

MICROSOFT CERTIFIED APPLICATION SPECIALIST

FREQUENTLY ASKED QUESTIONS

Q: What is the new certification for 2007 Microsoft Office programs?

A. Microsoft Certified Application Specialist is the next generation of business certifications from Microsoft. These Microsoft credentials tell the world you have demonstrated proficiency in the newest standard of the world's foremost desktop computing applications. Microsoft certifications, which are based on globally recognized standards, demonstrate your computing skills and help advance your career prospects in a competitive job market. Microsoft® Certified Application Specialists are a part of a global community of distinguished achievers.

Q: Who should take the new Microsoft Certified Application Specialists certification exams?

A. Microsoft Certified Application Specialist certifications are primarily for office workers who use Microsoft Office programs as a vital part of their job functions. These certifications validate an individual's ability to use the entire 2007 Microsoft Office suite of business productivity programs, including: Microsoft Office Word 2007, Microsoft Office PowerPoint® 2007, Microsoft Office Excel® 2007, Microsoft Office Outlook® 2007, Microsoft Office Access® 2007 and Windows Vista® for the Business Worker.

Q: Where can I find more information about Microsoft Certified Application Specialist certification?

A. This general FAQ will help you become familiar with the new program. It covers the following topics:

1. Microsoft Business Certification Overview
2. Certiport's Role in the New Program
3. Program Specifics and Availability Dates
4. Comparisons with Microsoft Office Specialist
5. General Information Regarding 2007 Microsoft Office
6. Additional Resources from Microsoft Learning

Go to http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mbc_faq.html

Q: What are the benefits of becoming a Microsoft® Certified Application Specialist Instructor?

A. The Microsoft® Certified Application Specialist Instructor program is designed to help create and support program champions around the world who have the skills, background and tools to be successful. The Microsoft® Certified Application Specialist Instructor certificate verifies an instructor's skills and hands-on ability to use 2007 Microsoft Office programs. Microsoft Certified Application Specialist Instructors have achieved the highest level of certification possible for the world's leading desktop programs, earning recognition by employers, peers and students.

Q: What are the teaching credential requirements for the Microsoft® Certified Application Specialist Instructor program?

A. Any ONE the following credentials will satisfy the instructional experience requirement for the Microsoft Certified Application Specialist Instructor credential:

1. A diploma or transcript from an accredited educational institution, verifying you have satisfied the requirements for a teaching or training degree, or a copy of your teaching certificate or post-graduate degree.
2. A written letter (on company letterhead) from a current or past employer, verifying you have had at least two years of experience as a competent trainer of Microsoft Office desktop programs.
3. A certificate verifying you have successfully completed a Microsoft approved Presentation Skills or Train-the-Trainer course.
4. An instructor completion certificate from any of the following vendors: CSO Group, CompTIA, Certified Internet Webmaster, Cisco Systems, Citrix, Lotus, Microsoft (MCT), Novell, Oracle or Santa Cruz Operation.

Q: Aside from the certification exams, what are the requirement differences between the Microsoft Master Instructor and Microsoft® Certified Application Specialist instructor?

A: The teaching credential requirements and application process are the same as the Microsoft Master Instructor program.

Q: What are the names of the new Microsoft® Certified Application Specialist exams?

- Using Microsoft Office Word 2007
- Using Microsoft Office Excel® 2007
- Using Microsoft Office PowerPoint® 2007
- Using Microsoft Office Outlook® 2007
- Using Microsoft Office Access™ 2007
- Windows Vista® for the Business Worker

Q: If I have taken all five exams, will that be reflected on my Microsoft® Certified Application Specialist Instructor certificate?

A: Yes. Your Microsoft® Certified Application Specialist Instructor certificate will acknowledge all five exams: Microsoft Office Word 2007, Microsoft Office Excel® 2007, Microsoft Office PowerPoint® 2007, Microsoft Office Outlook® 2007 and Windows Vista® for the Business Worker. Microsoft Office Access™ 2007 is an optional exam.

Q: If I am currently a Microsoft Master Instructor, do I receive any incentives to advance to the 2007 Microsoft Certified Application Specialist Instructor?

A: Yes, when you advance to the new Microsoft Certified Application Specialist Instructor credential, your application fee is waived.

Q: I have two years of employment experience as a Microsoft Office program trainer, but not with the same employer. Can I still qualify for the new Microsoft® Certified Application Specialist Instructor certificate?

A: Yes, but you will need to submit written verification (on company letterhead) from both your current and past employers confirming you have had at least two years of experience as a trainer of Microsoft Office software programs.

Q: Do I ever have to renew my Microsoft® Certified Application Specialist Instructor certificate?

A: No. After you have met the application requirements and received your Microsoft Certified Application Specialist Instructor certificate, you have this

credential for life.

Q: How do I upgrade my current Microsoft Master Instructor certification to the new Microsoft® Certified Application Specialist Instructor program?

A: First, log in to your "Instructor" user account and click the tab that says MOS Master Instructor. At the bottom of the page, your status is displayed for each version of Office, showing you the versions for which you qualify to become a certified instructor. Click the apply link next to the version you desire. Complete the online application, and submit the required application fee.

Q: What is the application process?

A:

1. Complete the Microsoft® Certified Application Specialist Instructor application
2. E-mail proof of your instructional experience or credentials to microsoftinstructor@certiport.com.
3. Submit your US\$95 application fee*.
4. Wait approximately four weeks for your application to be processed.

*NOTE: The application fee is waived when certified Microsoft Master Instructors apply for the Microsoft Certified Application Specialist Instructor credential.

Q: How do I pay the application fee?

A: After your credentials have been submitted and approved, you will receive an e-mail with specific directions for securely submitting your payment via credit card.

*NOTE: The application fee is waived when certified Microsoft Master Instructors apply for the Microsoft Certified Application Specialist Instructor credential.

Q: How long does the application approval process take?

A: You can expect to receive your Microsoft® Certified Application Specialist Instructor Kit within four weeks of submitting your application, supporting documentation and payment.

Q: Am I required to use Microsoft Office Specialist Approved Courseware to teach 2007 Microsoft® Office system software programs?

A: No. Although it is strongly suggested that you use approved courseware to teach, you are not required to do so.

Q: How will my personal information be used?

A: For a complete explanation of Certiport's use of

information, please refer to the Certiport Privacy Policy as it relates to the Microsoft Office Specialist Program.

Q: Whom do I contact for additional information?

A: Should you have any additional questions about this program, please send an e-mail to microsoftinstructor@certiport.com.

Q: If I lose or damage my Microsoft® Certified Application Specialist Instructor certificate, is there a fee to replace it?

A: Yes. The fee to replace a lost or damaged certificate is US\$10, or US\$25 for the complete Microsoft® Certified Application Specialist Instructor Welcome Kit. To purchase a replacement certificate or kit, simply visit the Instructor store.

Q: Where can I purchase Microsoft® Certified Application Specialist Instructor merchandise?

A: Merchandise is available through the Certiport Instructor store.

Q: What does the Microsoft Certified Application Specialist Instructor logo look like?

A: See the lower right corner of this document.

Q: As a Microsoft® Certified Application Specialist Instructor, do I have access to the instructor logo?

A: Please email microsoftinstructor@certiport.com for more information about the Microsoft Certified Application Specialist Instructor logo.

Q: How do I study for and take the required exams?

A: Training tools, such as books, computer-based training, videos and instructor-led courses may be acquired through our Approved Courseware Vendors. When you are prepared to take an exam, contact one of the Authorized Testing Centers near you.