Autodesk® Learning Partner

Autodesk Certified Instructor Global Program Guide & Explanation of Benefits

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AUTODESK CONFIDENTIAL

AUTODESK.
Learning Partner

A trusted source in the Autodesk Learning Partner Community

Autodesk Certified Instructors stand out in the Learning Partner community as an expert in all things Autodesk. They are credentialed professionals, affiliated with Autodesk Learning Partners, and recognized for their product mastery and demonstrated instructional delivery skills. Autodesk empowers our Certified Instructors to train the innovators of tomorrow in Autodesk solutions, enabling them to adapt in an ever–changing world.

The Autodesk Certified Instructor Program

The Autodesk Certified Instructor Program is designed for instructors who meet industry standards and have the product knowledge needed to lead courses in an instructional setting.

Autodesk recognizes the professional expertise of active, Approved Instructors and provides a clear path for an Approved Instructor, affiliated with an Autodesk Learning Partner ("Affiliated Instructor") to quickly earn an Autodesk Certified Instructor ("ACI") Standard Badge.

Autodesk Learning Partners participate in one or more of Autodesk's Learning Partner programs, including the Authorized Training Center ("ATC®") Program, The Authorized Academic Partner ("AAP") Program, or the Membership Training Provider ("MTP") Program.
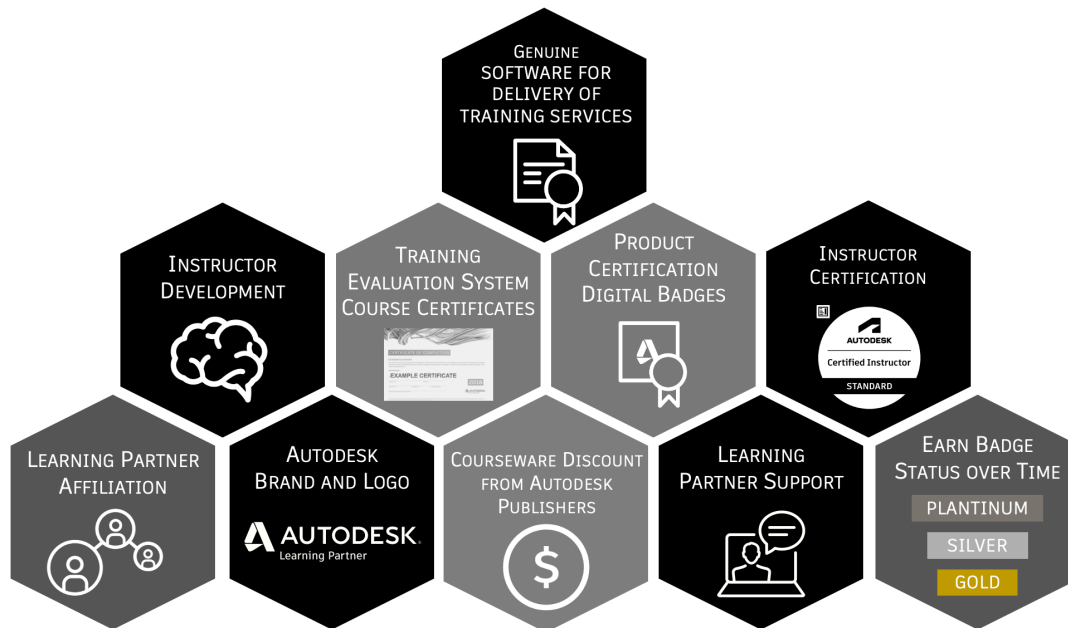
Autodesk Certified Instructors can display their globally recognized Acclaim digital certification badge across websites, social media profiles, and blogs. ACIs can also display the Autodesk Learning Partner logo as defined in the applicable ATC or AAP Program Guide. Businesses, employers, and potential customers can verify an ACI's certification badge with our reputable badge vendor to confirm the instructor's badge information is valid, accurate, and up-to-date.

The Program Guide

This Program Guide is referenced in, and forms part of, your ACI Agreement. Capitalized terms not defined in this Program Guide have the same meanings assigned to them in the Agreement.

Autodesk reserves the right to amend, modify, or terminate this Program Guide and the program or benefits described herein at any time, as it deems necessary. Autodesk reserves the right to interpret or clarify this Program Guide at its sole discretion.

This Program Guide is effective as of the date above and replaces all prior versions of the Program Guide. Each Program year runs from February 1st–January 31st (the "**Program Year"**).

Explanation of Program Benefits

Genuine Autodesk Product Subscriptions for Delivery of Training Services
Learning Partners can provide their affiliated ACIs the ability to utilize Genuine Autodesk Product Subscriptions for the delivery of training services.

Instructor Development Tools, Instructor Training, Use of Autodesk Learning Central
Learning Partners can give their affiliated ACIs access to Autodesk Learning Central (**ALC**), which contains hundreds of online courses and the ability to attend virtual classroom courses and register for various events such as instructor-led classroom training and industry-oriented briefings. Online training is available at no charge to the ACI.

On ALC, Autodesk offers a robust portfolio of online Instructor development tools including: Autodesk Certified Instructor learning paths, Instructor e-courses, customized Instructor enablement channels, personalized learning paths, Instructor profiles, credential maintenance, and Train the Trainer courses. Use of Autodesk's Instructor development tools is available to ACIs. To complete ACI e-Course requirements, an instructor must create a User Profile, log into Autodesk Learning Central, and complete e-Courses hosted on Autodesk Learning Central. Autodesk Instructor enablement courses include:

- Autodesk Instructor pedagogy e-course
- Autodesk Product training courses
- Future of Making Industry courses
- Autodesk Certified Instructor course options
- Other course types, defined by Autodesk as professional development or instructional methodologies courses

Use of Autodesk Training Evaluation System
The Autodesk Training Evaluation System (**TES**) is a training participant survey system for Learning Partners to request training experience feedback from End Customers who attend a Course in a Learning Environment. The End Customer's completed survey data is collected and analyzed by the TES system. End Customers evaluate an Instructor's training pedagogy and the usefulness of the course curriculum.

Instructors and Autodesk Learning Partners are ranked based on the scores delivered by the TES survey results. **ACI** is issued a unique Instructor IDs to schedule Courses, and to analyze their personal performance as assessed by End Customer feedback.

TES also provides a mechanism to deliver Evaluations and official Course Completion Certificates to End Customers. Additional TES Benefits include:
- Access to Course, project, and event creation tools
- End Customer survey; Localized for 32 languages
- Access to quality of training and Instructor survey feedback
- Access to Performance Reporting Tools
- Ability to create, deliver, and print official Program certificates

Product Training for Instructors; Ability to Earn Product Certification and Digital Acclaim Badge
ACIs, by invitation of Autodesk, in its sole discretion, may be invited to attend Autodesk Product Technical Training (classroom or online) on the latest Autodesk Product releases. ACIs are eligible to enroll and complete courses made available to the ACI via Autodesk-defined Instructor development platforms.

Autodesk Certified Instructor Program: Ability to Earn an ACI Credential and Acclaim Digital Badge
ACIs have ability to earn Standard, Silver, Gold, and Platinum ACI tiers, which denote an ACI's continuous tenure in the program. Learning Partners can promote their affiliated ACI Instructor's certification credential and distinguish their Instructors from other non-authorized training providers. The Learning Partner is not required to pay a fee for an Instructor to earn an ACI credential; the Instructor is also not required to pay a fee to earn an ACI credential.

Branding, Access to Marketing Assets, and Logo Use
ACIs have access to Autodesk-approved marketing materials through their Learning Partner or the regional ALP Distributor.

From time to time, Autodesk provides Marketing Materials, which the ACI can reproduce and distribute in connection with its appointment as an ACI.

Use of Trademarks and Imagery
Autodesk encourages ACIs to communicate their relationship with Autodesk in all marketing materials that promote Autodesk Products, their ACI credentials, and related Services. Maintaining a consistent approach to how Autodesk is displayed alongside an ACIs identity not only promotes the Autodesk brand, but also helps to build credibility and create customer loyalty.

ACIs are given <u>limited use</u> of certain Autodesk logos and brand imagery through their affiliation with a Learning Partner. All uses of Autodesk trademarks must comply with the Autodesk <u>Guidelines for Use</u>. Learning Partners and affiliated ACIs are required to comply with logo usage and imagery usage requirements as defined in the applicable ATC or AAP Agreement, Program Guide, and Explanation of Benefits.

Use of the Autodesk Learning Partner Logo
The Autodesk Learning Partner logo can be used by all ALPs including ALP Distributors, Authorized Training Centers, Authorized Academic Partners, and *Autodesk Certified Instructors*.

Use of the Autodesk Certified Instructor Badge

Approved Instructors who meet the Autodesk Certified Instructor Requirements and have been certified as an Autodesk Certified Instructor can use the ACI digital badge in accordance with the terms defined by Autodesk and Acclaim, Autodesk's badge service provider. ACI instructors are issued a digital badge from Acclaim.   An ACI digital badge is an electronic representation of the Instructor's ACI certification achievement. Read more about digital badges and badge use here:

http://support.youracclaim.com/knowledgebase/topics/48548-general

- ALP can incorporate ACI badge logos that represent current certifications earned by ALP's ACI Instructors into the design of marketing materials, collateral assets, and email, online or in social media assets in support of their efforts to provide training Services and support for Autodesk Products
- ACI badge logo must **NOT** be used solely by ALP without the ALP Logo and ALP's business logo
- ACI can incorporate the ACI badge logo that represents their current ACI certification level into the design of Courses, manuals, or other materials to promote the ACI or ATC's training Services
- ACI can incorporate the ACI badge logo that represents their current ACI certification level into the design of marketing materials, collateral assets, and email, online or in social media assets that support their efforts to provide training Services and support for Autodesk Products

Training Publication Discounts

Autodesk Authorized Publishers supply high-quality instructional materials, including curriculum, online courses and books, to support Autodesk certification exam preparation. Authorized Publishers can choose to offer special offerings to ACIs, including discounts, complimentary online access, sales promotions for educators and students, and certification prep bundles. Authorized Publishers determine the offers at their own discretion.

Product Technical Support

Distributor will provide limited product technical support to ACI when they are affiliated with a Learning Partner and in pursuit of the provision of training services on behalf of the Learning Partner. Technical support includes only: issues related to license registration, Subscription activation issues, set-up and installation of Autodesk Products in preparation for training, as determined by Autodesk. All support cases must be submitted to Autodesk through the affiliated ALP.

Self-Help Autodesk Technical Support and Problem-Solving Resources

Autodesk Certified Instructors and their affiliated Learning Partner can use Autodesk resources to find product documentation or troubleshooting tips needed to resolve an issue. The Learning Partner's Autodesk Product Subscription entitles partners to contact the Distributor when additional support is needed. Autodesk support specialists also monitor the top Autodesk Community Groups and Blogs and provide timely responses to many posts. The Autodesk Learning Partner community is encouraged to engage in Autodesk Groups in an effort to support customer productivity.

Autodesk Certification Program
ACIs can utilize their affiliated Learning Partner's Autodesk Product Subscription to prepare for Autodesk product certification.

Additional Autodesk Systems and User Access
When affiliated with a Learning Partner, ACIs may use Autodesk Systems as necessary to provide Services in accordance with operational policies and procedures for using such Autodesk Systems and communicated on the Learning Partner Portal or from the Distributor. Learning Partner will enable ACIs with login credentials for Autodesk Systems.

Questions Regarding Program Benefits
ACI should contact the affiliated Learning Partner or the regional Learning Partner Distributor with additional questions regarding Program Benefits or Program information. The Distributor can direct ACI to Program FAQs, Support FAQs, ACI Notifications, the Learning Partner Portal or ALC portal and login information, and other Services provided by the Distributor. To locate the Distributor for ACIs Territory, go here>search by country:
https://www.autodesk.com/training-and-certification/contact-us-partners

Program Tiers

Approved Instructors are required to meet minimum program requirements to earn an ACI certification. ACI Instructors who maintain ACI certification <u>continuously</u>, for more than 3-years, will also earn an ACI Tier award. ACI Instructors are required to meet minimum <u>annual</u> requirements to maintain ACI certification at <u>all</u> tier levels.

Program Tiers	Program Maintenance Requirement
Standard	Must earn credential within 3-months of becoming an Approved Instructor
Silver	Certified Instructor Certification is maintained annually for 3–years
Gold	Certified Instructor Certification is maintained annually for 6–years
Platinum	Certified Instructor Certification is maintained annually for 9–years

Explanation of Program Requirements

ACI must be affiliated with an authorized, active Learning Partner: Authorized Training Center, Authorized Academic Partner, or Authorized Membership Training Provider.   ACI will review the Autodesk Certified Instructor Program Site and ACI Program Agreement annually www.aci.autodesk.com

ACI acknowledges the regional ALP Distributor will confirm the following criteria were met at the end of each Program Year:
▪ ACI Instructor's active use of Autodesk's Training Evaluation System; all Courses registered
▪ ACI Instructor's active use of Autodesk Learning Central (ALC) or Autodesk's Certification & Credentialing Platform
▪ ACI Instructor's certification(s) and products authorized to train are current in Instructor's TES Profile
▪ ACI Instructor maintained the minimum 85% Instructor Satisfaction Rating in TES during each Program Year (Autodesk Program Year runs from February 1st–January 31st)

Requirements to earn ACI Standard Certification
- ✓ Must be an Affiliated Instructor with an authorized, active Autodesk Learning Partner
- ✓ Complete the Autodesk Instructor Approval to Train Autodesk Products Request Form and Approved Instructor requirements. "Approved Instructors" are persons authorized by Autodesk to provide training and instruction on the use of Autodesk products in connection with an Autodesk Learning Partner.
- ✓ Review ACI Program FAQ, and ALC Log-in Instructions
- ✓ Obtain an Autodesk Instructor ID Number from affiliated Learning Partner
- ✓ Create an Autodesk Learning Central User Profile; log in to ALC; review site's navigation
- ✓ Complete ALC Course ID: CRS-16-11138
  - Complete course within 3-months of becoming an Approved Instructor
  - Course Subject Matter: continuing professional development training, improving instructional skills, and instructional methodologies
- ✓ Active Use of Autodesk Training Evaluation System (TES)
  - Instructor's active use must be within 3-months of Approved Instructor authorization
  - Approved Instructor authorization is noted in Instructor's TES Profile
  - Must enroll all Autodesk Software Product courses taught in TES
  - Must provide course surveys to all training participants via TES

Requirements to maintain ACI Standard Certification
- ✓ Must be an Affiliated Instructor with an authorized, active Autodesk Learning Partner
- ✓ Active use of Autodesk Learning Central instructor development platform
- ✓ Active Use of Autodesk Training Evaluation System (TES)
  - Instructor's ACI certification and products authorized to train are noted in Instructor's TES Profile
  - Enrolled courses for all Autodesk Software Product courses taught
  - Provided course surveys to all training participants via TES
- ✓ Maintain the minimum instructor satisfaction rating in TES during Program Year
- ✓ Teach a minimum of Autodesk product training; enroll courses in TES and provide surveys to training participants for each course delivered via TES
- ✓ Complete Autodesk Learning Central Course ID: CRS-16-11138
- ✓ Complete a minimum of ALC Product or Industry Courses
  - Course topic must be Autodesk Software Product workflow
  - Course(s) must align with product(s) ACI is authorized to train
  - *In countries where localized product or industry training is **not** available; Instructor can substitute appropriate Future of Making Industry course(s) to meet the requirement*
- ✓ Complete a minimum of ALC course topics for continuing professional development training and improving instructional skills or methodologies:
  - Complete Autodesk Instructor Training the Trainer e-Course
  - Complete one (1) Future of Making Industry course
  - Complete other ALC courses, defined by Autodesk as professional development or instructional methodologies courses

Requirements to earn ACI Silver, Gold, Platinum Certification
- ✔ Must be an Affiliated Instructor with an authorized, active Autodesk Learning Partner
- ✔ Active use of Autodesk Learning Central instructor development platform
- ✔ Completion of annual requirements to maintain ACI certification each year for 3-years, 6-years, or 9-years respectively to earn the Silver, Gold, or Platinum ACI Tier
- ✔ Active Use of Autodesk Training Evaluation System (TES)
  - • Instructor's ACI certification and products authorized to train are noted in Instructor's TES Profile
  - • Enrolled courses for all Autodesk Software Product courses taught
  - • Provided course surveys to all training participants via TES
- ✔ Maintain the minimum instructor satisfaction rating in TES
- ✔ Teach a minimum of Autodesk product training; enroll courses in TES and provide surveys to training participants for each course delivered via TES
- ✔ Complete a minimum of ALC Product or Industry Courses
  - • Course topic must be Autodesk Software Product workflow
  - • Course(s) must align with product(s) ACI is authorized to train
  - • *In countries where localized product or industry training is* **not** *available; Instructor can substitute appropriate Future of Making Industry course(s) to meet this requirement*
- ✔ Complete a minimum of ALC course topics for continuing professional development training and improving instructional skills or methodologies:
  - • Complete Autodesk Instructor Training the Trainer e-Course,
  - • Complete one (1) Future of Making Industry course; at minimum
  - • Complete other ALC courses, defined by Autodesk as professional development or instructional methodologies courses
- ✔ Proof of current Autodesk Certified User (ACU) product certification, Autodesk Certified Professional (ACP) product certification, or other Autodesk approved certification credential
  - • Product certification must align with product(s) ACI is authorized to train
  - • *If ACU or ACP product certification is* **not** *available in localized language, ACI will complete alternative ALC course(s) defined by Autodesk to meet this requirement*
  - • *Autodesk approved product certification must be current (within previous 5-years)*

Requirements to maintain ACI Silver, Gold, Platinum Certification
- ✔ Must be an Affiliated Instructor with an authorized, active Autodesk Learning Partner
- ✔ Active use of Autodesk Learning Central instructor development platform
- ✔ Active Use of Autodesk Training Evaluation System (TES)
  - • Instructor's ACI certification and products authorized to train are noted in Instructor's TES Profile
  - • Enrolled courses for all Autodesk Software Product courses taught
  - • Provided course surveys to all training participants via TES
- ✔ Maintain the minimum instructor satisfaction rating in TES during Program Year
- ✔ Teach a minimum of Autodesk product training; enroll courses in TES and provide surveys to training participants for each course delivered via TES
- ✔ Complete a minimum of ALC Product or Industry Courses
  - • Course topic must be Autodesk Software Product workflow
  - • Course(s) must align with product(s) ACI is authorized to train
  - • *In countries where localized product or industry training is* **not** *available; Instructor can substitute appropriate Future of Making Industry course(s) to meet this requirement*
- ✔ Complete a minimum of ALC course topics for continuing professional development training and improving instructional skills or methodologies:
  - • Complete Autodesk Instructor Training the Trainer e-Course
  - • Complete one (1) Future of Making Industry course
  - • Complete other ALC courses, defined by Autodesk as professional development or instructional methodologies courses

ACI Instructors are required to meet minimum <u>annual</u> requirements to maintain ACI certification at <u>all</u> tier levels. ACI digital certification badge is issued to the ACIs on the <u>Acclaim platform</u>.

ACI Instructors can refer to the applicable Program Guide, for ACI Program minimum annual requirement details. Guides can be obtained from the Autodesk Learning Partner where you serve as an instructor.

Autodesk's Learning Partner Distributor can also provide minimum annual requirement details to the ACI candidate or current ACI. Minimum ACI Requirements are also available on the Learning Partner Program portal. Learning Partner Distributor's can provide access to the Learning Partner Program portal to authorized Learning Partners, Approved Instructors, or ACI Instructors.

Participation in the ACI Program, use of the ACI Badge, and any right to identify yourself as an ACI is subject to the terms of the **Autodesk Certified Instructor Program Agreement** and any guidelines made available on the Program Site or Badging Platform for use of the ACI Badge, which may change from time to time at Autodesk's sole discretion.

Autodesk may change the Program terms or terminate the Program at any time, in its sole discretion.

Contact Us
For additional information regarding the Autodesk Certified Instructor Program benefits or requirements, please contact the Autodesk Learning Partner where you serve as an Approved Instructor, find the Learning Partner Distributor for your region here: <u>https://www.autodesk.com/training/find-a-partner,</u> or contact us at <u>learning.partners@autodesk.com.</u>