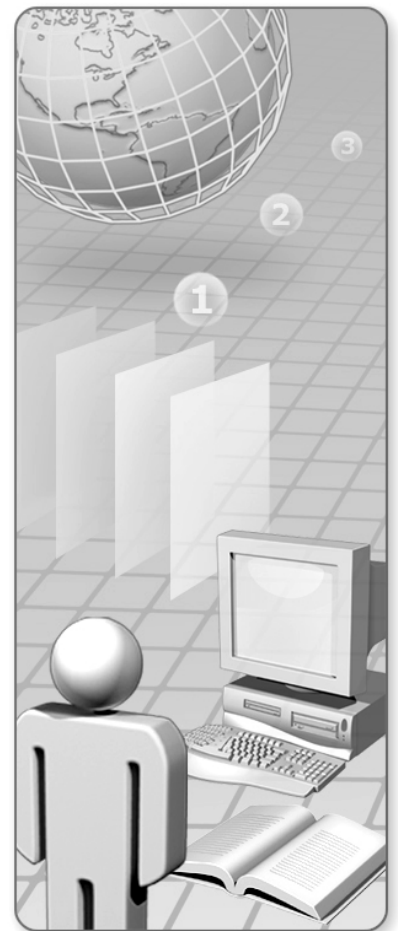

Microsoft Certified Trainer - Program Guide 2005

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Section 1: Benefits of Microsoft Certified Trainer (“MCT”) Certification

Microsoft certifies professional trainers who demonstrate and maintain technical and instructional expertise using Microsoft® technologies and who apply their skills to today’s learning environment for Information Technology (“IT”). MCT Certification means that these professional trainers meet Microsoft’s high standards for delivering Microsoft training.

The Microsoft Certified Trainer credential allows students, training providers, and organizations to identify skilled professionals who can deliver training on Microsoft technologies and products. With an MCT Certification, trainers have a competitive edge in their career and are a vital resource in today’s technical training community.

In addition to industry recognition, Microsoft provides MCTs with a valuable set of trainer resources to help them become some of the best technology trainers in the world. Members of the MCT community receive a number of program benefits, including:

- **Exclusive authorization to teach Microsoft Learning and Microsoft Business Solutions courses at a Microsoft Certified Partner for Learning Solutions.** Because MCTs play such an important role in the training process, Microsoft requires that qualified MCTs are used exclusively to deliver training on Microsoft courses in all public, open enrollment classes and private, limited enrollment classes hosted by a Microsoft Learning Solutions competency partner.
- **Exclusive Internet access to Trainer Kits for all Official Microsoft Learning Products and MBS Learning Products** (including—but not limited to—Microsoft Official Courses, Microsoft Official Workshops, Microsoft Official Seminars and Microsoft Official Clinics) More information on the Microsoft Learning product portfolio is available on the MCT Member Site at https://partnering.one.microsoft.com/mct/features/blended_learning.aspx. Trainer Kits are available to download through an MCT Download Center. These Trainer Kits include Official Microsoft Learning Products, MBS Learning Products, and other selected titles. Additional content is added throughout the year.
- **Unlimited access to the library of Microsoft Learning e-Learning products** (North America and EMEA only). MCTs may request access codes for Microsoft Learning e-Learning products at <http://www.microsoftlearning.com>.
- **Ability to acquire full-packaged Trainer Kits for Official Microsoft Learning Products and MBS Learning Products and access to available on-line virtual labs.** MCTs may acquire Trainer Kits at a discounted cost from their local fulfillment center, and online virtual labs and e-Learning courses may be acquired at <http://www.microsoftlearning.com>.
- **Exam discounts.** MCTs receive a forty-five (45%) discount on MCP and MBS certification exams in countries where the exam cost is equivalent to US \$125 or more. In countries where the exam cost is less than the equivalent of US \$125, MCTs receive a twenty percent (20%) discount.

- **Microsoft Press book discounts.** (U.S. and Canada only) MCTs may acquire Microsoft Press books from their local fulfillment center at a 50% discount.
- **Microsoft TechNet Plus discounts.** MCTs receive a 38% discount on a one-year subscription to TechNet Plus, 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.)
- **Virtual Hard Disk Images for Microsoft Learning and Microsoft Business Solutions learning products.** MCTs receive a set of DVDs containing the base images required to teach Virtual PC-enabled learning products.
- **Courseware support.** MCTs may use a special support alias to ask questions or report problems about Official Microsoft Learning Products and MBS Learning Products components. This support service can assist you with classroom setup problems, lab issues, content clarification, or other matters related to the courseware materials. Coverage is worldwide, although resolutions are delivered in English only.
- **Exclusive access to the MCT Member Site and the monthly MCT Flash newsletter.** The MCT Member Site and MCT Flash newsletter provide timely updates on MCT Program announcements, Microsoft Certification and courseware information, trainer events, and special promotions.
- **Special offers for the MCT community.** Many products and services are offered free of charge or at a discount for MCTs. These special offers can be found on the MCT Member Site.
- **MCT Member newsgroups on the Internet.** The newsgroups allow you to share training tips and exchange information with your peers and Microsoft.
- **Invitations to regional and national Microsoft events.** These events include various trainer-readiness events, both regional and international. Attending these events will help you stay current and competitive with Microsoft technology.
- **Microsoft Certified Trainer logo.** The MCT Logo and other materials allow you to identify yourself to Microsoft Certified Partner for Learning Solutions (“**Learning Solutions Partner**”) and other Authorized Customers and students.

Section 2: How to Become an MCT

To become an MCT, you must complete these steps, as further detailed below:

1. Earn an accepted Microsoft Certified Professional (“MCP”) or Microsoft Business Solutions (“MBS”) credential,
2. Prove your instructional presentation skills, and
3. Apply to become an MCT and pay the annual fee.

If you have questions about the MCT Certification requirements, please contact your region’s Microsoft Regional Service Center for assistance at <http://www.microsoft.com/training/worldsites>.

Step 1: Earn a Qualifying Microsoft Certified Professional or MBS Credential

Before you apply to be an MCT, you must earn one of these credentials:

- 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
- Microsoft Certified Solution Developer (MCSD) on Visual Studio 6.0
- Microsoft Certified Solution Developer (MCSD) for Microsoft .NET
- Microsoft Certified Database Administrator (MCDBA) on Microsoft SQL Server™ 2000
- Microsoft Certified Professional: Exam 70-301, Managing, Organizing, and Delivering IT Projects by Using the Microsoft® Solutions Framework
- The combination of the following Microsoft Operations Framework-related requirements:
 - MCP Exam 70-291, Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure
 - ITIL Foundations Certification
 - Attend Course 1737, *Microsoft Operations Framework Essentials*
- MBS Certified Master – Microsoft Business Solutions Great Plains Application
- MBS Certified Master – Microsoft Business Solutions Great Plains Installation and Configuration
- MBS Certified Master – Microsoft Business Solutions Solomon Application

- MBS Certified Master – Microsoft Business Solutions Solomon Installation and Configuration
- MBS Certified Master – Microsoft CRM Applications
- MBS Certified Master – Microsoft CRM Installation and Configuration
- MBS Certified Master – Microsoft Business Solutions Navision Applications
- MBS Certified Master – Microsoft Business Solutions Navision Installation and Configuration
- MBS Certified Master – Microsoft Business Solutions Navision Development
- MBS Certified Master – Microsoft Business Solutions Axapta Application
- MBS Certified Master – Microsoft Business Solutions Axapta Installation and Configuration
- MBS Certified Professional - Microsoft Business Solutions – Retail Management

The purpose of this requirement is to verify that MCTs have a proven technical base of skills and job role competency from which to teach. Earning a Microsoft certification acknowledges that you have demonstrated your understanding of and proficiency in working with Microsoft products and technologies in a field or job role(s) associated with your credential. You may only teach Microsoft Courses that map to the certifications you hold (see Section 3, MCT Competencies).

Step 2: Prove Your Instructional Presentation Skills

The following requirements are for MCT candidates in North America. MCT candidates outside North America may complete one of the following options, or you may contact your local Microsoft Regional Service Center (“RSC”) for alternative requirements in your region.

To demonstrate that you possess instructional presentation skills, you must have completed at least one of the following requirements (please indicate on your MCT Application which one(s) you have achieved):

- 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. See <http://www.microsoft.com/traincert/mcp/mct/guide/three.asp> for information on approved training providers.
- Provide evidence of your certified instructor credential from one of the following vendors:
 - Cisco Systems
 - Citrix
 - Novell
- Provide evidence of your employment as an instructor by an Accredited Academic Institution

Step 3: Apply and Pay the Annual Fee

The MCT Enrollment Tool is available on the MCP Member Site at <https://partnering.one.microsoft.com/mcp>. You must complete the online Application, pay the annual program fee, and submit the appropriate documentation to the address that is specified in the MCT Enrollment Tool.

Fees vary depending on your country of residence. Please refer to the online fees table at <http://www.microsoft.com/traincert/mcp/mct/guide/fees/default.asp> for specific information.

Note

If you do not hold an MCP certification, you will need to provide your Registration ID in order to access the MCP Member Site. Your registration ID is typically found on your exam score report and transcript for the following certifications:

- MBS Certified Professional - Microsoft Business Solutions

When you enter the MCP Member Site using your Registration ID, you will be able to access the MCT Application, but you will not be able to access many of the other features of the MCP Member Site.

Please allow two weeks for processing of required documents by the appropriate RSC. 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.

Section 3: MCT Competencies

The MCT Program encompasses the instruction of a wide range of Microsoft technologies to a wide range of audiences. To help ensure relevancy to particular audiences, MCTs are assigned to one or more Competencies based on the certification(s) that they hold. The following table lists the MCT Competencies and their associated certifications.

Competency	Certification
Desktop Support Technician	MCDST
Systems Administrator (Windows 2000)	MCSA on Microsoft Windows 2000
Systems Administrator (Windows Server 2003)	MCSA on Microsoft Windows Server 2003
Systems Engineer (Windows 2000)	MCSE on Microsoft Windows 2000
Systems Engineer (Windows Server 2003)	MCSE on Microsoft Windows Server 2003
Database Administrator	MCDBA
Application Developer	MCAD
Solution Developer (Visual Studio 6.0)	MCSD on Visual Studio 6.0
Solution Developer (Microsoft .NET)	MCSD for Microsoft .NET
MBS Applications Professional	Any one of the following certifications: MBS Certified Master – Microsoft Business Solutions Great Plains Application MBS Certified Master – Microsoft Business Solutions Solomon Application MBS Certified Master – Microsoft CRM Applications MBS Certified Master – Microsoft Business Solutions Navision Applications MBS Certified Master – Microsoft Business Solutions Axapta Application MBS Certified Professional - Retail Management Solutions
MBS Development	Either of the two following certifications MBS Certified Master – Microsoft Business Solutions Navision Development MBS Certified Master – CRM Development

MBS Installation & Configuration	<p>Any one of the following certifications:</p> <p>MBS Certified Master – Microsoft Business Solutions Great Plains Installation & Configuration</p> <p>MBS Certified Master – Microsoft Business Solutions Solomon Installation & Configuration</p> <p>MBS Certified Master – Microsoft CRM Installation & Configuration</p> <p>MBS Certified Master – Microsoft Business Solutions Navision Installation & Configuration</p> <p>MBS Certified Master – Microsoft Business Solutions Axapta Installation & Configuration</p> <p>MBS Certified Professional - Retail Management Solutions</p>
Microsoft Solutions Framework	MCP exam 70-301, Managing, Organizing, and Delivering IT Projects by Using the Microsoft Solutions Framework
Microsoft Operations Framework	<p>All of the following requirements:</p> <p>MCP exam 70-291, Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure</p> <p>Proof of certification: ITIL Foundations</p> <p>Proof of attendance: Course 1737, Microsoft Operations Framework Essentials</p>

Restrictions on Microsoft Course Delivery

MCTs conducting public training are restricted to teaching Microsoft Courses associated with their Competencies. A list of Microsoft Courses associated with each Competency is available at <https://partnering.one.microsoft.com/mct/downloads/CandidateCourseCompetencyMap05.doc>. The MCT transcript will list the MCT's Competencies as well as the Microsoft Courses that an MCT is qualified to teach.

Public, open-enrollment training using Official Microsoft Learning Products or MBS Learning Products may only be taught at a Learning Solutions Partner location, a Microsoft IT Academy location, or on-line on behalf of a Learning Solutions Partner or a Microsoft IT Academy. MCTs may provide private training using Official Microsoft Learning Products or MBS Learning Products at a Learning Solutions Partner's location or their customer's location or via a Microsoft Certified Partner at its location, its customer's location, or another classroom, as long as the hardware in any of such venues complies with the hardware requirements in the Trainer Kits that correspond with the Microsoft Course being taught. MCTs must comply with the terms of conditions of the EULA included with any Microsoft Courseware.

Multiple Competencies

MCTs may belong to more than one Competency, but they must hold all necessary certifications for each Competency to which they belong. Some

Microsoft Courses may require that the trainer belong to multiple Competencies in order to conduct training (see Restrictions on Microsoft Course Delivery above).

Section 4: 2005 MCT Program Requirements

Microsoft recognizes and promotes MCTs as professionals who are skilled in Microsoft software, technologies, and learning products. Because MCTs play such an important role in the learning process, it is important that MCTs perform instructionally and technically at the level required to deliver the best possible training to IT professionals and developers. For this reason, the MCT Program requires that MCTs consistently maintain a high level of customer satisfaction and a minimum level of training activity throughout the Program Term.

The 2005 Program Term is divided into 6 program quarters:

- Quarter 1: October 1, 2004 through December 31, 2004
- Quarter 2: January 1, 2005 through March 31, 2005
- Quarter 3: April 1, 2005 through June 30, 2005
- Quarter 4: July 1, 2005 through September 30, 2005
- Quarter 5: October 1, 2005 through December 31, 2005
- Quarter 6: January 1, 2006 through March 31, 2006

To simplify the process of collecting evidence in support of requirements, Microsoft will use information collected by the Metrics that Matter (“MTM”) program to determine MCT Certification status. More information about the MTM program is available at <http://www.knowledgeadvisors.com>.

Keep your DSAT at 10% or lower

On a quarterly basis, no more than 10% of your customer satisfaction scores as reported by the MTM program may be in the Dissatisfied (DSAT) range (1-4 points on a 9-point scale). Your MCT certification will be rescinded if your DSAT scores exceed 10% in each of two consecutive quarters.

During the 2005 Program Term, Microsoft may institute a similar program requirement for a minimum VSAT level. This requirement would be announced on the MCT member site and in the MCT Flash newsletter, and would take effect at the beginning of the following quarter.

MTM reporting is provided to Microsoft automatically on an ongoing basis. At various times during the Program Term, Microsoft will conduct reviews and audits to ensure reporting compliance and integrity.

Teach at least 15 students in any 12 month period

To remain an MCT in good standing, you must deliver training using Microsoft Courses—in a valid venue (Learning Solutions Partner, IT Academy, customer site, etc.)—to a total of at least 15 students in a single period of four consecutive program quarters using the approved Courseware listed below. Compliance will be determined based on student evaluations received and recorded in the Metrics that Matter program.

The following are approved Microsoft Courses:

- Official Microsoft Learning Products, (including Microsoft Official Courses, Microsoft Official Workshops, Microsoft Official Seminars and Microsoft Official Clinics, and including both classroom and on-line training)
- MBS Learning Products

- Custom courses made up of at least fifty percent (50%) Official Microsoft Learning Products or MBS Learning Products or 3 Official Microsoft Learning Product modules (whichever is less)
- Microsoft Official Academic Curriculum (“MOAC”) or Microsoft Academic Learning Series (“ALS”) courses when delivered at a Microsoft IT Academy or other accredited academic institution.

Audits and Reviews

Microsoft will review MCT compliance with the requirements listed above on a quarterly basis. Microsoft will use data provided by the MTM program to determine whether MCTs are compliant with program requirements. Failure to remain compliant may result in decertification.

Microsoft will conduct audits each year to ensure that MCTs are fulfilling MCT Program requirements. You should prepare and keep a file with records that indicate delivery of Microsoft Courses to which you attested during your renewal. These proofs of compliance should match the items that you list in your renewal application. If you are contacted regarding an audit, you will be required to provide proof that you fulfilled these requirements.

Audit candidates are selected randomly. However, your chances of being selected for an audit may increase if you meet one or more of the following conditions:

- Your average customer satisfaction score ranks in the top quartile of all MCTs.
- Your average customer satisfaction scores change significantly between two consecutive program quarters.
- A disproportionate number of your MTM evaluations (based on regional norms) are entered by you or a Learning Solutions Partner administrator rather than your students..
- A disproportionate number of your MTM evaluations (based on regional norms) are anonymous.

If the audit determines that you have intentionally falsified your credentials, or you cannot produce evidence of compliance, you will be decertified. Depending on the severity of noncompliance, you may be permanently decertified. This strict application of MCT Certification requirements is intended to protect the majority of MCTs who abide by the requirements of the MCT Program.

Losing Your MCT Certification

MCTs may lose their MCT Certification for these reasons:

- Teaching a Microsoft Course without using student course materials in their original form (for example, using photocopied student or trainer materials).
- Teaching an Official Microsoft Course without using the relevant Official Microsoft Learning Product.
- Teaching an MBS Course without using the relevant MBS Learning Product
- Cheating on MCT Program requirements.
- Cheating on an MCP or MBS exam or helping another candidate cheat on an MCP or MBS exam. In this case, you will also permanently lose your MCP certifications.
- Using the MCT Logo in a manner that violates the terms and agreement you signed in the MCT Application.

- Not representing Microsoft or the Learning Solutions Partner, IT Academy, or Microsoft Certified Partner professionally and ethically.
- Using trainer materials in a manner that is not consistent with the end-user license agreement (“EULA”) that accompanies the trainer materials.
- Teaching a Microsoft Course in a Competency in which you are not certified.

Section 5: MCT Certification Status

The MCT Program is an annual program for individuals. Individuals who are not currently MCTs may elect to join at any time during the Program Term. Individuals who are MCTs in good standing may renew their MCT status during the Renewal Period (October 1, 2004 through October 31, 2004). MCTs who do not renew their MCT status may still elect to re-enroll in the MCT Program later in the Program Term, but their transcript will reflect an interruption in their certification status.

Involuntary Decertification

MCTs who are decertified for cause (see Section 4 above) will not be allowed to re-enroll in the MCT Program for a period of one year following their decertification. Where the cause is sufficiently severe, the individual may be prohibited from re-enrolling in the MCT Program in perpetuity.

If your certification is rescinded for failure to teach at least 15 students over a single period of four consecutive program quarters, you may re-enter the program within one year by agreeing to teach at least one student during the quarter in which you re-enroll (see Section 7 below).

Section 6: Renewing Your MCT Certification

If you are an MCT in good standing, you may renew your MCT Certification during the Renewal Period (October 1, 2004–October 31, 2004). Renewal includes these steps.

1. Review the Program Guide

Review the 2005 MCT Program requirements (Section 4).

Note You are no longer required to earn Continuing Education Credits in order to renew your MCT certification.

2. Review the MCT Agreement

Review this MCT Program Guide and the Microsoft Certified Trainer Agreement (the “**MCT Agreement**”) to be entered into between Microsoft (or such other Microsoft entity designated therein) and you, the individual MCT.

3. Use the Online Enrollment Tool and Pay the Appropriate Fee

The MCT Enrollment Tool is available on the MCP Member Site. The enrollment tool will verify your profile information and your MCT Certification status. You will be asked to acknowledge your understanding of the MCT Program requirements, agree to the MCT Program Guide and the MCT Agreement, and provide an electronic signature. Several methods of payment are accepted, depending on your region: credit card, check, money order, or wire transfer.

You will receive an e-mail confirmation of your renewal status when your Application and fee have been processed.

Note Fees vary depending on your country of residence. Please refer to the online fees table at <http://www.microsoft.com/traincert/mcp/mct/guide/fees/default.asp> for specific information.

Missing the Renewal Period

If you are unable or choose not to renew your MCT Certification during the Renewal Period (October 1, 2004–October 31, 2004), please review Section 7 for options on reinstating your MCT Certification.

Section 7: Reinstating Your MCT Certification

If you cannot or do not choose to renew your MCT Certification during the 2005 Renewal Period, you will be decertified. This means that you will lose your MCT benefits and will no longer be certified to provide training using Official Microsoft Learning Products or MBS Learning Products. However, you may apply for reinstatement any time.

To have your MCT Certification reinstated, you must apply by using the MCT Enrollment Tool, which you can access from the MCP Member Site. When you are reinstated, you maintain your MCT Certification start date although your transcript will reflect the interruption in your MCT Certification history.

Provisional Reinstatement

If you did not meet the minimum delivery requirement for either the 2004 or 2005 program years, you may reinstate your MCT certification at any time by applying for provisional reinstatement.

Provisional reinstatement is identical to full MCT status in all respects, with one additional requirement: you must teach at least one student during the quarter in which you reinstate. The student must submit a Metrics that Matter evaluation for a class associated with your MCP ID in order for you to receive credit for the delivery. At the end of the program quarter, your certification will be upgraded to full status if this requirement has been met. If you have not this requirement, your certification will be rescinded, and you will be eligible to re-apply one year from the date of decertification.

To apply for provisional reinstatement, contact your Regional Service Center (<http://www.microsoft.com/learning/support/worldsites.asp>)

Appendix 1: Definitions

All terms not defined in this Appendix 1 or the MCT Program Guide will have the meaning given such terms in the Microsoft Certified Trainer Agreement that must be entered into by and between Microsoft (or such other entity indicated therein) and each MCT (the “**MCT Agreement**”).

“**Accredited Academic Institution**” in the United States and Canada, means

- An institution of higher education accredited by a recognized national or regional accrediting body. The following are consider such accrediting bodies:
 - Accrediting Commission of Career Schools and Colleges of Technology
 - Accrediting Council for Independent Colleges and Schools
 - Commission of the Council on Occupational Education
 - Accrediting Council for Continuing Education and Training
 - American Association of Educational Service Agencies
 - Bureau of Private Post-Secondary and Vocational Education
 - Middle States Association of Colleges and Schools
 - New England Association of Schools and Colleges
 - North Central Association of Colleges and Schools
 - Northwest Association of Schools and Colleges
 - Southern Association of Colleges and Schools
 - Western Association of Schools and Colleges
- A secondary institution accredited by the state or province.

Organizations belonging to the American Association of Educational Service Agencies are also eligible. In Canada, institutions must supply the proof that they have been granted Publicly Funded or Private Vocational Status by their respective provincial government.

Outside the United States and Canada, please contact the appropriate Regional Service Center for information about approved accrediting body in your region.

“**Competency**” means a classification system for MCTs that identifies the job roles and/or technologies in which the MCT has demonstrated proficiency by earning the Microsoft certification corresponding to a particular Competency.

“**Metrics that Matter**” or “**MTM**” means a program conducted by Knowledge Advisors™, in cooperation with Microsoft, for collecting, compiling, and reporting customer satisfaction information.

“**Microsoft Authorized Customers**” (**authorized education channels**) include Microsoft Certified Partners for Learning Solutions (Learning Solutions Partners), Microsoft Certified Partners, and institutions in the Microsoft IT Academy Program (IT Academy).

“Learning Solutions Partners” is the premier training channel authorized to teach Microsoft Courses to IT professionals. These companies are Microsoft Certified Partners who meet specific requirements to earn the Learning Solutions competency, which include the proper hardware, trainer, and training environment for Official Microsoft Learning Products and/or MBS Learning Products.

“Microsoft Certified Partners” are independent companies that encompass a broad range of expertise and vendor affiliations. Microsoft Certified Partners who have not earned Learning Solutions competency status are authorized to acquire Official Microsoft Learning Products and MBS Learning Products; however, they may only offer private training as part of a larger customer solution or training to their internal staff. They do not need to meet all of the same requirements as Learning Solutions Partners but may not advertise or offer public training using Official Microsoft Learning Products and/or MBS Learning Products.

“Microsoft IT Academy Program” (“IT Academy”) includes accredited institutions that are authorized to deliver Microsoft Courses (less than 12 hours per week) to students enrolled at that institution.

“Microsoft Course(s)” means those courses, clinics, seminars, and workshops which are developed by Microsoft for a variety of audiences by using different brands of Microsoft Courseware. These brands include the following:

“Official Microsoft Learning Products” include Microsoft Official Courses, Workshops, Seminars, and Clinics that Microsoft Learning designates as *Official Microsoft Learning Products* from time to time to educate professionals and other who support, implement, and develop with Microsoft products, technologies, and solutions.. More information on this product portfolio is available on the MCT Member Site at https://partnering.one.microsoft.com/mct/features/blended_learning.aspx)

“MBS Learning Products” is courseware developed by or on behalf of the Microsoft Business Solutions Training Program or Microsoft Learning that educates professionals engaged in MBS products and technologies, and/or planning, design, development, implementation, management and/or support of the same. MBS Learning Products were previously taught via an MBS Education Center.

“Academic Learning Series” (“ALS”) courses and **Microsoft Official Academic Courses (“MOAC)** are designed specifically for the academic community. Materials are divided into lessons appropriate to be delivered over several weeks.

“Program Term” means the MCT 2005 program year, which runs from October 1, 2004 – March 31, 2005. All MCT Program requirements must be met during this period.

“Renewal Period” means the MCT 2005 renewal period, which runs from October 1, 2004 to October 31, 2004. During this period, you can renew your MCT Certification by using the online MCT Enrollment Tool on the MCP Member Site.

“Trainer Kits” shall mean kits containing trainer materials prepared by or on behalf of Microsoft for use by MCTs in teaching a particular Microsoft Course.