

# Microsoft Elevate America Program Certified Microsoft Testing Center Fact Sheet

**Introduction:** During the Illinois-Microsoft Elevate America program, local organizations such as Illinois workNet Centers and Community Technology Centers can become certified Microsoft testing centers. During the Elevate America program period from July 31, 2009 until October 31, 2009, Certiport and Microsoft are providing vouchers for no-cost Business Worker Certification exams. The vouchers issued for individuals to use in this category are redeemed at locations offering proctored Business Worker Certification exams. Technical Professional Certification exams are not part of this voucher program.

Certiport, Inc., handles setup of testing centers on behalf of Microsoft. Although using a voucher waives an exam fee, testing centers may charge an administrative fee. Therefore, organizations participating with this program are encouraged to become testing centers to offer individuals who use Elevate America vouchers locations where an administrative fee will not be charged.

**About Certified Testing Centers:** Certified testing sites offer access to an online testing application, have at least one computer set up to meet minimum requirements, designate staff to proctor exams, and are identified with Certiport's exam site locator. Computers set up for taking exams can be used for other things, not just testing. Further, the computers used for testing on Office 2003 and Office 2007 need the professional software versions installed. To offer testing on both Office 2003 and 2007, at least two computers would need to be set up.

**Fees:** There are no fees associated with becoming a certified testing center. During the Elevate America program, there will be no fee to purchase Certified Business Worker exams. Once the program period ends on October 31, 2009, any certified testing center that joined as a result of the Elevate America program can remain a testing center, but will have to purchase exam inventory.

## How to Become a Certified Microsoft Testing Center:

- Verify that your computers meet minimum requirements to be testing stations.
- Identify staff to act as exam proctors.
- Register yourself and your organization online with Certiport. The online form requires basic organization information. Submitted registrations are approved on a daily basis.
- Schedule exam proctors to participate with a weekly live training webinar and/or view archived training videos.
- Prepare your testing center by installing the iQsystem test-delivery software and Office 2003 and 2007 on your designated testing center computers. Access to download the testing software is provided as soon as you are approved as a testing site and participate with training. Certiport does not provide testing centers with Office 2003 or Office 2007 software.

## Learn More:

- To learn more about the Elevate America program visit: <http://www.illinoisworknet.com>. Log in to the Workforce Professionals Pathway for information just for workforce professionals.
- Visit the Certiport, Inc. website to complete their online registration: <http://www.certiport.com>



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