

Apple Certified Trainer Program Guide



Apple Certified Trainer for Professional Applications

An Apple Certified Trainer is an individual who has:

- a strong understanding of and experience using Apple technologies and applications. Including a minimum of one full year on the chosen professional application.
- a minimum of three years experience in the field as an editor, visual-effects artist, DVD author or sound engineer. Experience as a professor or teacher in these fields is also considered
- at least one year of hands-on, leader-led training experience in a structured classroom experience is preferred.
- exemplary presentation skills
- met Apple's trainer quality standards
- level one end user certification in the chosen product

This Program Guide details the information you need to become an Apple Certified Trainer.

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Overview

The purpose of the Apple Certified Trainer program is to verify that individuals who teach Apple's curriculum have the instructional skills and technical proficiency to successfully deliver training to Apple customers and developers. Certified Trainers will deliver Apple-developed curriculum in Apple classrooms, at Apple Authorised Training Centres, or at an Apple customer site as defined by Apple Training.

Certified Trainers will deliver Apple-developed curriculum in Apple classrooms, at Apple Authorised Training Centres (AATCs), or at an Apple customer site as defined Apple Training.

Certification from Apple offers assurance that trainers have the requisite knowledge and skill sets needed to teach classes in digital technologies. For editors, filmmakers, sound designers, DVD authors, photographers, special effects artists and composers, certification is a great way to measure your knowledge and confirm your expertise as well as being an additional tool for marketing your skills.

Apple Certified Trainer Benefits

The Apple Certified Pro Training and Certification programs are designed to keep trainers at the forefront of Apple's digital media technology. Certification creates a benchmark for assessing proficiency in a specific Apple Pro applications. By taking and passing the Apple Certified Pro exam, trainers will receive Apple Certified Trainer status, which allows them to distinguish themselves to colleagues, employers and prospective clients as a skilled trainer of the chosen software application. This certification gives you a competitive edge in today's ever changing job market.

As an Apple Certified Trainer, you will enjoy a number of special benefits:

- **Ability to teach Apple training courses** - Once you are certified to teach an Apple training course, you can teach that course in an Apple Training Facility, which includes Apple classrooms, Apple Authorised Training Centres, or onsite at an Apple Customer location, subject to the terms and conditions of the agreement.
- **Ability to proctor Apple Pro Applications Certification exams.** - Once you are certified to teach an Apple training course, you can proctor the Apple Certification Exams that are offered at an AATC, subject to the terms and conditions of the Proctor Code of Conduct.
- **Access to trainer and student materials developed by Apple** - Each Apple training course comes with trainer materials and a comprehensive Apple Pro Training Series student guide. The trainer materials give you directions for delivering the course you are certified to teach. The student guide provides the students with clearly stated objectives for each module, exercises to practice the learned skills and concepts, and summaries to reinforce learning.
- **Use of Apple Certified Trainer logo** - The Apple Certified Trainer logo identifies you as an Apple Certified Trainer.
- **Specialised support and communications** - You have access to internal Apple training experts who can help you with questions or concerns regarding the curriculum, exercises, and setup requirements of the course(s) you are certified to teach.
- **Monthly ACT Program Update** - Each month, Apple Certified Trainers receive a program update email that includes everything that they need to know about upcoming program changes and requirements.

Benefits are subject to change without notice.

Apple Certified Trainer Requirements

To become an Apple Certified Trainer, you must have:

- submitted a completed Apple Certified Trainer application
- a strong understanding of, and experience in, using Apple technologies and applications. Including a minimum of one full year on the chosen professional application.
- a minimum of three years' experience in the field as an editor, visual-effects artist, DVD author or sound engineer. Experience as a professor or teacher in these fields is also considered
- at least one year of hands-on, leader-led training experience in a structured classroom experience is preferred.
- exemplary presentation skills
- met Apple's trainer quality standards
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Steps to becoming an Apple Certified Trainer

1. Complete the Apple Certified Trainer application

The first step to becoming an Apple Certified Trainer is to complete the application at: <http://protraining.itechit.com/act/>

The purpose of the application is to determine your eligibility to become an Apple Certified Trainer. The application includes a section that authorises Apple to run a background check.

2. Pass the end user certification exam

If your application is successful you must then pass the associated end user exam for the Professional Application course you wish to deliver. The examination is a prerequisite for the Train the Trainer class and is administered via the Prometric Prime test engine, a worldwide provider of comprehensive computer based testing and assessment services.

Be sure to keep your score report. All Apple Certified Trainers must pass the associated certification exam. You must email a copy of the report to actprogram@asia.apple.com as part of the requirements to teach the course.

3. Demonstrate your knowledge and instructional presentation skills

To become certified, you must attend the Train the Trainer course to acquire thorough knowledge of the certified courseware and to learn effective instructional methods. The course includes role- playing exercises, presentations and an exam.

Attending the Train the Trainer allows you to become more familiar with the curriculum, experience the flow of the course, observe student and instructor interactions, and listen to questions and answers.

During the Train the Trainer class you must demonstrate your subject matter expertise and instructional presentation skills. Depending on courses you are seeking certification to teach, you will present one or more chapters of the course to a group of your peers and an Apple Training Mentor. The Apple Training Mentor will evaluate your technical proficiency and instructional presentation skills.

Please note when attending a T3 session, you are responsible for personal expenses, such as travel, meals, and lodging. Allow two to three weeks for Apple Training to review your T3 evaluation and provide feedback.

Training Preparation

Some of the ways you can prepare yourself technically for teaching a course include:

- *Attend the associated end user course*
- *Consult with people who are using the application*—Observe how other people use the product and discuss their approach with them.
- *Use the product yourself*—Work with the product so that you become extremely familiar with its features and capabilities.

Some of the ways you can polish your training and presentation skills prior to teaching a course include:

- *Observe an experienced instructor*—Watch an experienced instructor and take notes on things such as course flow, timing, student questions, and helpful analogies.
- *Practice delivering the course*—Deliver the course, or portions of the course, to a group of your peers so that you can refine your presentation and identify any problem areas.

4. Pass the Trainer exam

On the last day of the Train the Trainer course, a trainer certification exam is administered via the Prometric Prime test engine. All Apple Certified Trainers must pass the associated certification exam at the required Instructor Level Score. The cost of the exam is included in the Train the Trainer fees. Apple Certified Trainer candidates are responsible for the Prometric retake test fee. You can only take the trainer exam twice. If you do not pass on your retake you must either attend another trainer the trainer class.

Teaching an Apple Training Course

Once you have satisfied all the requirements, become an Apple Certified Trainer, and signed the Apple Certified Trainer agreement or Proctor Code of Conduct, you may teach the course for which you have become certified under the direction of Apple Training or an Apple Authorised Training Centre.

As a means of ongoing evaluations, students are asked to evaluate both the course content and the trainer's technical and instructional expertise at the end of each course. Apple reviews these online course evaluations.

Frequently Asked Questions

How long does it take to become an Apple Certified Trainer?

The time it takes to become an Apple Certified Trainer will vary, depending on factors such as:

- Submitting a fully completed application. Response can take up to seven business days.
- The availability of a Train the Trainer class for your chosen application.
- Your knowledge of Apple products and technologies
- Your experience in training

What fees and expenses are associated with the program?

Applicants pay train the trainer course fees for each course they attend, exam fees, and all personal expenses—such as travel, meals, and accommodation—incurred during the assessment periods. If you do not pass the trainer exam during your Train the Trainer course you will have to pay to retake the exam.

Do I need to take a test to become an Apple Certified Trainer?

You must Pass both an end user and a trainer exam for the applications that you would like to teach. Some applications include multiple certification levels.

What is the format of the exams? How long do they take?

Exams are 90 to 120 minutes in length, depending on the exam. Each exam contains between 50 and 120 multiple-choice items. Some of the items are scenario based; that is, you will be given a problem description and asked to analyse the situation and select the most appropriate solution(s). If time permits, you will be able to review your answers and make any desired changes before the exam is scored. Upon submission, the exam is graded and the recorded score is provided to you. An optional 15 minute tutorial on the use of the simple test interface is available prior to the exam.

If I am accepted to the program, what am I certified to do?

As an Apple Certified Trainer, you can teach the specific Apple course(s) that you have been certified to teach to customers at a Apple Authorised Training Centre or onsite at a customer location. You can also administer certification exams at an AATC. You do not have to be certified in a specific product to proctor an exam.

Once I am certified, how long does my certification last?

Once you are certified to teach a course, you can teach until one of the following conditions exists:

- A major update to the curriculum or applications requires you to demonstrate knowledge of the new technology and become recertified.
Recertification can vary from an online exam to attendance at a recertification Train the Trainer to attendance of a full Train the Trainer, depending on how extensive the changes are.
- Poor evaluations on either your instructional abilities or your technical knowledge. If this occurs, you may need to repeat the Train the Trainer session and/or teach the course under supervision of an Apple Training Mentor.
- Termination of your Apple Certified Trainer agreement or Proctor Code of Conduct.