**India Sub-Continent Amendment to the**

**MCT and MCLC Program Guide 2008**

The following are important revisions to the Microsoft Certified Trainer (“**MCT**”) and Microsoft Certified Learning Consultant (“**MCLC**”) Program Guide 2008 for the MCT Program in the India Sub-Continent (“**ISC**”) Territory (India, Bangladesh, Sri Lanka, Maldives, Nepal, and Bhutan). All defined terms herein will have the same meaning as defined terms in the MCT and MCLC Program Guide 2008, except as otherwise provided herein. The MCT and MCLC Program Guide 2008 is hereby amended for the ISC Territory with the following.

**1. Amendment of Section 2 (How to Become an MCT), Step 2: Prove Your Instructional Presentation Skills.**

Section 2, Step 2 of the MCT and MCLC Program Guide 2008 is amended by adding the following for MCT applicants in the ISC Territory:

Other courses that are recognized by Microsoft as proof of instructional skills for ISC Territory applicants for the 2008 MCT Program are soft skill training courses from:

* NIS
* Equinox

Alternatively, you can provide a certificate or letter (refer to the requirements below) specifying that you **have had two years of teaching experience with an educational institution (school/college) associated to any one of the formal School Education Boards, Universities or at a private IT training institute, etc.**

Requirements pertaining to the certificate or letter are as follows:

School/College

* You may provide a certificate or letter indicating that you have taught for two years in a school/college during the three years immediately preceding the year you are applying for the MCT Program.
* The two years of experience may be either consecutive or with a break, provided that the duration of each teaching period lasted at least one year.
* The certificate or letter must be on the school/college’s letterhead signed by the principal of the institution.

Company

* You may provide a certificate or a letter from the Director or owner of the company stating that you conducted training for two years during the three years immediately preceding the year you are applying for the MCT Program, and you must have taught a minimum of 100 students during the period specified.
* The two years of experience may be either consecutive or with a break, provided that the duration of each teaching period lasted at least one year.
* All letters or certificates specifying the above must be on the company’s letterhead and signed by the Director of the company or the equivalent in the case of a proprietary concern.

For further details please visit the [Microsoft India Education](http://www.microsoft.com/india/education/mct) Web site. (<http://www.microsoft.com/india/education/mct>).

**2. Amendment of Section 2 (How to Become an MCT), Step 4: Apply and Pay the Annual Fee.**

The first paragraph of Section 2, Step 4 of the MCT and MCLC Program Guide 2008 is replaced in its entirety with the following paragraphs:

The online Application option is not available in the ISC Territory. The applicant should contact the ISC Regional Education Service Centre (“**ISCRESC**”) to apply for MCT status. The contact details are provided below.

A candidate who applies for the 2008 MCT Program must sign a hard copy Application, which includes the MCT and MCLC Agreement, and must send the same with the demand draft and other prerequisite documents as detailed in the Program Guide and Application to Microsoft or its designated distributor (“**Designated Distributor**”). The payment will be by demand draft against a pro forma invoice that was raised by the Designated Distributor and shall be paid directly to the Designated Distributor.

If the Application is approved, the final commercial invoice will be raised by the Designated Distributor for the MCT Welcome Kit upon shipment of the kit.

For the name of the Designated Distributor and other details including invoice amount, please contact the ISCRESC:

Toll-Free Call: 1800 1111 00 (MTNL/BSNL)  
 1800 102 1100 (AIRTEL)

Toll Call: (91) (80) 40103000  
E-mail: [iscresc@microsoft.com](mailto:iscresc@microsoft.com)

Microsoft reserves the right to reject an Application without assigning any reason and Microsoft will not reimburse the applicant for costs that may have been incurred in making the Application. If an applicant is rejected to the MCT Program, the demand draft will be returned to the applicant within 30 days of a rejection.

The word “**Fees**”/”**Program Fees**” mentioned anywhere on the Microsoft Web site for applying to the MCT Program implies for ISC countries the “MCT Welcome Kit Price,” which is charged by the Designated Distributor.

**3. Amendment of** **Section 8 (Reinstating Your Certification).**

Section 8 of the MCT and MCLC Program Guide 2008 is amended by adding the following:

An online MCT Enrollment Tool is not available for applicants who are in the ISC Territory. Please contact the ISCRESC for a hard copy of the Application, which must be completed by you and accepted by Microsoft for reinstatement to the MCT Program.