



Autodesk Membership Training Provider Program (MTP)

Trade Skills Unions or Union Affiliated Training Organizations

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 and personnel who manage their membership training programs. This Program allows Union training centers the ability to acquire and use Autodesk software products at their training sites for an annual, low-cost 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 Regional 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 Regional Distributors. 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) training course for an Autodesk Product and provide 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 Software Product(s) he or she providing training for
- Annual software subscription fee is charged on a per site basis; current Program license fees area available from the Regional Distributor or Autodesk
- Each 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 licenses are paid on this schedule; pro-rated fees are approved at the Regional Distributor’s discretion

Program Benefits

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



HOW TO ENROLL

The Membership Training Provider Program is currently available in North America, Ireland, and Australia. To enroll in the Program please complete these steps:

1. Complete the Membership Training Provider Site Enrollment Form, return to designated Regional Distributor or Autodesk; obtain permission to enroll from Autodesk
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)

Contact the Regional Distributor or Autodesk for additional enrollment information:

Region	Contact	E-Mail Address
Australia	Vinsys International Ltd.	atcanz@vinsys.com
Europe	KnowledgePoint Connect	autodesk@knowledgepoint.com
Canada	Autodesk	Learning.Partners@autodesk.com
USA	Autodesk	Learning.Partners@autodesk.com



FREQUENTLY ASKED QUESTIONS

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

The Regional Distributor will place a Member Organization's order for software license subscriptions after the Site Enrollment is approved, the Program Agreement is executed, the annual license fees are paid. The contact 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, contact can check the status of the Autodesk software ordered, obtain software serial numbers, access product support and many other benefits. For additional details refer to Autodesk Subscription Benefits: <https://www.autodesk.com/subscription>

How do I activate Membership Organization's Autodesk Software after installation?

Prior to activating Autodesk software, Membership Organization should verify if they ordered stand-alone licenses or network licenses for their training labs. Software Activation can be done automatically online via an Internet connection. Information needed to activate your Autodesk Software is available here: www.autodesk.com/licensing. Membership Organizations can also call contact Autodesk directly at (866) 681-4359, select the registration and activation option. **The Autodesk Knowledge Network** is a resource for product installation or product use issues: <http://www.knowledge.autodesk.com>

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 Regional Distributor to approve additional subscription licenses for an individual site.

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

Contact your Regional Distributor for referrals to Autodesk Certified Instructors in the area. An Autodesk Certified Instructor must meet defined professional 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/>

Is professional training content available for Autodesk Software titles?

Yes. Training content and curriculum is available from Autodesk Authorized Publishers. Contact your Regional Distributor for the current offerings and discounts available for your Membership Organization. Many Membership Organizations have established curriculum standards and discounts with publishers. The Regional 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.

“Membership Organization” means a Union, a Union Affiliated Training Organization, a trade association 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.

“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 located 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.

AUTODESK CONTACTS

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