

Sample Checklist for MTA-Test Fest

1. Date for Test Fest (example: February 8th & 9th)

- a. Notify and reserve venue (classroom, lab, check-in and eating/meeting area)
- b. ~~Secure~~ prep instructors (make sure they get MTA certified)
- c. Secure proctors (contact Certiport Onboarding with questions)
- d. Arrange for catering
- e. Create registration plan and tracker
- f. Create payment options (if applicable)
- g. ~~Create~~ email invitations, flyers and information out to candidates
- h. Contact Certiport Territory Manager to review inventory, purchase courseware (if applicable) and MeasureUp Practice Exams

2. MTA Course Resource (eBooks) for Studying and preparing for the Test Fest

- a. Get access to MTA Fundamental eBooks from either the Wiley & Sons CourseSmart site or GMetrix site.
- b. Samples of MTA Course Titles:
 - i. **98-365: Windows Server Administration Fundamentals**
 - ii. **98-366: MTA Networking Fundamentals**
 - iii. **98-367: MTA Security Fundamentals**

3. MTA Learning Plans and Study Guides

- a. Distribute links and suggested preparation tools to registered candidates
 - i. Networking Fundamentals (Exam **98-366**)
 1. **Preparation guide** (preparation guide contain a variety of resources to help you prepare for and take your exam)
 2. **Learning Plan** (A **Learning Plan** is a set of learning resources that are designed to provide training on a specific skill. **Learning Plans** provide a recommended step-by-step learning process, but you are free to complete the steps in any order that you want) - This learning plan has not yet been activated.

4. ~~Confirmation~~ email to candidates

- a. Include prep materials and MeasureUp Practice Exams information with a reminder to set up a Certiport ID

5. Send 24-48 hour reminder email to candidates

- a. Reminder to bring their Certiport ID, student ID, and any applicable fees

Learn more about MTA Certification.
Visit www.certiport.com/mta

Microsoft
Technology Associate