



# Microsoft Business Certification

Vendor of Approved Courseware FAQ

**Microsoft** | Learning

## Vendor of Approved Courseware FAQ

Q. How do I apply for the Microsoft Learning Vendor of Approved Courseware program?

A. [The step by step process is available here.](#)

Q. When will the Microsoft Office 2007 exams be available?

A. The Microsoft Office 2007 exams will begin to be available in the first quarter of calendar year, 2007 and will continue rolling out through the second quarter of 2007.

Q. When will I get the objectives?

A. The objectives for Microsoft Certified Application Specialist (MCAS) exams are available now. The objectives for Microsoft Certified Application Professional (MCAP) exams will be available by September 30, 2006

Q. How long does the courseware review process take?

A. The courseware review process normally takes no longer than 21 days.

Q. Are there fees for membership?

A. There is an annual program fee of \$4000 in addition to the courseware review fees (review fees vary depending on amount of content).

Q. Will the 2008 program have the same logo as the 2003 program?

A. No. The logo for the new program will be different. There will be a new logo for the MCAS exams and a new logo for the MCAP exams.

Q. What restrictions are there on the use of program logos?

A. In addition to following the standard Logo Usage Guidelines that accompany program enrollment, you will have access and may use the logos once your courseware has been reviewed and approved.

Q. When will I receive logo usage guidelines?

A. You will receive logo usage guidelines with your application.

Q. What steps do I need to take if I want to update the courseware I have produced for currently existing programs?

A. You can submit any updates to existing courseware to ProCert Labs.

Q. What do I do if I am a current 2003 approved vendor and want to become a 2007 approved vendor?

A. In order to become an approved vendor for 2007 courseware you will need to fill out a program application and submit it to ProCert Labs. To request an application, please email [msslvac@procertlabs.com](mailto:msslvac@procertlabs.com) and insert "Application Request" in the subject line. Please note that applications will not be available until October 30, 2006.

Q. What are Vendors of Approved Courseware (VACs)?

A. VACs are official members of the Microsoft Learning Vendor of Approved Courseware Program. VACs publish courseware that follows the certification exam objectives established by the Microsoft Business Certification Program for Microsoft Office. Their courseware has satisfied the review and approval process necessary to bear the Microsoft Office Specialist Approved Courseware logo. If you would like to join this program, please review requirements to qualify for the VAC program

Q. What does the Approved Courseware logo mean?

A. Curriculum bearing the Microsoft Certified Application Specialist Approved Courseware logo indicates that the courseware has been reviewed and approved to satisfy Microsoft Certified Application Specialist certification exam standards. The logo also means that individuals completing such courseware may be prepared to become a Microsoft Certified Application Specialist by taking and passing Microsoft Certified Application Specialist certification exams.

Q. How long does the contract approval process take?

A. Approximately three weeks from the time the contract is received, unless modifications are requested.

Q. When can an item of courseware display the Microsoft Certified Application Specialist Approved Courseware logo?

A. After the program agreement is mutually signed, the appropriate fees are paid, and the review requirements for the item of courseware are fully satisfied, then the item of courseware may display the Microsoft Certified Application Specialist Approved Courseware logo.

Q. If my company purchases previously approved courseware content from a Vendor of Approved Courseware and republishes such content under its own name, can the republished courseware display the Microsoft Certified Application Specialist Approved Courseware logo?

A. No, only members of the Microsoft Certified Application Specialist Vendor of Approved Courseware Program may display the Microsoft Certified Application Specialist Approved Courseware logo on their courseware. If your company is not a VAC, it may not legally display the Microsoft Certified Application Specialist Approved Courseware logo on its courseware or anywhere else.

Q. Where can I find Microsoft Office Specialist Approved Courseware?

A. Use the [Study Materials locator](#).

Q. Are exams available in other languages?

A. Yes, see Localized [Microsoft Certified Application Specialist Exams](#).

Q. Where do I send questions about the VAC Program?

A. E-mail questions about the VAC Program to [mslvac@procertlabs.com](mailto:mslvac@procertlabs.com) or call (801) 802-8774.

Mail queries or information to:

Microsoft Certified Application Specialist Program  
Vendor of Approved Courseware Program Manager  
9135 South Monroe Plaza Way  
Suite D  
Sandy, UT 84070 USA

ProCert Labs  
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[www.procert.com](http://www.procert.com)