



# ACT Program Overview

Apple Certified Trainer for Pro Applications and IT

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## About the Program

The Apple Certified Trainer (ACT) Program ensures that trainers who deliver Apple's curriculum have the instructional skills and technical proficiency necessary to successfully train Apple's students and customers. This Program Guide describes the program and details the information you'll need to become an ACT.

ACTs deliver [Apple certified courses](#) at [Apple Authorized Training Centers](#) (AATCs) or at customer sites as defined by Apple Training & Certification.

The Apple Certified Trainer Program is available worldwide. Details vary by country.

You can choose to pursue either or both of the following ACT tracks:

- [Apple Certified Trainer for Pro Applications](#)
- [Apple Certified Trainer for IT](#)

## What does it mean to be an ACT?

- **Teach Apple Training courses**—Once you're an ACT, you can teach the courses for which you are certified under the direction of an AATC.
- **Proctor Apple Certification exams**—Once you are an ACT, you can proctor any Apple Certification exams at AATCs.

As an ACT, you'll have access to the specific prerequisites, trainer materials, and classroom setup instructions for each course. Access to these materials and instructions will be provided as part of your certification.

## Benefits of Becoming an ACT

Delivering Apple Certification courses is a flexible and lucrative career choice for training professionals. Adding the Apple Certification courses to your training repertoire broadens your employment options and is a great way to get involved with Apple's software and technologies.

The Pro and IT ACT tracks are designed to keep trainers at the forefront of Apple's technical and digital media technology. Certification creates a benchmark for assessing proficiency in a specific Apple technology. ACT status distinguishes you to colleagues, employers, and prospective clients as a skilled trainer, and this certification gives you a competitive edge in today's ever-changing job market.

As an ACT, you will enjoy a number of benefits, including:

- **NFR (Not For Resale)** copies of Apple's software for eligible Train-the-Trainer courses.
- **Access to the Apple Certification Records System** - This site gives you private online access to your personal certification and exam information and allows you to update your contact information. You can also publish your certifications on our Apple Certified Professionals Registry.
- **Use of the ACT logo:** Add the prestigious Apple logo to your business cards, resume, and website.

- **Specialized Support and Communications:** You'll receive special ACT communications, and have access to internal Apple Training & Certification contacts who can answer your questions about the curriculum, exercises, and setup requirements.
- **Access to Apple Sales Web (ASW):** ASW is a great source of news, training, marketing materials, and resources for ACTs.
- **Sales Training on iTunes:** With Sales Training on iTunes, you can watch and listen to sales-related demos, webcasts, and interviews through the iTunes Music Store.
- **Apple Sales Training Online (ASTO)** provides robust online courses to enhance your Apple Product expertise.
- **Tuition discounts:** Attend discounted Apple Training courses at an AATC using the Channel Partner program.
- **Peachpit Discount:** ACTs enjoy a 35% discount on all Peachpit books, including the Apple Training Series.
- **Discounts on third-party solutions:** ACTs enjoy discounts on various third-party software solutions.
- **Safari Books Online:** ACTs have access to this online repository of over 10,000 books, white papers, technical specifications, and other useful resources.
- **ACT wikis and listservs:** Useful peer discussions, job opportunities, technical advice, and more.

## How Do You Qualify to Pursue a Career as an ACT?

ACTs must demonstrate much more than product knowledge. An ACT is an individual who:

- Has at least one year of experience training students (preferably adult learners) in a structured classroom setting.
- Demonstrates deep understanding of effective training methods, adult learning processes, and classroom management techniques.
- Has exemplary presentation skills.
- Has extensive experience with Apple's technologies and applications.
- Has a minimum of three years experience in the field as an editor, visual-effects artist, photographer, DVD author, or sound designer. Experience as a professor or teacher in these fields is also considered.  
(*Pro Apps Only*)

If you feel that you have the skills necessary to join the ranks of the ACT community and pursue a career as a professional trainer, then read on, and learn how to get started!

## Becoming a Pro Applications Apple Certified Trainer

Pro Apps ACTs generally train creative media professionals in film and audio

To become a Pro Apps ACT, simply complete the following five steps:

1. **Attend** the Apple Training course for your chosen pro application.
2. **Pass** the end-user certification exam for your chosen pro application.
3. **Complete** an ACT application.
4. **Demonstrate** your ability to meet Apple's ACT standards at a Train-the-Trainer (T3) session.
5. **Pass** the Trainer exam for your chosen pro application.

### Step One: Attend the course for your chosen pro application.

Being an excellent ACT means understanding the student experience. Attending the class as a student gives you the opportunity to learn the materials, experience the course from the student's perspective, and see firsthand how the course should run.

While this step is highly recommended, it not a requirement. However, applicants with less experience may be rejected if they have not taken the associated end user class.

Start by finding your local [AATC](#), and attending the class you want to teach.

### Step Two: Pass the end-user exam for your chosen pro application.

Passing the exam shows us that you know the content thoroughly, and you're ready for the next steps. You can take the exam at the end of the class at an [AATC](#). If you chose not to take a class, you can pay to take the exam online after your application is accepted.

### Step Three: Complete an ACT application.

Complete the [ACT application](#) online, and the Apple Training & Certification team will review it to determine your eligibility.

*Note: Please allow seven business days for processing. Incomplete applications will not be processed, so please provide all the requested information.*

### Step Four: Demonstrate your Knowledge and Technical Expertise.

Once your application is accepted, you'll receive instructions telling you how to register for the T3 for your chosen Pro Application.

By participating in the T3, you'll acquire thorough knowledge of the Apple courseware and curriculum and learn effective training methods, along with Apple's expectations.

The T3 includes:

- Role-playing exercises
- Presentations
- Peer and instructor feedback
- Guided discussion
- Expert instruction from an Apple Training Mentor
- Q&A
- Trainer exam
- An NFR copy of the software, for eligible T3 classes

During the T3, you must demonstrate your subject matter expertise and instructional presentation skills. You'll be asked to present one or more sections of the course to a group of your peers and to an Apple Training Mentor. The Apple Training Mentor will evaluate your technical proficiency and instructional presentation skills.

Check online for the [current T3 schedule and a complete description](#) of the courses, registration information, class schedules, and tuition fees.

Once you earn ACT status, you will be eligible to earn some additional trainer certifications online.

*Note: ACT candidates are responsible for tuition fees and all personal expenses, including food, travel, and lodging when attending a T3 class.*

### Step Five: Pass the Trainer exam.

On the last day of the T3, you'll take the Trainer exam online. The cost of this exam is included in the T3 tuition.

You must pass the Trainer exam for the course before you can be certified. If you don't pass the exam, you'll automatically be sent a code, which will allow you to retake the exam online after a one-week waiting period, at a cost of \$150 USD. If you don't pass the exam on your second attempt, you must either attend another T3 or demonstrate to Apple that you've improved your product knowledge before you can take it again.

## Becoming an IT Apple Certified Trainer

IT ACTs generally train IT professionals and help desk personnel

To become an IT ACT, complete the following six steps:

1. **Secure** an AATC sponsor.
2. **Attend** the Apple Training course for your chosen technology.
3. **Pass** the end-user certification exam at the Trainer score or higher.
4. **Complete** an ACT application.

5. **Demonstrate** your ability to meet Apple's ACT standards at a Train-the-Trainer (T3) session.

### Step One: Secure an AATC Sponsor.

You can't deliver training without working with an AATC, so before you invest in your career as a trainer, it's important to build relationships with AATCs. You don't have to be an employee of the AATC to list them as a sponsor; the AATC only needs to indicate an interest in working with you in the future — once you're certified.

### Step Two: Attend the course for your chosen technology.

Being an excellent ACT means understanding the student experience. By attending the class as a student, you'll have the opportunity to learn the materials, experience the course from the student's perspective, and see firsthand how the course should run.

Start by finding your local [AATC](#), and attending the class you'd like to teach.

### Step Three: Pass the end-user exam at the Trainer score or higher.

Because trainers must demonstrate deeper knowledge and understanding of Apple's products and technologies, they must earn higher scores—[Trainer Cut Scores](#)—on the end-user exams.

Passing the exam at the Trainer level shows us that you know the content thoroughly, and you're ready for the next steps. You can take the exam at the end of the class at an [AATC](#), or you can visit your local [Prometric testing center](#).

### Step Four: Complete the ACT application.

Complete the [ACT application](#) online, and the Apple Training & Certification team will review your application to determine your eligibility. *Note: Please allow seven business days for processing. Incomplete applications will not be processed, so please provide all the requested information.*

### Step Five: Attend the T3 and demonstrate your knowledge and technical expertise.

Once your application is accepted, you'll receive instructions on how to register for the T3 for your chosen course.

By participating in the T3, you'll acquire thorough knowledge of the Apple courseware and curriculum, and learn effective training methods, along with Apple's expectations. The T3 also allows you to work through the labs in detail, practice the lab and classroom setup, and become extremely comfortable with the course.

The course includes:

- Presentations
- Peer and instructor feedback
- Guided discussion
- Expert instruction from an Apple Training Mentor
- Q&A

During the T3, you must demonstrate your subject matter expertise and instructional presentation skills. You'll be asked to present one or more sections of the course to a group of your peers and to an Apple Training Mentor. The Apple Training Mentor will evaluate your technical proficiency and instructional presentation skills.

ACT candidates are responsible for tuition fees and all personal expenses, including food, travel, and lodging when attending a T3 session.

Check online for the [current T3 schedule and a complete description](#) of the courses, registration information, class schedules, and tuition fees.

## Frequently Asked Questions

### How long does it take to become an ACT?

How long it takes is largely up to you, but depends on several factors, including:

- How quickly you're able to complete the requirements for certification
- The availability of a T3 class for your chosen application
- How quickly your ACT application is accepted

### How much does it cost to become an ACT?

Applicants pay tuition fees for each course they attend, exam fees, and all personal expenses (such as travel, meals, and lodging) incurred during the certification process. This means that the total costs can vary between candidates. Even at the high end, the training and certification process will pay for itself after only a few classes you teach as an ACT.

### What is the format of the exams and how long do they take?

Each exam is timed, and varies in duration from 90 to 120 minutes. The exams include between 50 and 120 items. Some are multiple choice, some are scenario-based—you are given a problem and asked to analyze the situation and select the most appropriate solution(s), and some include interactive-media questions.

### If I am accepted into the program, what am I certified to do?

As an ACT, you can deliver the Apple Certification courses and exams for which you have been certified at an AATC or at a customer location.

### **How will I be scheduled to teach?**

You'll work with your AATC(s) to manage your schedule. Please note that Apple does not employ ACTs or provide job placement. However, Apple does post job opportunities at AATCs on internal ACT listservs.

### **How long does my certification last?**

Since an ACT certification is associated with a specific course, you maintain that certification until:

- A major update to the curriculum or application requires you to demonstrate knowledge of the new technology or version and update your certification. Re-certification requirements vary based on the significance of the changes to the application or technology. You may have to take an online exam, listen to a podcast, or attend a full T3.
- You receive poor student evaluations of your instructional abilities or your technical knowledge. If this occurs, you may need to repeat the T3 session and/or teach the course under supervision of an Apple Training Mentor.
- Termination of your ACT agreement or Proctor Code of Conduct due to misconduct.

### **Is the ACT program available outside the United States?**

The ACT program is available worldwide, and requirements vary by region. You can find the appropriate contact for your region [online](#). Please email one of the international contacts listed for program details.