



insights for the life of your business™

## ACCPAC Certified Trainer Program

### Certified Trainer Program Guide

As a Best Software Channel Partner, you can maximize your training opportunities by becoming a Best Software Certified Trainer. This unique program is designed for employees of Best Business Partners and Best Software Consultants who plan to market their training and product skills by conducting Best Certified Training Classes.

The Best Software Certified Trainer Program is available for the following Best Software products:

- NPS Intro
- NPS Pro
- Advantage Nonprofit Series
- MAS 90 and MAS 200
- MAS 500
- Platinum for Windows by Best
- BatchMasterPFW
- BusinessWorks
- Abra Suite
- SalesLogix
- ACCPAC Advantage Series
- ACCPAC Pro Series
- Sage CRM

*This document is not applicable to any other Best Software Product not listed above.*

### Benefits

As a Best Certified Trainer, you can promote your services to provide classroom or onsite training to customers and other Best Software Business Partners. In addition, as a Best Software Certified Trainer, you will receive the following benefits:

- The ability to purchase Best Software Certified Student Course Curriculum for the course titles for which you are a Certified Trainer.
- Automatic updates to Certified Trainer Course Curriculum for the duration of your agreement.
- Certified trainer curriculum includes a complete set of student course curriculum, trainer notes and access to presentation slides and sample data where applicable.
- A Certified Trainer Logo for use in marketing your training services to existing and potential customers.

- A personalized Best Software Certified Trainer Certificate.
- Access to our Certified Trainer web site, which includes all of the necessary tools to assist you in providing quality training.

## Who can Apply

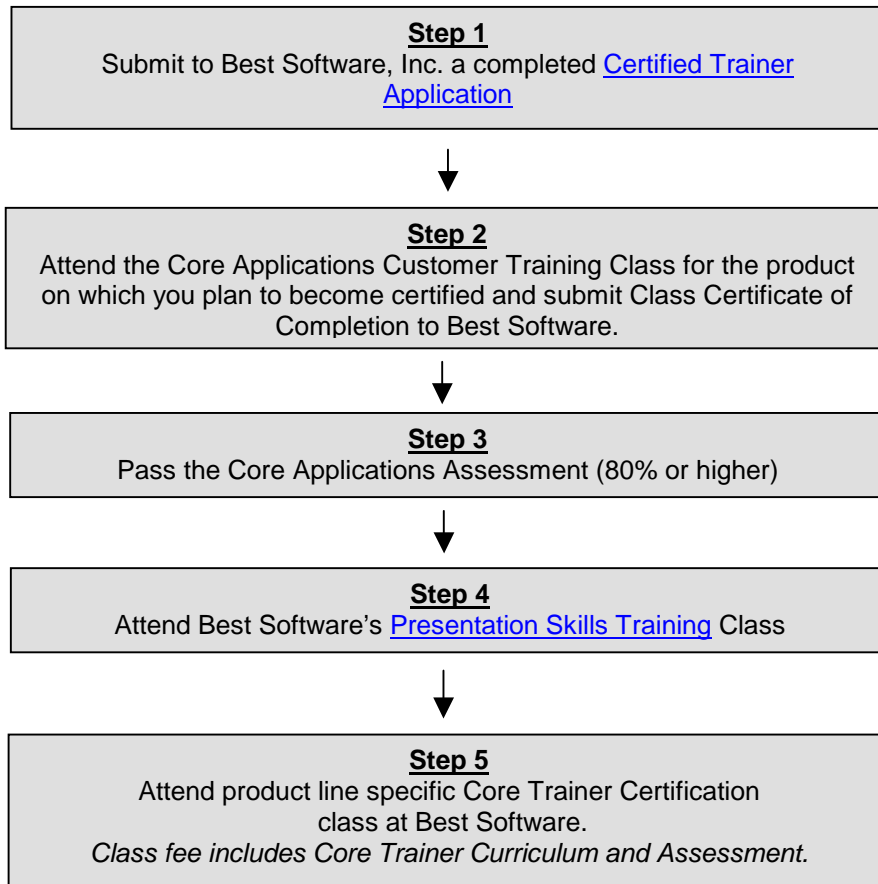
Any full-time employee of a Best Software Business Partner or Best Software Consultant who's company has been authorized by Best Software for at least six months and has met each of the standard partner certification requirements for the product you are requesting certification.

## Steps to Become a Best Software Certified Trainer

**This section is for individuals who are not currently certified to train on any Best Software product.**

Initially, all Certified Trainers are required to complete the Core Trainer Certification requirements for a particular product's Core Applications. Once complete, as a Core Applications Certified Trainer, you may obtain additional trainer certification for additional classes within that product line or other Best Software products by completing the steps outlined in this document.

The following steps are applicable to all new Certified Trainer applicants:



**Alternate “On-Site” Track**

To certify multiple individuals within your company, a qualified Best Software employee will come to your training site. The partner may include as many staff as practical for certification.

## Additional Trainer Certification (Same Product) –Existing Certified Trainers

Once you have completed the Core Application Certified Trainer process, you may obtain Certified Trainer status on additional classes for that product by completing the following steps outlined below.

### **Trainer Certification for Additional Classes (same product)**

To obtain Certified Trainer status on additional classes, complete the following steps:

**Step 1**

Submit an “Additional [Trainer Certification Application](#)”



**Step 2**

Purchase Trainer Curriculum and pass (80% or higher) the current version product assessment  
*Note: Trainer Curriculum fee includes Assessment.*

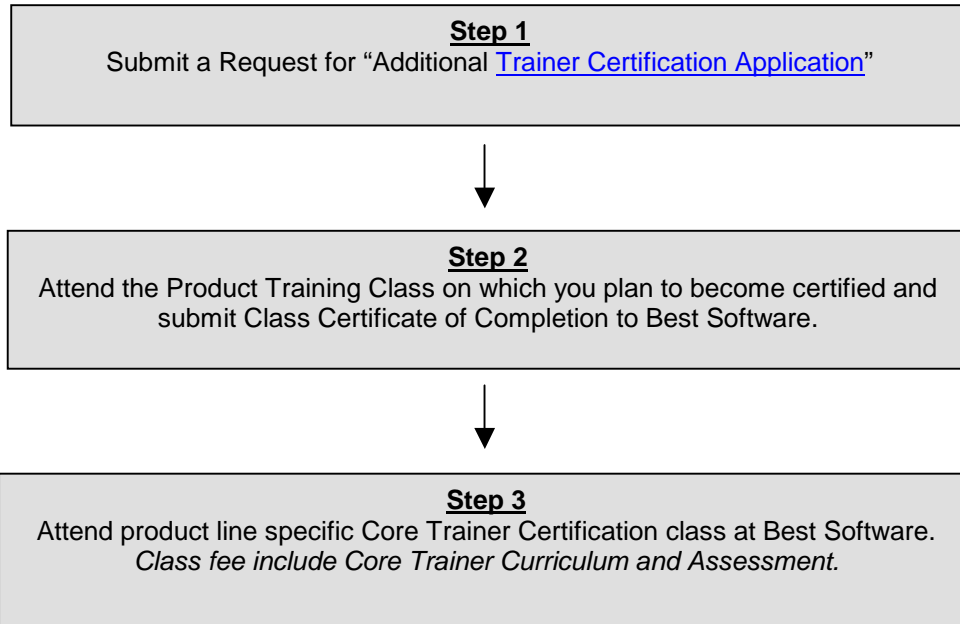


**Step 3**

Attend the product training Class on which you plan to become certified and submit Class Certificate of Completion to Best Software.

## Trainer Certification - Additional Best Software Products

To obtain Certified Trainer Status on additional Best Software Products, applicants should complete the following steps:



Note: Where "Product Training Class" is noted, applicants may complete this step at Best Software, an ATC or **by an employee of their company who has been a Certified Trainer for that class for at least six months and has submitted to Best Software student evaluations that reflect an above average score or higher. Please confirm trainer eligibility in advance of taking the course.**

Additional course prerequisites may apply.

For an application, go to [http://www.bestsoftware.com/education/certified\\_trainer.htm](http://www.bestsoftware.com/education/certified_trainer.htm).

The Certified Trainer Application and associated forms can be found on the Best Software web site at [http://bestsoftware.com/education/certified\\_trainer.htm](http://bestsoftware.com/education/certified_trainer.htm).

## Pricing

- All Core Trainer Certification Class fees include the Core Application Trainer Curriculum and assessment for that product. The Core Trainer Curriculum will be distributed in the class.
- For pricing on the Core Trainer Certification Class or the Product specific training classes, visit our education web site at [www.accpacu.com](http://www.accpacu.com).

## To Get Started

To apply to become a new Best Software Certified Trainer, complete the Best Software Certified Trainer Application located on our Best Software web page at [http://www.bestsoftware.com/education/certified\\_trainer.htm](http://www.bestsoftware.com/education/certified_trainer.htm) and email it to [CTPrograms@bestsoftware.com](mailto:CTPrograms@bestsoftware.com).

If you are an existing Best Software Certified Trainer and would like to obtain Certified Trainer Status on an additional Best Software, Inc. product or on additional classes, complete the Additional Trainer Certification Application located on our Best Software web page at [http://bestsoftware.com/education/certified\\_trainer.htm](http://bestsoftware.com/education/certified_trainer.htm) and email it to [CTProgram@bestsoftware.com](mailto:CTProgram@bestsoftware.com).

Within five business days, you will receive confirmation that your application has been accepted and a list of components required to complete your certified trainer application.

For any questions regarding the Best Software Certified Trainer Program, please email us at [CTProgram@bestsoftware.com](mailto:CTProgram@bestsoftware.com).

# Certified Trainer Guidelines

All Certified Trainer forms referenced below, instructions on how and where to submit these forms, current program guidelines and certified trainer applications are located on a secured Best Software Certified Trainer web site. Upon approval by Best Software, the Certified Trainer will be given detailed instruction on how to access this site.

As a Certified Trainer, you must adhere to the following program guidelines outlined in this document including:

- Applicants are not considered Certified Trainers until they receive in writing a signed Certified Trainer Certificate and letter of approval. Applicants certified on any given month, will be mailed a certificate and letter of approval by Best Software, Inc. within the first 10 days of the following month.
- Only Certified Trainers approved to teach on a particular course title or group of product applications may use Best Software Certified Course Curriculum.
- Certified Trainers are required to maintain and teach from a current copy of the Certified Trainer Course Curriculum.
- Certified Trainers are required to renew their Certified Trainer Status on April 1 for the classes on which they wish to remain certified.
  - Certified Trainers acknowledge that Certified Trainer status is only valid under the company the trainer was employed by at the time of approval.
  - Certified Trainer agrees to distribute the Best Software class evaluation form to class participants and return copies of all evaluation forms to Best Software within 10 days of the completion of the training.
- Certified Trainer agrees to distribute a Best Software Sign-in sheet to class participants and return completed copies to Best Software within 10 days of the completion of the training.
- Certified Trainers are responsible for all administrative arrangements of the class or on-site training, including, but not limited to, site selection, contracting for space and machines, communications with customers who want more information about the class or want to make reservations, and collection of training fees. The Best Software Certified Trainer is responsible for all costs associated with administering each class. \* **Please note:** ACCPAC Advantage Series Certified Trainers **will not** be responsible for reservation and collection of attendee fees.
- Certified Trainers acknowledge that renewal of this agreement at the end of agreement period specified within this document is subject to the then-current requirements as defined by Best Software and will be at Best Software's discretion.
- Understands that Best Software reserves the right to remove an individual from the program should they fail to comply with the guidelines outlined in this document.
- MIP Certified Trainer Program only: Agrees to forward a copy of class registrations 5 days prior to the class and agrees to forward the class attendance log within 5 days of the completion of the training.