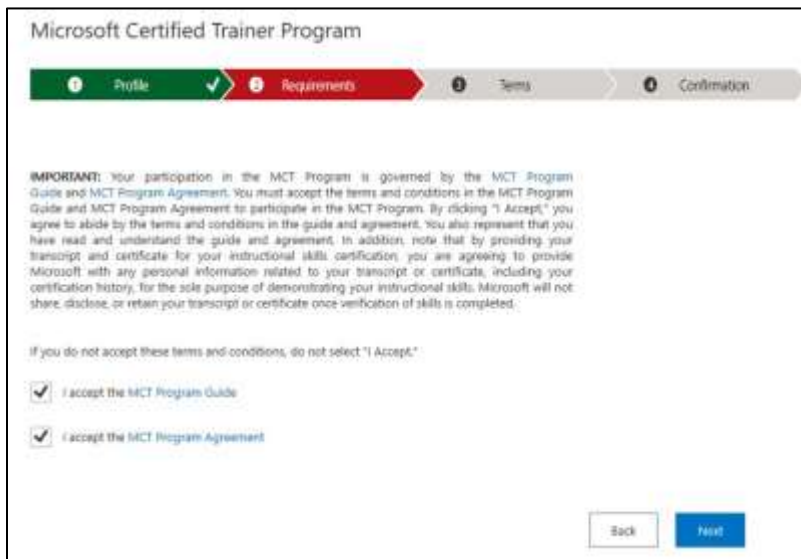
The screenshot shows the 'Microsoft Certified Trainer Program' interface. At the top, there is a progress bar with four steps: 'Profile' (completed), 'Requirements' (active), 'Terms', and 'Confirmation'. Below the progress bar, the 'Application Status' section indicates that the payment for the MCT application has been successfully cancelled. A message prompts the user to update their employer type if it has changed recently. The 'Employer Type' section contains several radio button options: 'Microsoft Employee (FTE)', 'Academic' (selected), 'Freelancer', and 'Government'. There are also options for 'Microsoft Imagine Academy', 'Microsoft Partner or Microsoft Action Pack Partner', and 'Other'. A 'Change' button is located next to the 'Institution name' and 'Tempe Union' fields. A green checkmark is visible in the top right corner of the form area.

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 [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



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](#).