

**Introduction:** The Illinois-Microsoft Elevate America program is a public-private partnership between the State of Illinois and Microsoft. The purpose of the program is to provide a no-cost opportunity for individuals to increase their technology skills. This is a national program and, for our state, Microsoft is providing 51,000 vouchers to be redeemed by individuals to complete Microsoft online courses and Microsoft business certification exams.

**Timeline:** The distribution of vouchers takes place between July 31 - October 31, 2009. Individuals who are assigned online learning vouchers during that period must “redeem” their vouchers online before October 31, but have 12 months to complete the online learning courses. Individuals who are assigned certification exam vouchers during the distribution period must complete their exam by October 31, 2009.

**Courses and Exams:** Individuals will choose specific voucher types to either complete select Microsoft online courses in two categories or to take Microsoft business certification exams. In each category there are many courses to pick from. A voucher is good for one set of courses, called a course collection, for a selected Microsoft product. Individuals may wish to complete more than one course collection and, if so, will need a voucher for each collection. The estimated time to complete a course varies from a few hours to about five hours.

**Accessing Elevate America:** To access information about the program, online courses, and to find certification exam sites, go to: [www.illinoisworknet.com](http://www.illinoisworknet.com) and click on Individuals.

- **Business Worker Voucher (category 1)**

These vouchers are used to complete online courses for Microsoft Windows XP, Office 2003, Windows Vista, or Office 2007 online courses. These courses are for individuals who use, or will use, these Microsoft products with their work. All of the courses are self paced, so individuals do not have to complete a course in one sitting. Upon completing a course, the individual may download and print a certificate of completion.

- **Technical Professional Voucher (category 2)**

These vouchers are used to complete online courses for individuals who use, or will use, Microsoft professional information technology applications including server administration, web and application programming, and other professional technical areas. This series of online courses is specifically designed to provide the knowledge and skills necessary to pass Microsoft Technical Certification exams. Each collection of courses is focused on a single Microsoft product, such as Windows Server, SQL Server, Share-Point, and Visual Studio. In this category there are many courses offered and organized in Learning Areas. Individuals may need to be issued several vouchers depending on how many courses in each learning area they want to complete. Upon completing a course, the individual may download and print a certificate of completion.

- **Microsoft Business Certification Exams**

These vouchers are used by individuals to redeem at locations offering Business Worker Certification exams. These exams may be prepared for by completing Business Worker courses. Technical Professional Certification exams are not part of this voucher program. A voucher can be used for one Business Certification exam attempt, and if needed, one retake. All vouchers issued to take Business Certification exams must be used before October 31, 2009.



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