



Microsoft Certified Trainer (MCT)

Key Information: 2009-10 Workforce Florida, Inc. Technical Skill Attainment list. The certification is on the CAPE funding list for 2009-10. DOE code is MICRO052.

GENERAL CERTIFICATION INFORMATION

To become a Microsoft Certified Trainer (MCT), you must:

- Acquire a valid Microsoft Certification. You must hold at least one Microsoft certification (One of them must be for the course that you deliver as the transcript “maps” the courses you are certified to deliver as an MCT.) The list of acceptable certifications can be found here:
<http://www.microsoft.com/learning/en/us/certification/mbc.aspx#section1>
- Demonstrate instructional presentation skills. There are four options for providing proof, and they can be viewed here: <http://www.microsoft.com/learning/en/us/certification/mct.aspx#tab3>. Option 4 is the one that will be most suited to teachers in the school district since it requires that you submit proof of your employment status with an accredited academic institution.
- Complete the MCT application and pay the annual fee of \$150. (It is \$400 for those who hold Microsoft IT certifications rather than the Business certifications.) The annual fee of \$150 gives you access to resources available to MCT’s. You can get more information about the application process here:
<http://www.microsoft.com/learning/en/us/certification/mct.aspx#tab5>

THE EXAM

The only exam requirements are related to the first step in becoming a MCT – getting certified in the Microsoft program that you will deliver. For most that will be getting a Microsoft Office 2007 certification in Word, Excel, Access, PowerPoint or Publisher as a Microsoft Certified Application Specialist (MCAS). The website information for MCAS is here: <http://www.microsoft.com/learning/en/us/certification/mbc.aspx#tab1>. You can also check the certification flyer for MCAS provided by the district office.

MAINTAINING CERTIFICATION

MCT certification requires an annual renewal. Each April, MCTs must complete an online application, pay an annual fee, and meet a number of program requirements to renew their certification for the coming year. Microsoft will also complete audits to see if MCT’s are teaching the courses that they are certified to teach.