

# Autodesk Membership Training Provider Program MTP

## Trade Sills Unions, Union Affiliated Training Organizations, and Trade Associations

### Program Background

The Autodesk® Membership Training Provider Program (“**Program**”) aims to support Membership Organizations in their efforts to train, test, and certify their members.

This Program was created through successful collaboration between Autodesk and the national leadership of major North American trade unions, trade associations, and personnel who manage their membership training programs. This Program allows Union and Trade Association training centers the ability to acquire and use Autodesk Products at their training sites for a low-cost annual subscription license fee. This Autodesk Program will enhance BIM & CAD training efforts at current training sites or allow a new site to offer enhanced training initiatives with Autodesk technology.

### Program Overview

The purpose of the Membership Training Provider Program is to promote training services to Membership Organizations and encourage the use Autodesk resources and programs including:

- Autodesk products, services and technologies; and
- Autodesk learning materials and certifications

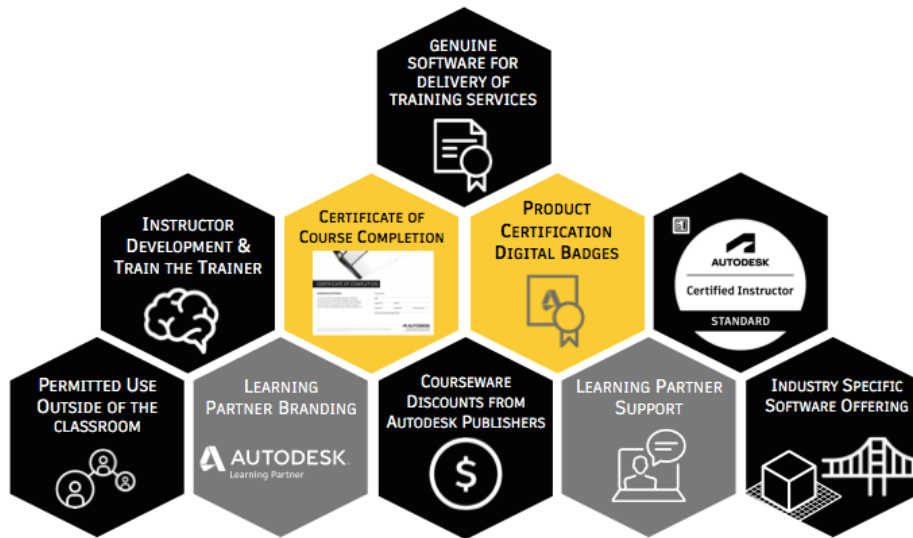
To participate in the Program, a Membership Organization must meet criteria for the Program established by Autodesk and must apply for authorization from Autodesk or a designated Authorized Learning Partner Distributor (“**Distributor**”). Upon authorization, the Membership Organization becomes eligible for Program benefits, including special program license fees for Autodesk Software Products and Subscriptions. Complete Program benefits, criteria, and region-specific information is defined in the Program Agreement and Program Guide, which is available from Autodesk or the Distributor. Benefits, criteria, and/or software supply may vary based upon the region (as determined by Autodesk).

### Program Details

- Membership Training Provider Site(s) must offer annually at least one (1) Autodesk Product training Course and provide at a minimum quarterly reporting for all Autodesk Courses offered
- Membership Organization agrees to promote Autodesk Certified Instructor attainment and Product Certification attainment to their instructors and Members
- Membership Organization instructor(s) must have experience and expertise using the Autodesk Product(s) they are providing training for
- Annual software subscription fee is charged on a per site basis; current Program license Subscription Fees are available from the Distributor or Autodesk
- Each MTP Site can order a maximum of 25 seats of each Autodesk title they plan to teach; all orders are approved by Autodesk
- The annual Program contract term begins 1 FEBRUARY and ends 31 JANUARY; annual Subscription Fees are paid on this schedule; pro-rated fees are approved at the Distributor’s discretion

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## Program Benefits

Autodesk or the Distributor provides Membership Organizations participating in the Program with a comprehensive range of benefits to support and develop their training programs including:

- Ability to leverage the existing Autodesk Learning Partner channel and infrastructure
- Site onboarding support, operational order efficiency, and instructor training opportunities
- Ability to license annual subscriptions for Autodesk Products
- Program administration, services, and support from Autodesk
- Site Manager and instructor use of Autodesk Subscription Program and Subscription Center
- Access to Program Site for latest Autodesk news, product, and program information
- Third-party discounts for select training guides or certification prep books; current list of discount offerings available from the Distributor
- Ability to participate in product Beta Software Program(s)
- Standard Product Technical Support included with software subscription
- Regular updates for members on leading edge Autodesk-related technology and workflows

## Members in Action

Learn more about the Program: <https://www.autodesk.com/training/membership-training-provider>

## How to Enroll

The Membership Training Provider Program is currently available in Australia, Canada, Ireland, the United Kingdom, and the United States of America. To enroll in the Program, complete these steps:

1. Complete the Membership Training Provider Site Enrollment Form, return to designated Distributor or Autodesk; obtain approval from Autodesk to enroll in the Program
2. Review Membership Training Provider Program Guide
3. Review, Sign, and Execute Membership Training Provider Program Agreement
4. Pay Annual Subscription License Fee(s) prior to ordering software subscription license(s)

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## Enrollment Contact–Autodesk Learning Partner Distributor

Region	Learning Partner Distributor	E-Mail Address
Australia Europe	ThinkEDU LLC	LearningPartnerSupport@thinkedu.com
Canada USA	ThinkEDU LLC	LearningPartnerSupport@thinkedu.com

## Frequently Asked Questions FAQ

### After the Membership Training Provider Program Agreement is signed, how does a Membership Organization order their license subscriptions for Autodesk Products?

The Learning Partner Distributor will place a Member Organization’s order for software license subscriptions after the Site Enrollment is approved, the Program Agreement is executed, and the annual license fees are paid. The contact’s name provided as the Site manager, or provided as the license order contact, will receive email instructions and a link to establish the contact’s credentials for the Autodesk Subscription Center. Unless otherwise specified, a welcome email will be sent to the *email address of the person listed as the primary contact on the site enrollment form*. After logging into the Autodesk subscription center account, the contact can check the status of Autodesk software ordered, obtain, access product support, and many other benefits. For additional details refer to Autodesk Subscription Benefits: <https://www.autodesk.com/subscription>

### How do I activate the Membership Organization’s Autodesk Products after installation?

Software Activation can be done automatically online via an Internet connection. Information needed to activate your Autodesk Products is available here: [www.autodesk.com/licensing](http://www.autodesk.com/licensing). Membership Organizations can also contact Autodesk directly at (866) 681–4359, select the registration and activation option.

### What if a Membership Training Organization training site needs more than the Program’s twenty-five (25) software subscription licenses?

Autodesk realizes some Membership Organizations may require training lab configurations that exceed twenty-five (25) seats. Contact your Distributor or Autodesk to approve additional subscription licenses for an individual site.

### Where can a Membership Organization locate experienced, Autodesk Instructors in their area?

Contact your Distributor for referrals to Autodesk Certified Instructors in the area. An Autodesk Certified Instructor must meet defined professional and Autodesk Product knowledge criteria prior to obtaining an authorized instructor credential.

### How can a Membership Organization instructor become an Autodesk Certified Instructor (ACI)?

Autodesk offers the opportunity for a Membership Organization instructor to become an Autodesk Certified Instructor free of charge (this does not include certification exam fee). Autodesk Certified Instructor Program Enrollment information is available at: <http://aci.autodesk.com/>

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### Is professional training content available for Autodesk Products?

Yes. Training content and curriculum is available from Autodesk and third-party publishers. Contact your Distributor for information about the current offerings and discounts available for your Membership Organization. Many Membership Organizations have established curriculum standards and discounts with publishers. The Distributor maintains current curriculum information for individual Membership Organizations.

### PROGRAM DEFINITIONS

**“Member”** means any person that is a registered member in Training Provider’s Membership Organization and meets all qualifications for participation as a member in such Membership Organization. If Training Provider is a Union Affiliated Training Organization, **“Member”** shall mean a registered member in an Approved Union. If Training Provider is a Trade Association Affiliated Training Organization, **“Member”** shall mean a registered member in an Approved Association.

**“Membership Organization”** means a Union, a Union Affiliated Training Organization, a trade association, including an Associated Builders and Contractors Association Chapter, or any other similar organization or entity that provides training to its registered members, that has been approved by Autodesk for participation in the Membership Training Program.

**“Membership Training Provider Program”** means the program pursuant to which Membership Organizations may license Autodesk Software Products to be used solely for Educational Purposes in accordance with the terms set forth in the Program Guide.

**“Site”** shall mean (i) each physical location identified by Training Provider in its approved Enrollment Form(s) and attachments thereto where Training Provider is authorized to offer training service to Members.

**“Trade Association”** means a non-profit organization in a specific professional trade industry that promotes common interests of their members, seeks to improve business conditions, and provides industry-specific apprenticeship training resources to their members.

**“Trade Association Affiliated Training Organization”** means an organization affiliated with a Union (or a group of Unions) that has been authorized by the Union to provide training to the Union’s registered members.

**“Union”** means any organization, agency or employee representation committee or plan in which employees participate and which exists for the purpose, in whole or part, of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment or conditions of work. Notwithstanding the foregoing, if the organization is in Australia, **“Union”** means an organization registered with the Australian Fair Work Commission, made up of employees, usually from the same industry or similar industries, that represents its members on employment rights and bargain with employers about members’ pay and conditions.

**“Union Affiliated Training Organization”** means an organization affiliated with a Union (or a group of Unions) that has been authorized by the Union to provide training to the Union’s registered members.