Autodesk has set these standards, which are applicable at the date of issue of this document. Given the pace of change in the Information Technology marketplace these standards will from time to time, be updated. Autodesk reserves the right to change any parts of these standards as and when necessary and to inform all interested parties of such changes in a timely fashion in order that they may formulate their own plans and business directions appropriately.
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1.0 AUTODESK AUTHORIZED TRAINING CENTER (ATC) PROGRAM OVERVIEW

The Autodesk Authorized Training Center Program (ATC) is a worldwide network of independent professional training partners who focus on providing high quality training solutions to customers using Autodesk software products.

Autodesk recognizes ATCs for their rigorous standards of excellence and authorizes them to deliver hands-on, instructor-led training as well as some forms of instructor-facilitated e-learning. Successful ATCs bring training expertise, business skills, and a drive for excellence to their businesses and they actively share Autodesk’s commitment to improving a customer’s on the job performance and productivity.

ATCs may specialise in training on certain Autodesk products addressing specific industry sectors. The ATC Program is structured to recognise and promote training in these industry sectors. Training organisations may register Sites in one or more Industry/Product Group Authorizations assuming they meet the required qualifying criteria outlined in this Guide and any additional “ATC Program Authorization Requirements” communicated through Autodesk’s ATC Partner Extranet system, Partner Portal. Details of the products available and the Site Authorization Requirements are contained in Appendix A.

The Global ATC Program is divided into three (3) geographic areas (Geos):
- AMER - Americas
- APAC - Asia Pacific
- EMEA - Europe, Middle East & Africa

This Program Guide describes in detail the ATC Program benefits and requirements as they refer to the ATC Authorized Training Sites and ATC Authorized instructors required to deliver Authorized Courses.

Please refer to the appendices for geo specific information on Industry / Product Group sector requirements and registration instructions.

1.1 2012 (FY13) - What’s New?

The significant changes to this Guide from the FY12 Guide are

- Updates to Geo Appendices, relating to instructor authorisation requirements
- Updates to Geo Appendices, relating to performance criteria
- Updates to Geo Appendices, relating to software authorisation requirements
- Update to Appendix A for inclusion of additional 2012 products and removal of discontinued or replaced products

1.2 Main and Satellite ATC Sites

If an ATC has training Sites in different locations, each Site wishing to deliver Authorized Courses must apply to become either a Main ATC Site (1 site only) or a Satellite ATC Site (all other sites). A training company operating under a different name may only become a Satellite ATC Site if it is legally associated with the primary ATC company. There is no limit to the number of Satellite Site applications by an
ATC. If approved, each Satellite Site must meet the requirements of the ATC Agreement (including this ATC Program Guide), and where applicable additional ATC Software license fees or subscription will be payable under the same terms and conditions as the primary ATC Site.

Each Satellite ATC Site is covered under a single ATC Agreement signed by the company responsible for the primary ATC Site and each Satellite ATC Site must comply with the requirements the ATC Agreement, ATC Product Authorization Requirements document and this Program Guide. The primary ATC is responsible for distributing all Autodesk communication to the Satellite ATC Site(s), ATC software management and administrative management of Partner Portal access. The primary ATC Manager is recognised by Autodesk as the main contact for all Satellite ATC Sites.

1.3 Sites providing e-learning

An ATC wishing to offer Authorized Courses partly or wholly by e-learning methods (synchronous and/or asynchronous) must request authorization in the site application for each site from which e-learning will be provided.

E-learning course may be associated with, or provided from, one or from multiple physical sites operated by the ATC; however such courses will only be recognised as Authorized if associated with a physical site for which an application for e-learning has been received, and if the provision of the course meets all other requirements for the delivery of Authorized distance of e-learning courses.

For further details on authorization for Authorized e-learning Courses, refer to Appendix E.

Please Note: Compliance with the minimum requirements and qualifications does not guarantee acceptance into the ATC Program. Other criteria such as local training demand, density of population, registered Autodesk software users, local business and industry factors, distance from another ATC, may also be taken into consideration.

2.0 ATC PROGRAM BENEFITS

Autodesk or its nominated distributor provides ATCs with a comprehensive range of benefits to support and develop their training businesses. Program Benefits include:

2.1 ATC Program Marketing

Autodesk or its nominated distributor undertakes a number of activities designed to maintain or improve customer awareness of ATCs and their services including:

- A prominently placed marketing locator on www.autodesk.com/atc (and country equivalents, for example www.autodesk.co.uk).
- Marketing through the Autodesk home pages in a number of countries and ATC references in Autodesk products and Autodesk Official Training Guides.
- ATC banner, posters, brochures, site plaques and flyers (these may be available in a number of languages). Please note that not all countries are provided with
physical marketing collateral such as this; as an alternative, access to a marketing web site to download artwork may be provided, and you can use this artwork to produce your own collateral.

- A range of advertising templates, which an ATC can take and personalize by inserting your ATC Site details and place in the advertising media of your choice.

### 2.1.1 ATC Brand and Logos

ATC Program members can capitalise on the significant brand recognition Autodesk has created over the years by:

- Using the ATC brand, logos and other Autodesk approved promotional tools and products for sales and marketing activities.
- Displaying the ATC Site Certificate that Autodesk or its nominated distributor provides at the start of every program year.
- Using the **Autodesk Certified Instructor** logo that is awarded to every instructor who meets the Autodesk Certified Instructor (ACI) Program requirements for Design, Media & Entertainment or Creative Finishing products, or for such other products as may be made available from time to time. We recommend ACI as a way of attaining and retaining product authorizations in Autodesk Revit Architecture, Autodesk Inventor, Autodesk 3ds Max, Autodesk Maya and Autodesk Softimage products or Creative Finishing products such as Autodesk Flame & Autodesk Smoke. Additional products will be added during the year. Please further note that these Certifications may need to be renewed on an annual basis or when a new version of the product is released.

### 2.1.2 Autodesk Corporate Identity

All Autodesk logos are standardised to ensure a consistent image is presented by all Autodesk business partners world-wide. Consistent use of these logos will strongly reinforce the identity and profile of Autodesk and our products, and being identified with a strong corporate image will help your business. A guide to using the Autodesk Training Center logo is provided as part of your ATC Program membership. All ATCs must conform to the guidelines published for the use of logos or other Autodesk registered names or marks. Please refer to the Partner Portal for further information.

### 2.1.3 ATC Site Certificate and Plaque

Autodesk or its nominated distributor provides ATCs with a Site Certificate each program year, which confirms your ATC partner status. Autodesk also provides ATCs with a Site Plaque which can be displayed on the exterior of your ATC Site.

**Note:** The ATC Site certificate must be used without modification. Co-branding is not allowed. Please refer the Guidelines.pdf file available on the Partner Portal for further details.

### 2.1.4 ATC Certificate of Completion
Autodesk provides ATCs the ability to award an ATC Certificate of Completion to students who successfully attend and complete an ATC course. ATC Certificates of Completion may only be awarded for classes trained by an authorized ATC Instructor.

A Certificate of Completion is awarded as an electronic certificate and may only be awarded if the student has submitted their feedback on their training experience, using the Autodesk ATC On-line Evaluation System.

Note: in certain circumstances, a Certificate of Completion may not be available for certain products or Authorized Courses, as notified from time to time by Autodesk (see regional appendices B-D for further details).

Note: The ATC Certificate of Completion must be used without modification. Co-branding is not allowed. Please refer the Guidelines.pdf file available on the Partner Portal for further details.

2.1.5 Right to Use Autodesk-Provided marketing Materials

Subject to the terms and conditions set out in the ATC Agreement and in Attachment 1 to this Guide, Autodesk provides certain marketing collateral and other advertising materials (“Marketing Materials”) that the ATC partner may reproduce and distribute in connection with their appointment to as an ATC. See Attachment 1 for Terms and Conditions of use.

2.2 Software Supply - Software Licensing and the Electronic Software Download (ESD)

The Autodesk Electronic Software Download website (accessed through Partner Portal) contains the Autodesk software products which are made available to ATC Program members who elect to purchase ATC licenses rather than use full commercial licenses. All software and product upgrades will be distributed to ATC partners via this system. This website contains most of Autodesk’s products in English language and some other available languages.

ATC Program members may download, install and deliver Authorized Courses on such software subject to:

- Purchase of required Autodesk software or payment of appropriate Autodesk Software license fees, and
- Meeting the relevant instructor, site and training material requirements; and
- Authorization of the site for the relevant Industry/Product Group accreditation.

Please refer to your ATC Agreement for information on the legal use and downloading of the Autodesk software products and software licensing.

Geo specific information on variances in software supply policies will be provided in the ATC Welcome Pack documentation.

2.3 Autodesk Product Technical Support

As a valued member of the Autodesk virtual corporation, ATC partners may be eligible for product support directly from Autodesk. Autodesk will provide product support to assist with the set-up and installation of Autodesk software in preparation
for customer training on Autodesk products. Before contacting Autodesk, the ATC is required to use their best efforts to research an answer to the question by using the knowledge base help files and other tools that are made available to them on Partner Center.

Autodesk Product Support is provided via a single case tracking system accessed on Partner Center at https://partnercenter.autodesk.com. All support calls must be initiated by an ATC Site instructor who has taken product training in the product for which support is required.

### 2.4 Autodesk Official Training Guides

Since quality and consistency of ATC course delivery are important, Autodesk recommends that ATC partners use Autodesk Official Training Guides (AOTG) when available, in connection with their ATC Authorized Courses. Autodesk will seek to secure preferential pricing for ATCs from publishers or producers of AOTG, but such preferential terms cannot be guaranteed; please contact your distributor (or ATC Program representative) for pricing.

Autodesk Official Training Guides are designed to support hands-on classes on Autodesk software. Developed by subject matter experts and covering the most important features and functions of Autodesk products, the Training Guide can assist ATC customers as they simulate real-world projects and perform job-related tasks by completing exercises using Autodesk software.

Autodesk may also recommend alternative courseware sources in instances where Autodesk Official Training Guides are unavailable.

*Geo specific Training Guide ordering instructions will be provided in the ATC welcome pack documentation, and are also available on Partner Portal.*

### 2.5 Technical Product Training for ATC Instructors

Where possible, ATC partners will be invited to attend Autodesk Product Technical Training on the latest Autodesk software releases. Autodesk Product Technical Training may be run in a classroom or in an online virtual environment.

ATC Instructors are also eligible to enrol and complete courses made available on the Autodesk Learning Central (ALC) system.

### 2.6 On-line Evaluation System & Performance Reports

ATC Program members are required to ask students who have attended ATC training courses to complete a course evaluation using the Autodesk On-line Evaluation System. ATC partners have exclusive access to the online ATC student evaluation system. The evaluation system is an automated customer feedback system which reduces the time you spend collecting and collating your customers’ feedback on your training courses, instructors, course content and facilities. ATC partners in all countries around the world use this evaluation form. It provides valuable information on the quality of the training our ATC partners deliver. This information helps Autodesk to work with its ATC partners to ensure that the quality of the ATC training experience is consistent wherever the training is offered. Awards for the top performing ATC partners, as determined by the ATC student evaluation results, may be awarded annually, and may vary by geographical area.
Once you become an ATC Program member, you are given access to use the evaluation system, with unique site and instructor codes. Autodesk keeps all performance reports secure and only allows access to them by Autodesk ATC Program staff, nominated distribution partners and authorized personnel assigned by the ATC Site Manager.

2.7 **ATC Partner Portal**

Autodesk supplies ATC partners with a centralised and secured website for critical program information and communications. This website is known as Partner Portal. Assigned ATC Site Managers are given administrative rights and can modify accounts for others in the organisation. It is important that all ATC managers frequently visit Partner Portal, or register for automated update emails, to stay updated with the most current products and program information.

*Details on how to access Partner Portal will be provided in the ATC welcome pack documentation.*

The ATC site manager is responsible for creating and disabling accounts for other users within their organisation. Misuse of content, confidential or otherwise, retrieved from these sites may result in termination of ATC membership and agreement.

2.8 **ATC Event Publisher**

An exclusive ATC® Event Publishing tool is available for use by Autodesk ATC partners around the world. With this you can:

- Publish your classes directly to Autodesk.com
- Let customers know about one-day updates and workshops
- Drive customers to special training events promoting Autodesk’s newest releases … and more!

*Please refer to the appendix for geo specific availability.*

2.9 **Autodesk Business Meetings and Events**

Autodesk and its distribution partners recognise the value of face-to-face meetings and welcome the opportunity to talk to you personally. Meetings may take the form of regional group meetings or meetings with individual ATCs.

*Please refer to the appendix for Geo specific information.*

2.10 **ATC Advisory Board (ATCAB) & Leadership Councils**

The purpose of an Advisory Board or Leadership Council is to promote dialogue between the ATC network, the Autodesk nominated distributor (as applicable) and Autodesk management, as well as to provide Autodesk’s view on the CAD and/or design visualization and/or Media & Entertainment industry.
ATC Advisory Board or Leadership Council is only available in some geographical areas. Please refer to the appendix for Geo specific information or contact your regional ATC Program contact.

2.11 Direct Program Support

Autodesk values the ATC partnership and understands the need to provide our ATC partners with a direct communication link. All active ATC partners receive Program support from the dedicated Autodesk ATC Program Manager or designated Autodesk distributor for their territory and the ATC Program team generally.

ATC Program team and Autodesk distributor contact details will be provided in the ATC welcome pack documentation.

Please refer to the Geo appendices for information on any further Geo specific Program benefits.

2.12 Autodesk Professional Certification Program

Autodesk Professional certifications are industry-recognized credentials that can help software users succeed in their design careers – providing benefits to both them and their employer. Autodesk Professional certifications are a reliable validation of skills and knowledge, and can lead to accelerated professional development, improved productivity, and enhanced credibility.

To earn an Autodesk Professional Certification credential a user needs to pass an Autodesk Professional Certification exam or series of exams. All Professional level hands on certification exams are delivered in a secure and proctored environment through a channel partner.

Autodesk Professional Certification is currently available to partners in most areas of the world including: North America, Latin America (Brazil and selected other countries), most countries in Europe, Middle East and Africa (EMEA), Asia Pacific (Taiwan, China, Hong Kong, Singapore, Australia, New Zealand) and India. ATC partners in these regions are eligible to become an Autodesk Certification Center provided that they meet the qualifying criteria.

A limited extension of the Certification Program is also available throughout the world via a network of Pearson VUE testing centers.

Please contact your regional ATC distributor or ATC Program Manager for further information.

2.13 Beta Software Version Program

Our Beta software provides Autodesk customers worldwide with an exciting opportunity to be involved in developing a product line. The goal of the Beta Program is to test each product in a "real-world" environment, and to collect each Beta Site's assessment of its readiness for commercial release.

Wherever reasonable to do so, Autodesk will make available beta versions of software for which the ATC is authorized, prior to the release of the final versions.
Any such beta copies are provided purely for the ATC to research the forthcoming released version.

Any such provision is subject to non-disclosure of information concerning the beta version to any third party until the date the information is released by Autodesk, and any ATC releasing information beyond the terms of the non-disclosure will be considered in material breach of the ATC Agreement.

2.14 **Subscription Program & Subscription Center**

ATC’s have access to the Autodesk Subscription Center. As an Autodesk Authorized partner you are required to inform your customers about the Subscription Program.

You can add value to your training programs by:

- better helping your customers to understand what subscription offers, and how to take advantage of it
- including training on the additional benefits (such as software extensions) provided to subscription customers

**E-Learning**

Every member of the Subscription Center has access to the e-Learning that is available under their contract terms. The lessons feature hands-on exercises, software simulations, and data sets for trying within the user’s own application. Access to your available e-Learning catalogues is via the e-Learning link in the Subscription Center, or directly from your desktop via subscription-aware enabled products.

**Note:** e-Learning is not available for all products or languages. When you sign in to the Subscription Center, your e-Learning catalogue will show the e-Learning that is available to you.

As an ATC you can now help your customers take advantage of this material as a complementary support tool to your training offerings. Note: any e-learning materials used must be used according to any terms applicable to the subscription service, and may not be resold to any party.

**Product extensions**

As an Autodesk Subscription customer, you gain the right to download any extensions for your subscribed products made available during the life of your subscription contract. A product extension is a modular enhancement. It does not interfere with pre-existing commands or file format. Extensions do not change the way the software works with third-party add-on applications or user scripts and routines. Compatibility is maintained between users on the same product or version even if they are not using the same extensions.

As an ATC, you can now enhance your classes to include learning on product extensions which your customers may be using, or from which they may benefit. Note: product extensions may not be provided or re-sold to customers or end users outside the terms of the subscription system.

**Product Downloads**

Released periodically, these downloads provide you with new, specialized functionality, tools, and content immediately after it is developed. You benefit from leading-edge capabilities, convenient implementation without disruption to ongoing projects, and increased productivity across your organization.
Again, as an ATC you are able to include these tools in classes on products for which you are accredited.

Note: product downloads may not be provided or re-sold to customers or end users outside the terms of the subscription system.

Online Services
From time to time, Autodesk may provide customers with access to additional online services; wherever possible, Autodesk will also arrange for qualifying ATCs to have similar access to such services for the purposes of teaching these services in Authorized Courses.

3.0 ATC QUALIFYING CRITERIA

The general ATC qualifying criteria are described in this ATC Global Program Guide. Additional product-specific qualifying criteria are published from time to time through the ATC Partner Portal. These qualifying criteria are combined and are the requirements that a training organisation must meet to join the ATC Program and to be permitted to teach Autodesk Authorized courses.

3.1 ATC Site Authorization for software products

An ATC Site is authorized to train on specific products. An ATC may apply for authorization to train Authorized Courses at a Site, and authorization will be granted for groups of products called “industry authorizations”.

Industries are categorised as
- Vertical (AEC, Manufacturing, Media and Entertainment (M&E) and Creative Finishing)
- Horizontal (AutoCAD and general Design and visualization products)

Each industry authorization may include
- Core products for which authorization is granted as a single application
- X-industry vertical access products which are granted with the Core application
- Specialist Authorization products which require separate application, and may only be available to ATCs with the corresponding Core products authorization
- Specialist x-industry authorization products, which require separate application, but are available to more than one of the “vertical” industries

Site Authorization will be granted subject to the ATC meeting criteria relating to its experience within markets associated with the industries, its authorization as a Value Added Reseller (VAR) for the same products, and its access to instructors experienced with the products and the markets.

See also Appendix A for details on requirements for Site Authorizations.

Note: Site Authorization is the first requirement to train Authorized Courses; site authorization alone does not authorize the ATC to train Authorized Courses; the additional requirements are specified in s 3.3 below.
3.2 **ATC Site Facilities and Equipment Requirements**

The ATC Partner must maintain an acceptable level of facilities and equipment (ATC site) for the duration of the Program Year. ATC partners with more than one (1) site must fulfill the requirements at all sites. Photographic evidence of Site compliance must be provided with the ATC Program membership application; otherwise your application may be delayed or rejected.

3.2.1 **Training Facilities (and facilities for e-learning courses)**

Following are the recommended requirements for an ATC site:

- Permanent training room(s) (seating minimum of four (4) and maximum of twelve (12)). Refer to Geo specific appendix for exceptions to this.
- Training administration and registration capability.
- Acceptable standard of furnishings, furniture, decoration.
- Acceptable facilities for catering and refreshments.
- Acceptable access by car, or public transport.
- Legal compliance for access by people who have disabilities or who are less able-bodied.
- Online content and course delivery systems meeting the requirements for provision of Authorised e-learning Courses.
- Online student tracking and performance monitoring systems meeting the requirements for provision of Authorised e-learning courses.

See also Appendix E for details on requirements for e-learning Authorized Courses

3.2.2 **Equipment (and equipment for e-learning courses)**

Following are the recommended requirements for an ATC site:

- Computers equivalent to the optimum configuration required to run the Autodesk software for the training (as defined in the Autodesk product descriptions).
- Presentation equipment of the standard necessary to show the software operating at normal resolution (i.e. Video Projector, Overhead Display facilities etc., or other instructor and student screen sharing technology).
- One (1) computer per trainee.
- All computers must be networked.
- All ATC Managers must be able to receive and send email.
- Access from the training room to the internet is required.

Please Note: Additional facilities may be required for certain products or courses. Any additional facilities requirements will be posted from time to time via the ATC Partner Portal and/or by amendment to this Program Guide.

See also Appendix E for details on requirements for e-learning Authorized Courses

3.3 **Autodesk Authorized Course Requirements**

ATC courses are high-quality, hands-on (i.e. one (1) trainee per computer) courses taught by authorized ATC instructors, including training materials and exercises that students can use as a reference after the course. Autodesk Authorized Courses are designed to meet the needs of individuals who seek to improve their Autodesk
product skills and productivity. Enrolment in an Autodesk Authorized Course must be open to professionals; enrolment cannot be limited to students in full-time or part-time certificate, diploma or degree-seeking programs.

An Autodesk Authorized course is defined as a training which satisfies the following three (3) conditions:

1. An Autodesk Official Training Guide and/or Autodesk approved material is supplied to the trainee as part of the course.
2. An instructor authorized by Autodesk teaches the course.
3. The course takes place at an ATC Site, at the trainee’s site, or at an appropriate alternate site or e-learning facility that has been approved by your local ATC program representative for the Site Authorization relating to the software trained.

### 3.3.1 Autodesk Official Training Guides

A list of Autodesk Official Training Guides or other available training courseware is published on Partner Portal under Support & Training > Training Guides. Communication to ATC partners on the latest training guides and their availability will be provided via the Autodesk Partner Portal or by e-mail through the ATC News Bulletins or directly from Autodesk or its appointed distributors.

*Please Note:* Where Autodesk Official Training Guide materials are not available in the language required by the trainee, it is recommended they be replaced, at the discretion of the regional ATC Program Manager, by equivalent materials. Equivalent materials means for the purposes of the ATC program, the materials used meet the same instructional objectives as the Official Training Guide English language materials.

**IF YOU WISH TO OFFER COURSES IN OTHER LANGUAGES BASED DIRECTLY ON OFFICIAL TRAINING GUIDE MATERIALS, PLEASE CONTACT AUTODESK OR THE PUBLISHERS OF THE GUIDES. OFFICIAL TRAINING GUIDE MATERIALS ARE SUBJECT TO COPYRIGHTS AND OTHER PROTECTIONS AND MAY NOT BE TRANSLATED OR ADAPTED WITHOUT PERMISSION FROM THE COPYRIGHT HOLDERS.**

### 3.4 Rules for Issuing Autodesk Completion Certificates

An Autodesk Certificate of Completion will be issued to a trainee after the successful attendance and completion of an Authorized Course on a product for which an ATC is authorized by Autodesk. The awarding of the Certificate of Completion requires the trainee to submit their feedback on their training experience using the Autodesk Online Evaluation System.

Please refer to the appendices for details of the Geo Specific limitations on the issuing of Certificates of Completion.

### 3.5 Trainee Enrolment Requirements

Please refer to the appendices for details of the Geo Specific requirements.
3.6 **Software Copyright Protection**

As an Autodesk Authorized partner, you are required to explain the meaning of the term "piracy", and reinforce the legal and moral implications surrounding the theft of intellectual property.

4.0 **ATC INSTRUCTOR REQUIREMENTS AND QUALIFICATIONS**

A company applying for membership in the ATC Program must employ at least one Full Time Instructor (registered and authorized by Autodesk) dedicated to training on Autodesk software products. To establish an instructional quality standard in the ATC network, Autodesk requires that all ATC instructors meet Autodesk’s minimum instructor requirements for product knowledge, industry experience, and teaching ability. All ATC instructors must be registered and authorized by Autodesk to conduct ATC Authorized Courses prior to teaching an ATC course.

In most cases, an instructor will demonstrate technical competency by meeting the ATC product authorization requirements set at each new Autodesk product release. Autodesk may require an ATC instructor to attend product training or to pass a product knowledge test or certification exam. Training may be provided at an existing ATC site, or through Autodesk Learning Central, Autodesk’s online training tool.

Autodesk will issue each instructor a unique instructor identification number which will be used to track the instructor’s performance using the ATC student online evaluation system.

Please Note:
1. ATC Instructors that fulfil the Autodesk ATC Product Authorization Requirements are designated Autodesk Authorized Instructor, only on the product(s) for which they have obtained approval.
2. The authorization as Authorized Instructor is only applicable for training Authorized Courses, and may not be used for other purposes.
3. If the ATC student online evaluation system records no instructor activity within a 12 month period, the ATC Site will be contacted and the instructor ID may be terminated/deactivated.
4. Any instructor successfully completing Autodesk Certified Instructor (ACI) for any product may apply for Authorized Instructor status on that product without the requirement to submit any further evidence of product knowledge or instructional skills (see below).

4.1 **Technical and Product Knowledge**

Autodesk authorizes ATC instructors to teach courses on Autodesk products for which the instructor has demonstrated technical competency and experience. For example, an ATC instructor for AutoCAD is authorized to deliver AutoCAD training if the instructor has attended the relevant product training and/or passed the relevant product tests (if applicable).

An instructor holding Autodesk Certified Instructor (ACI) for any product will be considered to meet the necessary requirements for that product.
Not all products require proof of product knowledge. In Appendix A, products not requiring specific instructor authorization, or which are authorized automatically as a result of authorization for other products, are identified. An authorized instructor is authorized to train Authorized Courses on these products.

4.2 **Instructional Skills and Experience.**

An instructor must demonstrate instructional competency in a technical subject area. The following are acceptable means of demonstrating instructional skills and experience:

The instructor submits evidence demonstrating to Autodesk’s satisfaction that he/she holds a locally recognised teaching qualification or certificate. *(Please note: This is subject to Autodesk’s acceptance and approval.)*  

or  

The instructor provides evidence demonstrating to Autodesk’s satisfaction at least one (1) year of employment (including teaching at least three (3) courses and a minimum total of 15 students) at an accredited educational institution or Autodesk Authorized Training Center (ATC). “Accredited” is defined as holding formal national, regional, or international certificate of recognition as an institution providing secondary school, University (or equivalent) or adult education in technical subjects.  

or  

The instructor holds a current Autodesk Certified Instructor status.

4.3 **Supporting Evidence**

Initial ATC applications (for new ATC partners, new Sites or new Industry authorizations) and renewals requesting authorization for new instructors, must be accompanied by the following supporting documentation regarding the instructors:

- Completed Instructor Enrolment Form
- CV/Resume of proposed instructor
- Copies of certificates that demonstrate training that the instructor has received on Autodesk products, recent versions
- Samples of work may also be required (particularly if applying for authorization on Media and Entertainment products)

*Please refer to the appendices for additional Geo specific requirements.*

Please Note: *These items are only required to register and authorize a new instructor or to obtain a new Industry Authorization. This information is not normally needed after an instructor has been registered and authorized as an ATC Instructor, unless Autodesk specifically requests it. In these cases, please seek guidance from your local ATC Program distributor representative.*

5.0 **ATC QUALITY & PERFORMANCE REQUIREMENTS & MEASUREMENT**

Quality is the defining characteristic of the ATC network. Only organisations recognised as an Autodesk Authorized Training Center (ATC) may teach an Autodesk **Authorized Course.** Training providers that receive the ATC designation
must demonstrate and maintain Autodesk’s standards for excellence as defined in this document.

All ATC partners must meet Autodesk’s minimum performance requirements. By assessing the performance level of each ATC, Autodesk ensures that the ATC brand retains the quality hallmark that distinguishes our ATC partners from every other training provider. Autodesk assess ATC performance based on a combination of the following:

5.1 **Maintaining ATC Product Authorization Requirements**

At every new Autodesk product release, ATC partners will be required to comply with the ATC product authorization requirements in order to retain their authorization to train on Autodesk software. ATC product authorization requirements will be announced at each new product release, usually via the Partner Portal and ATC News Bulletins. Authorization may require attendance at training or completion of an Autodesk product exam.

5.2 **ATC Online Course Evaluation System**

ATCs must ask all of their trainees to complete a feedback form and submit it on the Autodesk Online Course Evaluation system at the end of every Autodesk Authorized software product course.

This system gathers customer feedback on:

- Instructional Quality
- Facilities and Staff
- Overall Course Quality
- Trainee Satisfaction

Your unique ATC Site login and instructor codes will be supplied to you when your site has been accepted on to the ATC Program. ATC partners are required to receive customer satisfaction ratings of 85% or higher at all times.

Autodesk, Autodesk’s nominated distributors and ATCs will use the evaluation system results to track performance on an on-going basis and to evaluate their strengths and weaknesses. The system also allows ATCs to analyze their performance and compare with the overall performance of other ATC partners throughout their area.

In addition, Autodesk or its nominated distributor will contact a sample of the ATC trainees during the ATC Site Program Year. We believe that asking your trainees to tell us about their training experience is one of the most objective ways to determine the quality of your training service.

It is important to note that failure to use the evaluation system, by the ATC site or an authorized ATC Instructor, could lead to your status as an ATC being terminated for breach of a material condition.

Autodesk reserves the right to make changes to the questions on a periodic basis. Online course evaluation system instructions for trainees and ATC Site Managers are available from the ATC Partner Portal.
5.3 **ATC Site Audits.**

Autodesk (or its nominated distributor) will conduct ATC Site audits to check for ATC Site compliance with ATC Program requirements. The audits will be carried out during business hours. Autodesk may enter the ATC Site and determine compliance with licensing conditions and general authorization criteria as per the ATC Agreement. A minimum of 24 hours notice will be provided before an ATC Site audit.

5.4 **Customer Satisfaction**

5.4.1 **Corrective Action Plans**

If an ATC partner fails to meet the ATC program requirements, Autodesk or its nominated distributor may, at its sole discretion, propose an action plan to remedy the failure. If the action plan is not completed successfully, the ATC partner may receive notice of termination in accordance with the terms of its ATC Agreement with Autodesk.

5.4.2 **Product Training De-authorization**

De-authorization will occur in the event of non-compliance of ATC program requirements (e.g. as identified in a Corrective Action Plan), or any other breach as specified in, and in accordance with, the ATC Agreement. De-authorization means that the ATC Site may no longer provide Authorized Courses on that product(s), or use their ATC software licenses for the provision of training classes or for any other purpose. Upon de-authorization, the ATC shall comply with any surviving terms of the ATC Agreement, including its obligation to return all software, documentation and ATC branded materials to Autodesk.

In the event that a Reseller ATC loses a Reseller product authorization for a product on which they are also authorized as an ATC, Autodesk reserves the right to de-authorize the ATC for the same product authorization.

5.4.3 **Customer Satisfaction Guarantee**

Each ATC must offer its own customer satisfaction guarantee in order to demonstrate their commitment to maintain the strict standards of excellence the ATC brand denotes; the exact terms are to be decided by the ATC.

**Please Note:** Autodesk or its nominated distributor will review with the ATC any complaint it receives from a customer of an ATC. In the event that customer satisfaction is not provided, or if Autodesk receives three (3) or more complaints within a Program Year, Autodesk reserves the right to terminate the Agreement with immediate effect if, in its opinion, the ATC is not able or willing to achieve appropriate customer satisfaction.

6.0 **ATC ADMINISTRATIVE REQUIREMENTS**

6.1 **E-mail and Web Access**
ATC Site Managers are required to have internet and e-mail access in order to remain current with the ATC Program and to receive special e-mail communications from Autodesk or its nominated distributor.

6.2 One Primary Point of Contact

The ATC site must designate a person as the one primary point of contact between ATC Site and Autodesk ATC Program Team or its nominated distributor. This person will be known as the ATC Manager. The ATC Manager must agree to accept responsibility on behalf of all ATC sites legally associated with his or her organisation and must ensure that all staff connected to the ATC site business adhere to all general and legal terms and conditions of Program Membership as stated in this Global ATC Program Guide and the ATC Agreement. This role encompasses several responsibilities, not stated here in detail, but which include making best efforts to keep ATC site staff well informed about ATC Program news, announcements and requirements as appropriate, and keeping Autodesk ATC Program team or its nominated distributor notified about any changes in the ATC site details such as company ownership, company name or instructor lists.

For further information, please contact your nominated distributor or local ATC Program representative.

6.3 Changes to ATC Company and Site Information

The ATC is required to notify Autodesk or its nominated distributor of all changes that may affect their status as an Autodesk Training Center, including without limitation:

- Change of company ownership or company name
- Change of ATC Site or Site Manager name, address, email address, telephone, fax
- Change in instructors employed at the ATC site
- Change in the instructors personal qualifications on Autodesk products

Please Note: Failure to notify Autodesk or its nominated distributor of changes to relevant information may result in Autodesk being unable to deliver the appropriate services, support or information necessary for you to operate and maintain your status as an ATC, or to fulfil your obligations under the terms and conditions of the Program.

6.4 Registering additional ATC Sites

If an ATC partner wishes to register an additional ATC Site, it must complete and return to the nominated distributor a new ATC Site Enrolment Form for each new ATC Site requiring authorization, accompanied by a new business plan explaining why the Site should be accepted for authorization.

Please Note: Where applicable, the ATC will be required to pay an additional ATC Software license fee for each additional Site registered in the Program.

Please refer to the appendix for Geo specific ATC Software and Subscription fee information.

6.5 Requesting additional Industry/Product Group Authorization(s)

If an ATC Site requires authorization for an additional Industry/Product Group Accreditation, the ATC must notify the appropriate nominated distributor in writing (by fax or email) and provide reasons explaining why the Site should be accepted for the
Authorization. The request must also explain what actions the ATC will take to conform to the requirements of the new Authorization. Proof of instructor training and/or qualifications must also be supplied.

Please refer to the appendix for Geo specific details.

6.6 Requesting additional Authorization Codes

Instructions on how to request software authorization codes will be provided in the ATC Welcome Pack documentation.

7.0 ATC SOFTWARE LICENSE FEES

If, the ATC Site has elected to purchase ATC software from Autodesk then the latest version of the Product(s) for which they are authorized will be provided on receipt of the Annual Software license Fee paid to Autodesk or to it nominated distributor.

Please refer to the appendices for Geo specific information.

7.1 Agreement, Annual Renewal and Payment Terms

7.1.1 ATC Agreement

All ATCs must sign an ATC Agreement. The ATC Program Year runs for 12 months from the date of Contract or from 1\textsuperscript{st} February to 31\textsuperscript{st} January of the following calendar year. The ATC’s Agreement automatically renews for a further 12 months from the date of Contract or for a subsequent 12 month period unless a party provides written notice of its intention not to renew at least sixty (60) prior to expiration of the then current Program Year.

7.1.2 Annual Renewal

If an ATC has elected to purchase their ATC software directly from Autodesk then each existing ATC Site will be liable for payment of the annual ATC Software license or Subscription fee in advance of the next Program Year in order to remain entitled to receive the benefits of the ATC Program.

7.1.3. Payment Terms

Application to become an ATC

The initial license and/or any Application Fees are payable to Autodesk, or to the nominated distributor within the terms of the invoice. Fees may be charged in US Dollars, Euros or local currencies depending on the ATC Program geographical requirements and at the discretion of Autodesk or the nominated distributor. Full details of invoicing methods and payment terms are available from your local ATC Program representative or nominated distributor and in the application documentation.

Annual Renewal of ATC Program Membership
The Annual Renewal license or subscription Fees are payable to the nominated distributor within the terms of the invoice from the nominated distributor (or directly to Autodesk where no distributor is nominated). Fees may be charged in US Dollars, Euros or local currencies depending on the ATC Program geographical requirements and at the discretion of the nominated distributor (or Autodesk). Full details of invoicing methods and payment terms are available from your local ATC Program nominated distributor or Program Representative, and in the application documentation.

Please note that if the fees are not paid as per the published terms and conditions and the ATC Agreement (and ATC has not supplied to the nominated distributor written evidence of alternative source of required commercial software), Autodesk will assume that the ATC did not intend to join the ATC Program or intend to renew their existing ATC Program membership and their membership will therefore be cancelled and the following applies:

- A notice of termination will be sent.
- The ATC Agreement shall be terminated as of the fee due date or on 31st January of the current Program Year depending on which is the earlier date.
- Access to all Program benefits will be withdrawn including the ability to download software and have your details showing on the Autodesk websites (ATC Locator).
- The ATC Site shall return all materials supplied through the Program as specified in the ATC Agreement and this Program Guide.
ATTACHMENT 1 USE OF MARKETING MATERIALS

1. Definitions. The following terms shall have the following meanings:

1.1. “Marketing Materials” means the marketing collateral and other advertising materials that Autodesk may supply Training Center from time to time during the Term.

1.2 “ATC Agreement” or “Agreement” means the Autodesk Authorized Training Center Agreement entered into between Autodesk and Training Center which provides for appointment of Training Center as an ATC on terms and conditions as defined therein.

2. Non-exclusive License. Subject to the terms and conditions of this Attachment and any limitations or exclusions on use of the Marketing Materials communicated or provided by Autodesk from time to time (including those posted on Partner Portal or accompanying the Marketing Materials), Autodesk hereby grants Training Center a limited, non-exclusive, non-transferable and non-sublicensable right during the Term to reproduce and distribute the Marketing Materials in connection with their appointment to as an ATC as permitted under the ATC Agreement.

2.1 Limitations. Pornographic, defamatory or otherwise unlawful use of Marketing Materials is strictly prohibited whether directly or in context or juxtaposition with specific subject matter. Marketing Materials shall not be incorporated into a logo, trademark or service mark by Training Center. Marketing Materials shall not be used contrary to any restriction that is provided in writing to Training Center. Marketing Materials shall not be used in (i) a manner that would lead a reasonable person to believe that the model within the Marketing Material personally uses or endorses a product or service; or (ii) in a manner that would be considered unflattering or controversial to a reasonable person. With respect to any Marketing Materials delivered or stored in an electronic form Training Center must retain the copyright symbol and markings thereon. Training Center may not make additional high-resolution copies of the Marketing Materials and Training Center will maintain a robust firewall to safeguard against unauthorized third-party access to the Marketing Materials.

2.2 Retention of Rights by Autodesk. As between Autodesk and Training Center, the Marketing Materials remain at all times the property of Autodesk. Except as expressly provided herein, Training Center is not granted any other right or license to patents, copyrights, trade secrets, trademarks or other intellectual property right with respect to the Marketing Materials. Training Center shall take all reasonable measures to protect Autodesk’s proprietary rights in the Marketing Materials and shall not copy, use or distribute the Marketing Materials, or any derivative thereof, in any manner or for any purpose, except as may be expressly authorized herein. Training Center shall notify Autodesk promptly in writing upon its discovery of any unauthorized use of the Marketing Materials.

2.4 Audit Rights. In addition to the Audit rights set forth in the ATC Agreement, Autodesk, in its sole and absolute discretion, may conduct an audit of the Training Center’s use of the Marketing Materials and otherwise ensuring that Training Center is complying with the terms of this Attachment.

3. Warranty Disclaimer and Liability Limitation. Autodesk and its licensors make no warranties with regard to the use of names, people, trademarks, trade dress, registered, unregistered or copyrighted designs or works of art or architecture depicted in any marketing material. AUTODESK AND ITS LICENSORS DISCLAIM ALL WARRANTIES WITH RESPECT TO THE MARKETING MATERIALS, EXPRESS OR IMPLIED INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. AUTODESK AND ITS LICENSORS SHALL HAVE NO OBLIGATION OF INDEMNIFICATION WITH RESPECT TO
THE MARKETING MATERIALS. AUTODESK AND ITS LICENSORS SHALL NOT BE LIABLE TO TRAINING CENTER OR ANY OTHER PERSON OR ENTITY FOR ANY GENERAL, PUNITIVE, SPECIAL, INDIRECT, CONSEQUENTIAL OR INCIDENTAL DAMAGES, OR LOST PROFITS OR ANY OTHER DAMAGES, COSTS OR LOSSES ARISING OUT OF TRAINING CENTER’S USE OF THE MARKETING MATERIAL OR OTHERWISE, EVEN IF AUTODESK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, COSTS OR LOSSES.

4. Indemnity by Training Center. Training Center agrees to indemnify, hold harmless and defend Autodesk from any cost, loss, liability, or expense, including court costs and reasonable fees for attorneys or other professionals, arising out of or resulting from any breach of the license, illegal use or misuse of the Marketing Materials.

5. Return of Materials. Within thirty (30) days of any Autodesk request, Training shall return to Autodesk, all Marketing Materials or copies thereof then in Training Center’s possession, and/or upon Autodesk’s written request, destroy all or part of the foregoing property and certify to its complete destruction.
Authorized Training Center
Global Program Guide
Program Year 2012
(1 February 2012 to 31 January 2013)

Appendix A

WORLDWIDE SITE AUTHORIZATION - PRODUCTS
APPENDIX A - SITE AUTHORIZATION - PRODUCTS AND INDUSTRIES

ATCs must apply for one or more authorizations to train Authorized Courses on Autodesk software products at each ATC Site.

1.0 Industry Site Authorizations for FY13

Industry Site Authorizations for FY13 remain the same as for FY12

- Horizontal (Platform cross-industry products, including AutoCAD and 3ds Max Design)
- Vertical
  - AEC (Architecture, Engineering and Construction)
  - MFG (Manufacturing)
  - M&E (Media and Entertainment)
  - Creative Finishing M&E (formerly M&E Systems)

2.0 Products authorized by industry

Each industry Site Authorization includes a number of products. The products are categorised as:

- Core products for which authorization is granted as a single application
- X-industry vertical access products which are granted with the Core application (and which may include products normally associated with another industry)
- Specialist Authorization products which require separate application, and may only be available to ATCs with the corresponding Core products authorization
- Specialist x-industry authorization products, which require separate application, but are available to more than one of the “vertical” industries

2.0.1 General Site authorization criteria

Site Authorization will be granted subject to the ATC meeting criteria or considerations relating to:

- Its standing within markets associated with the industries,
- Its authorization as a Value Added Reseller (VAR) for the same products
- Access to instructors experienced with the products and the markets

Note: Site Authorization is the first requirement to train Authorized Courses; site authorization alone does not authorize the ATC to train Authorized Courses; the additional requirements are specified in s 3.3 in the main part of this document above;

- Instructor authorization
- Training materials
- Approved Training site

Note: Not all products require separate instructor authorization. Products not requiring separate instructor authorization are marked with an asterisk (*) in the product listings below.
### 2.0.2 Product Groups

Product Groups and products as of 1 February 2012 (subject to change as announced from time to time)

<table>
<thead>
<tr>
<th>AEC</th>
<th>MFG</th>
<th>M&amp;E</th>
<th>Creative Finishing</th>
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<td><strong>Specialist</strong></td>
<td><strong>Specialist</strong></td>
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<td>Robot Struct. Analysis</td>
<td>Autodesk Simulation</td>
<td>Smoke for Mac</td>
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<tr>
<td>Infrastructure Modeler (LandExplorer)</td>
<td>Autodesk Moldflow</td>
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<tr>
<td>Infrastructure Map Server</td>
<td>Alias Surface</td>
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<td>Alias Automotive</td>
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<td><strong>Core</strong></td>
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<td>Autodesk Inventor (Pro/Suites)</td>
<td>Maya 3ds Max</td>
<td>Smoke for Mac</td>
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<td>AutoCAD Utility Design</td>
<td>Inventor Publisher*</td>
<td>Softimage</td>
<td>Flame Premium</td>
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<td>Inventor ETO (Intent)</td>
<td>MotionBuilder</td>
<td>Flare**</td>
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<td>Revit Structure</td>
<td>Direct Connect*</td>
<td>Mental Ray</td>
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<td>Showcase Pro/Pres</td>
<td>Mudbox*</td>
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<tr>
<td>QTO*</td>
<td>Vault Professional</td>
<td>Combustion*</td>
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<tr>
<td>(Constructware / Buzzsaw*)</td>
<td>Factory Design S Pr/Ul</td>
<td>ImageModeler*</td>
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<td>Infrastructure Des S Pr/Ul</td>
<td>Product Design S Pr/Ul</td>
<td>Maya Ent. Creation Suite</td>
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<td>Building Design S Pr/Ul</td>
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<td>(inc. Turtle for Maya)</td>
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<td>Max Ent. Creation Suite</td>
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<td>Softimage Ent. Creation S</td>
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<tr>
<td>Alias Design*</td>
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<td>3ds Max Design</td>
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<td>Alias Design*</td>
<td>Showcase*</td>
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<tr>
<td>Raster Design*</td>
<td>Sketchbook Designer*</td>
<td>AutoCAD Freestyle*</td>
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Note: * Products marked with an asterisk (*) do NOT require separate instructor authorization

Note: ** Products marked with asterisks (**) do not require separate instructor authorization, provided that if
• the instructor is authorized for Smoke for Mac, Smoke is authorized
• the instructor is authorized for Flame Premium, the remaining products are authorized

Note: Products or services in parentheses ( (    *) ) - ATC does not include subscriptions to the hosted collaboration services. ATCs may include training on these products in Authorized Courses. Services include:
  • Streamline
  • Buzzsaw
  • Constructware

Note: Products provided as free or low cost downloads (e.g. AutoCAD Freestyle) or as purchasable apps from iTunes app store, or Android market app stores (e.g. “Fluid FX”) are not included in the ATC licenses or authorizations. This includes AutoCAD LT for Mac 2012.

Note: additional products with releases before 2012, but which have been discontinued or replaced for 2012, may also be available to authorized ATCs; contact your ATC distributor for advice.
Appendix B

AMERICAS (AMER) ATC PROGRAM REQUIREMENTS
APPENDIX B - AMERICAS ATC PROGRAM

This appendix details ATC program components, which are specific to the Americas Geo and supplement the information given in the main body of the ATC Program guide.

1.0 ATC PROGRAM OVERVIEW

Companies wishing to become ATCs in the Americas may join the ATC program with specified Industry authorizations(s). The requirements of each authorization may vary since the markets and customers they serve are different.

An Autodesk authorized reseller who wishes to join the ATC Program will only be authorized for the Autodesk Industry and/or Autodesk software products that it is then currently authorized to sell. Your ATC Program application must contain supporting evidence of your instructors’ ability to train on the Autodesk software products for which you have requested authorization. Further information on acceptable supporting evidence can be found in the Americas ATC application form.

2.0 ATC PROGRAM BENEFITS

This section provides further Americas-specific detail to the benefits outlined in the main body of the ATC Global Program Guide and also lists any further benefits which are specific to the Americas ATC Program.

Further benefits

Further benefits of ATC Program membership in the Americas include:

- **Strategic partnership with the American Institute of Architects Continuing Education System.** Autodesk has received approval from the American Institute of Architects (AIA) for a list of standard ATC courses based upon Autodesk Official Training Guides. The use of Autodesk Official Training Guides for these classes is mandatory. As an ATC, you are entitled to offer AIA credits (subject to following procedures defined in the AIA passport program guide) without having to pay the normal fee to be an AIA approved provider and without having to undertake a heavy administrative burden. Your participation in this Program option will also be highlighted on the ATC locator on www.autodesk.com so that potential students can easily identify you. Note: AIA approval is renewed annually, and Autodesk will make reasonable efforts to maintain this approval until further notice; however future approvals cannot be guaranteed.

- **Autodesk Registered User Database (Partner Access Program).** Through the Partner Access Program, ATC partners are allowed direct access to the Autodesk registered and claimed user database. *(A “claimed user” is someone who has indicated when responding to an Autodesk marketing piece that they use a specific Autodesk product but who does not appear as a registered user in the database).*

- **Latin America & Caribbean.** The Autodesk Certified Instructor program is available for Authorized Instructors; ACI status will ensure compliance for all instructor qualification requirements. It is intended that during 2012 further announcements will be made identifying further 2013 (FY14) requirements related to how to become an Autodesk Authorized Instructor.
2.2 **Software Supply - Software Licensing and the Electronic Software Download (ESD)**

Included in the ATC Program benefits, for partners electing to purchase ATC software licenses, each partner is eligible to have a default software license entitlement of

- In Latin America, 12, or 24 licenses for each product (*categories/suites*) that you are authorized to offer training.
- In North America, 50 licenses for each product (*categories/suites*) that you are authorized to offer training.

Should you require more than the allocated 12, 24 or 50 licenses you will be charged an additional fee. This fee is invoiced separately to the standard annual license Fees. Pricing is available from the ATC license distributor.

2.8 **ATC Event Publisher**

We are delighted to provide an exclusive ATC Event Publishing tool for use by Autodesk ATC Partners around the world. Leveraging existing Reseller Event Publishing technology (available through your Partner Portal login), we have set up customer landing pages that filter on ATC Partner events only! Check out the ATC Courses link at [www.autodesk.com/events](http://www.autodesk.com/events) and [www.autodesk.com/atc](http://www.autodesk.com/atc). “ATC Courses” is the proposed link to highlight the way the search tool can be used to best reflect the value of the ATC Channel to our customers. In addition we have a secondary location for you to post Open Door type events per product you are hosting. Please use [www.autodesk.com/opendoors](http://www.autodesk.com/opendoors) to view this page and upload events.

We strongly encourage all ATC Partners to use the system as soon as possible. Reseller Partners who are also ATC’s have already posted training events that are visible now to customers searching for an ATC Course near them. Make sure your company is in that list!

2.9 **Autodesk Business Meetings and Events**

ATC partners meet with Autodesk peers at least once a year at the ATC Summit. The ATC Summit is a recommended event for all ATC managers in the Americas. At this Summit, ATC Site Managers will hear Program announcements as well as other Autodesk initiatives (including program news and business strategies).

In addition to the ATC Summit, the Autodesk and/or the nominated distributor may arrange regional meetings in locations across the Americas that are hosted jointly by Autodesk and the ATCLC (ATC Leadership Council). These events help to develop Autodesk/ATC business relationships and will cover a variety of topics including Program developments, product and marketing updates and training opportunities.

Notification of these events is managed through Partner Portal and e-mail, nominated distributor hosted sites, and distributor newsletters.
2.10 **ATC Leadership Council**

The Americas ATC Program has implemented in North America a Leadership Council (ATCLC) which includes seven (7) members that equally balance the representation of the different business types in the ATC program (resellers, non-profit educational institutions and for-profit training organizations). The ATCLC meets bi-monthly via a conference call. Autodesk, and/or the nominated distributor and the ATCLC meet bi-monthly or as needed via a conference call and face-to-face meetings at least once per year.

ATCLC members are assigned by nomination and represent their industry type and general territory. They support the organization at meetings and work with ATC program managers to ensure that development goals of the program are met.

2.11 **Direct Program Support**

Autodesk values the ATC partnership and understands the need to provide our ATC partners with a direct communication link. All active ATC partners are entitled to direct Program Support from the nominated distributor or the Autodesk ATC Program Manager for their territory and the ATC Program Team generally. Contact details will be provided in the ATC welcome documentation.

3.0 **ATC Qualifying Criteria**

3.2.1 **Facilities**

Following are the requirements for an ATC site:
- Permanent training room(s) (with a minimum of 5 workstations with no maximum)

3.2.2 **Equipment**

Following are the requirements for an ATC site:
- Access from the training room to the internet is required. For Latin America, if this is not possible you should inform your ATC distributor.
- Mobile labs, (as elected to use by the ATC) (i.e. ATC owned laptops) may in the US and Canada be utilized at customer owned sites for the explicit purpose of custom training and are limited to within 250 miles of your ATC site location. Mobile labs are not to be utilized in place of satellite ATC locations and should not exceed the total number of license purchased and installed in the overall ATCs inventory for the program year.

3.5 **Trainee Enrolment Requirements**

ATC partners are required to train and ensure submission of customer evaluations in the Autodesk ATC Evaluations system of a minimum of twenty (20) professional trainees per installed ATC license per site within the Program Year. The minimum
number of installed training seats is five (5) workstations and the maximum is fifty (50) workstations per ATC Site license fee.

In Latin America & Caribbean, all new ATCs
- during the first year (12 months from date of signing the ATC agreement) must train a minimum of 75% of the trainee enrolment requirement (measured by uploaded evaluations) as defined above.
- In the second and following years all ATCs must comply 100% with the requirement stated above.

4.0 Authorized Instructor Requirements

The following additional requirements apply to the qualification of Authorized Instructors.

Autodesk authorizes ATC instructors to teach courses on Autodesk products for which the instructor has demonstrated technical competency and experience. Technical competency shall be demonstrated by:
- Achieving Professional Certification status on the latest release of products for which Professional Certification is available.
- Presenting relevant product training attendance certificates for all other Autodesk software unless otherwise agreed with Autodesk

Autodesk will notify which products are subject to Professional Certification requirement from time to time.

North America

All existing Authorised Instructors requesting re-authorisation for the following products are required by November 1st 2012 to achieve and maintain Certified Professional status:
- AutoCAD, AutoCAD Civil 3D, Inventor, Revit Architecture, 3ds Max (inc. 3ds Max Design), Maya

All new instructors applying for Authorised Instructor status after January 31st 2012, requesting authorisation for the following products must achieve and maintain Certified Professional status before being authorised to teach authorised courses in the products.
- Products included as of 1 February are AutoCAD, AutoCAD Civil 3D, Inventor, Revit Architecture, 3ds Max (inc. 3ds Max Design), Maya

At least 1 Authorised Instructor from each ATC company must have registered for the Autodesk Certified Instructor program and reached ACI status by January 31st 2013.

Latin America & Caribbean

At every new Autodesk product release, ATC partners will be required to comply with the ATC product authorization requirements in order to retain their authorization to train on Autodesk software. Latin-American and Caribbean ATC partners are required to ensure that at least one (1) of their authorized instructors completes the ATC instructor training program for identified products. Specific product authorization requirements will be announced at each new product release, usually via the Partner Portal and ATC News Bulletins.
At least one (1) Authorised Instructor per industry/suite is required by July 1st 2012 to achieve and maintain a Certified Professional status on one of the following products:

- AutoCAD, AutoCAD Civil 3D, Inventor, Revit Architecture, 3ds Max & or 3ds Max Design and Maya

All new instructors applying for Authorised Instructor status after January 31st 2012, requesting authorisation for the following products must achieve and maintain Certified Professional status before being authorised to teach authorised courses in the products described above.

From February 2013 at least 1 Authorised Instructor from each ATC company must have registered for the Autodesk Certified Instructor program and have achieved ACI status.

5.1 ATC Product Authorization Requirements

Please refer to the ATC Product Authorization Requirements document for further information and web links relating to Autodesk Certified Instructors (M&E specific).

Please note that Media & Entertainment products are not automatically granted to an ATC. The ATC product authorization requirements need to be fulfilled for these products to become part of the ATC Site’s training portfolio.

5.2 ATC Customer Satisfaction

In North America, ATC sites are required to achieve an average customer satisfaction rating of 85% as measured over a 12 month period by the Overall Performance (OP) index in the Autodesk ATC Evaluation System unless otherwise agreed with Autodesk.

In Latin America & Caribbean, ATC sites are required to achieve an average customer satisfaction rating of 80% as measured over a 12 month period by the Overall Performance (OP) index in the ATC Evaluation System unless otherwise agreed with Autodesk.

7.0 ATC SOFTWARE AND SUBSCRIPTION FEES

NOTE:

- Direct Resellers may qualify for a Main Site 25% discount on ATC license prices (US and Canada only)
- ATCs with Education Master Suite may qualify for a discount on ATC license prices (US and Canada only)
- Multi-site ATCs with more than 5 sites may qualify for a discount on ATC license prices (US and Canada only).

For details about the Fees payable in your ATC Program region or country, please contact your nominated distributor.
Appendix C

ASIA PACIFIC (APAC) ATC PROGRAM REQUIREMENTS
APPENDIX C - ASIA PACIFIC ATC PROGRAM

This appendix details ATC Program components which are specific to the APAC Geo and supplement the information given in the main body of the ATC Program guide.

1.0 ATC PROGRAM OVERVIEW

Autodesk authorized reseller ATC program application must contain supporting evidence of your instructors' ability to train on the Autodesk software products for which you have requested authorization. Note: your application must demonstrate the incremental resources to be used for the ATC program, and must not affect your ability to meet your reseller resource commitments. Further information on acceptable supporting evidence can be found in the APAC ATC application form.

2.0 ATC PROGRAM BENEFITS

India. The Autodesk Certified Instructor program is available for Authorised Instructors; ACI status will ensure compliance for all instructor qualification requirements. It is intended that during 2012 further announcements will be made identifying further requirements relating to ACI for Authorised Instructors.

2.9 Autodesk Business Meetings and Events

Each ATC distributor or program manager runs regional meetings in their territories. These events help to develop Autodesk/ ATC business relationships and cover a variety of topics including program developments and local initiatives and product and marketing updates.

Contact your local ATC Program distributor representative for further details.

3.0 ATC QUALIFYING CRITERIA

3.4 Rules for Issuing Autodesk Completion Certificates

India: For certain Authorized Courses, a Certificate of Completion may not be available. This is currently the case where an Authorized Course is defined as an Essentials or Level 1 course on a product for which Professional Certification Program exams are available.

3.5 General and Additional Requirements
• ATC Sites are mandated to ensure that all training attendees on Authorized Courses submit feedback using the online evaluation system.
• ATC Sites are mandated to issue Autodesk certificates of completion to end users, except where the issuing of completion certificates has been withdrawn for specific courses and products (India); contact your distributor.
• ATC Sites may only issue Autodesk certificates of completion to end users after online evaluation feedback has been submitted.
• ATC Sites are mandated to be ready to train on new local language product FCS + 60 days.
• ATC Sites are mandated to train the minimum number of students agreed from time to time with the regional distribution partner or ATC program representative.
• ATC Sites are mandated to conduct at least 25% training courses on the latest release of Autodesk software.
• ATC Sites are mandated to use Autodesk Official Training Guide or alternative materials that have been approved by the ATC Program Manager.
• ATC Instructors are mandated to register with the ATC program.
• ATC Instructors are mandated to fulfill ATC instructor requirements.
• ATC Sites are mandated to use the correct ATC Partner logos and in accordance with the brand usage guidelines.

ATC Site compliance with the requirements listed above will be reviewed at the end of each Quarter.

Any ATC Site that is not in compliance with the requirements listed above will be contacted by the nominated distributor or ATC Program Manager in order to identify why they are non-compliant. If the ATC Site does not have a legitimate reason for not complying with these requirements and refuses to/does not show evidence of compliance with the requirements by the end of the next Quarter, the ATC Site will be terminated from the ATC Program.

Please refer to the ATC Program Accreditation Requirements documentation for further details about ATC Product Accreditation with site and instructor requirements.

4.0 Authorized Instructor Requirements

The following additional requirements apply to the qualification of Authorized Instructors.

India

All Authorised Instructors in India are required to achieve and maintain Certified Professional status for all products for which professional certification is available, prior to being awarded Authorised Instructor status. As of February 2012 this includes AutoCAD, Inventor, Revit Architecture, AutoCAD Civil 3D, 3ds Max (inc. 3ds Max Design), Maya.

7.0 ATC Software and Subscription Fees
Contact the nominated distributor or atc.ap@autodesk.com for fee & licensing information. The software is categorized according to industry. An ATC licensing for an industry will have access to the software belonging to the industry category.

Note: for the Australia and New Zealand region, for the 2012 Program Year, there is no nominated ATC distributor; all other regions have a nominated ATC distributor.

India:
Special provisions for software authorisations.
Note: registration and activation for ATC software is subject to approval for each product. All requests for product registration and activation should be sent to the nominated distributor for approval and processing. In general, approval will be subject to evidence of ability to deliver training successfully on the products, or subject to other specific requirements.
Appendix D

EUROPE, MIDDLE EAST & AFRICA (EMEA) ATC PROGRAM REQUIREMENTS
APPENDIX D - EUROPE, MIDDLE EAST & AFRICA ATC PROGRAM

This appendix details ATC Program components which are specific to the EMEA Geo and supplement the information given in the main body of the ATC Program guide.

1.0 ATC PROGRAM OVERVIEW

Companies wishing to become ATC partners in EMEA may choose the Autodesk industry and software products upon which they would like to be authorized. Please refer to the EMEA ATC Site Enrolment form for the list of industry and product authorizations.

The requirements for each authorization may differ since the markets and customers they serve are different. Your ATC program application must contain supporting evidence of your instructors’ ability to train on the Autodesk software products for which you have requested authorization. Further information on acceptable supporting evidence can be found in this document and the EMEA ATC site and instructor enrolment forms.

An Autodesk authorized reseller who wishes to join the ATC program will only be authorized for the Autodesk Industry and/or Autodesk software products that they are authorized to sell. Your ATC program application must contain supporting evidence of your instructors’ ability to train on the Autodesk software products for which you have requested authorization. Further information on acceptable supporting evidence can be found in this document and the EMEA ATC site and instructor enrolment forms.

2.0 ATC PROGRAM BENEFITS

This section provides further geo specific detail to the benefits outlined in the main body of the ATC program guide and also lists any further benefits which are specific to the EMEA ATC Program.

2.2 Software Supply - Software Licensing and the Electronic Software Download (ESD)

2.2.1 Software License Entitlement – Europe, Middle East & Africa

If the ATC elects not to provide commercial licenses, included in the ATC Program benefits, each ATC is eligible to receive a software license entitlement of 25 licenses for each product within the industry authorizations that you are authorized to offer training on.

Should you require more than 25 licenses, you must submit a business case to your ATC Distributor. If your request for increased license entitlements is approved, your entitlements will be increased accordingly for the remainder of the current ATC Program Year. This increased entitlement will then be reviewed on an annual basis with your ATC Program distributor.
3.0 ATC Qualifying Criteria

The following provisions apply to all EMEA countries.

3.5 Trainee Enrolment Requirements

ATC partners are required to ensure submission of customer evaluations in the ATC Evaluation System, or any other identified system that has been approved by Autodesk, from a minimum of five (5) trainees per installed ATC license per site within the Program Year. The minimum number of installed seats is four (4), and the maximum is twenty-five (25) unless otherwise agreed with Autodesk.

4.0 Authorized Instructor Requirements

The following additional requirements apply to the qualification of Authorized Instructors.

EMEA

Autodesk authorizes ATC instructors to teach courses on Autodesk products for which the instructor has demonstrated technical competency and experience. Technical competency shall be demonstrated by

- achieving Professional Certification status on the latest release of products for which Professional Certification is available
- presenting relevant product training attendance certificates for all other Autodesk software unless otherwise agreed with Autodesk

Autodesk will notify which products are subject to Professional Certification requirements from time to time.

5.1 Maintaining ATC Product Authorization Requirements

At every new Autodesk product release, ATC partners will be required to comply with the ATC product authorization requirements in order to retain their authorization to train on Autodesk software. EMEA ATC partners are required to ensure that at least one (1) of their authorized instructors completes the ATC instructor training program for identified products. Specific product authorization requirements will be announced at each new product release, usually via the Partner Portal and ATC News Bulletins.

5.4 Customer Satisfaction

ATC sites are required to achieve an average customer satisfaction rating of 80% as measured over a 12 month period by the Overall Performance (OP) index in the ATC Evaluation System unless otherwise agreed with Autodesk.
7.0 ATC SOFTWARE LICENSE FEES

Europe, Middle East & Africa

The EMEA license fees payable by the ATC are published in the nominated distributors’ price list(s) and may vary by country. The ATC Program invoices are sent by the nominated distributor to the company’s headquarters or main ATC site. This site is responsible for settling the fees for ALL associated sites within that organisation.

Full details on how ATCs pay their license fees will be notified by their distributor at the time of application, or annual license renewal.

Each new application may be charged a one-time ATC Application Processing Fee as well as the ATC Software & Subscription Fee.

*For details about the Europe, Middle East and Africa ATC Program Year 2012 Fee Structure please contact your ATC distributor.*
Appendix E

E-LEARNING ATC PROGRAM REQUIREMENTS
APPENDIX E - E-LEARNING ATC PROGRAM REQUIREMENTS

This section describes in detail the requirements for an ATC to be authorized to offer Authorized Courses as online e-learning courses.

The authorization process will be for ATCs apply to distributors for recognition of their online services, and provide adequate evidence that they have the tools, facilities and instructors to fulfil the published criteria. Once this is done, ATCs will be expected to deliver all authorised courses to this standard, and customer satisfaction will be monitored.

Customer satisfaction will be monitored through evaluation surveys; the evaluation system will be updated to include questions relating to the effectiveness of online facilities and instruction.

As we are asking the ATCs to self-certify their course delivery model, rather than the details of each online course, we can be flexible to allow recognition of

- Online live courses
- Web-based learning, facilitated by instructors and facilitators, and supported by exercises and assessments
- Blended courses

Courses completing after February 1st 2011, using approved facilities and instructors, will qualify for award of an ATC Certificate.

1.0 AUTHORIZATION REQUIREMENTS

In summary, authorization requirements are for

- ATC approval for extension of Authorized Courses to include online and e-learning
- Instructors (& facilitators); application of existing requirements to e-learning
- Delivery facilities; extension of requirements to meet online Authorized Course criteria
- Full hands-on training courses; reinforcing the expectation that Authorized Courses are practical hands-on courses focussed at customer practical skills
- Customer satisfaction surveys continue to be used to measure ATC performance and generate course completion certificates

1.0.1 Qualifying criteria – partners / instructors

Authorization is available to ATCs who would otherwise qualify for the program. ATCs must have physical facilities and authorised instructors, and these are to be the basis for the authorization of e-learning. ATC must nominate which of their physical sites should be used to record online courses, and all purely online courses should be set up on one of those sites. Each course must also be set up with an authorised instructor as the nominated instructor or facilitator. Customer satisfaction feedback in the surveys will be included in the scores for both the site and the instructor.
1.0.2 Qualifying criteria – Delivery facilities

ATCs must also provide evidence that they have the necessary technical facilities to deliver the type of e-learning they want Autodesk to recognise as Authorized Courses. In order to ensure that ATCs offer the high quality of services and learning outcomes expected of Authorised partners, we expect ATCs to publish clear descriptions of their offerings and set customer expectations, which will be measured through the evaluation system.

NOTE: these same requirements apply whether the course is purely online or partially online / partially in the physical classroom.

1.0.3 Qualifying criteria – Authorized Course

Recognition for an Authorized Course is limited to offering a training program equivalent to an Authorized Course in the classroom; it is not intended to recognise minor online events, or the sale of learning content which does not result in achieving clear learning objectives within a reasonable time.

2.0 DESCRIPTION OF COURSE REQUIREMENTS AND RECOMMENDATIONS FOR TECHNICAL SOFTWARE E-TRAINING

In the table below, the specific requirements for authorization are specified.

Note: the requirements are categorized as
- Existing requirement; these are already part of the ATC program, and are listed for reference
- Extended requirement; these are requirements which are based on existing requirements and have been extended for the purpose of e-learning authorization
- New requirement; these are requirements which have not been included in the program previously and are specially introduced for e-learning authorization

Note: some sections are described as “recommendations”, and are not mandatory for authorization

<table>
<thead>
<tr>
<th>Requirements or recommendations</th>
<th>Summary</th>
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<tbody>
<tr>
<td>ATC Status Existing Requirement</td>
<td>Course must be offered by a registered ATC, and ATC must nominate at least one of its ATC Sites as the Site offering the training course.</td>
</tr>
<tr>
<td>Course Outline Extended Requirement</td>
<td>The course outline must provide a defined start, end and recommended sequence of learning. The course outline must state objectives and competencies, recommended learning path, assessment method and qualification criteria.</td>
</tr>
<tr>
<td>Certification Objectives</td>
<td>Courses advertising as preparation for a Professional certification exam must be based on certification objectives.</td>
</tr>
<tr>
<td>Duration Extended Requirement</td>
<td>Duration of course must match the outline of objectives and competencies. Courses receiving certificates of completion</td>
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must be of a minimum duration of:

- The equivalent of 1 day (6 hours instruction) in the classroom and provided by
  - online live instruction, or
  - equivalent learning content, or
  - A combination of online live instruction and learning content, or
  - A combination of live instruction in the ATC Site, online live instruction and learning content

The course must in addition require the completion of assessed exercises or knowledge assessments to assess the effectiveness of the learning during the course.

The course must also set a maximum overall time to completion of no more than 30 calendar days per 6 hours of instruction.

| Instructor Extended Requirement | Any Virtual Classroom/Synchronous e-Training Authorized Courses must be led by an authorized ATC Instructor. Any online learning without live presentation sessions must have an authorized ATC Instructor available as a support and learning facilitator contact for the students. A maximum time for the instructor / facilitator to respond to queries must be stated in the course outline. The instructor leading the class must be registered with Autodesk as affiliated with the ATC Site. |
| System & Interactivity New Requirement | Online learning requires interactivity with instructor, software, courseware and peers for continuous attention & retention. Virtual Classroom courses should be broken into manageable modules. Virtual Classroom software system must be secure & reliable, providing:
  - Ability to effectively manage the classroom
  - Ability to control attendees entering, leaving, presenting & speaking
  - Ability to track and record attendance
  - Ability to take control of student screen for troubleshooting
  - Ability to share files
  Online content must also be structured as topics and modules of manageable size for attention, retention and easy review. Learning Management System (LMS) must be secure and reliable, providing:
  - Ability to effectively guide student through the course content (learning modules or live sessions)
  - Ability to control learner entering and progressing through the course content/modules
  - Ability to secure content
  - Ability to track and record attendance and progress
  Instructors and facilitators must be available within a reasonable time to support learners. |
<table>
<thead>
<tr>
<th>Competency Assessment</th>
<th>New Requirement</th>
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<tr>
<td>Course must define competencies which are necessary to acquire in order to complete the course successfully and demonstrate practical skills with the software. Competencies must be measured through assessments, which may include quizzes, exams, assignments and projects. Course completion must be based on satisfactory assessment of both theory and practical software based performance.</td>
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<tr>
<th>Progress</th>
<th>New Requirement</th>
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<tbody>
<tr>
<td>Progress through the course must be dependent upon successful demonstration of competencies. Progress must not be based solely on attendance or on completion of viewing learning content.</td>
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<tr>
<th>Learning Styles</th>
<th>New Recommendation</th>
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<tbody>
<tr>
<td>Courses should use a minimum of 3 learning styles throughout the course such as audio, visual and tactile/hands-on learning. Technical software learning requires practical experience with the software. Different learning styles should be matched appropriately with the current objective throughout the course.</td>
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<tr>
<th>Social Learning</th>
<th>New Recommendation</th>
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<tbody>
<tr>
<td>Course design should provide opportunity for facilitated social &amp; collaborative learning. This could include functions such as break-out sessions, group projects, chats, blogs and discussions.</td>
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<tr>
<th>Client Feedback</th>
<th>Extended Requirement</th>
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<tbody>
<tr>
<td>Client satisfaction and feedback is the ultimate measure of a successful course. Client feedback will be gathered formally through student evaluation surveys. Surveys are required to obtain a certificate of completion.</td>
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<th>Reporting</th>
<th>New Requirement</th>
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<tr>
<td>ATC must have the ability to report student numbers, attendance, progress, survey results, and completion ratios.</td>
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Authorized Training Center Global Program Guide
Program Year 2012
(1 February 2013 to 31 January 2013)

Appendix F
MEDIA AND ENTERTAINMENT
CREATIVE FINISHING ATC PROGRAM REQUIREMENTS
APPENDIX F - MEDIA AND ENTERTAINMENT CREATIVE FINISHING ATC PROGRAM REQUIREMENTS

This appendix details ATC program components that are specific to ATCs accredited to teach Autodesk Smoke and Autodesk Flame and supplements the information given in the main body of the ATC Program guide. This appendix applies to all ATCs worldwide training on Creative Finishing (formerly known as M&E Systems) products.

1.0 REQUIREMENTS SPECIFIC TO ATC PARTNERS WITH SMOKE FOR MAC OR FLAME PREMIUM PRODUCT AUTHORIZATION

1.1 Software

“Software only” versions of Autodesk Smoke (on MAC OS) (and Autodesk Flare (on Linux OS)) are available to ATCs.

If the ATC Site is authorized for Smoke or Flame and provides proof of a suitable lab setup, term licenses of the latest version of the Software/Product(s) for which they are authorized will be provided as part of the Annual ATC Software license or Subscription Fee paid to Autodesk. The maximum number of licenses is limited as stated in the Program Guide and the regional Appendices.

1.2 Hardware based ATC Learning Station

An ATC Site authorized for Smoke, Flame (or other previous versions of Creative Finishing products) requiring Autodesk Hardware will be eligible to purchase the ATC Learning Station (Creative Finishing Hardware/Linux OS) products directly from Autodesk.

Training Center shall receive a maximum of 1 term license of Autodesk Smoke and 1 term license of Autodesk Flame Premium (which is deemed suitable also to teach the functionality of other Autodesk Creative Finishing products) to install on each ATC Systems Hardware Product they purchase from Autodesk.

NOTE: ATC hardware is invoiced separately and must be paid according to Autodesk’s terms and conditions.

1.3 Annual Renewal

If the ATC Program membership is not renewed for any reason, any Creative Finishing product licenses (including any term product licenses) will not be renewed upon expiration. Also the ATC will no longer be eligible to purchase ATC Learning Station Hardware Products with the discounts applying to ATCs.
2.0 AUTHORIZATION FOR AUTODESK MEDIA AND ENTERTAINMENT CREATIVE FINISHING PRODUCTS

For Fees and License details please contact your ATC Program distributor.

2.1 Application for Site Authorization for Creative Finishing

Creative Finishing products (except Smoke for Mac) are only available within the ATC Creative Finishing authorization. ATC must complete authorization application and requirements for

- Smoke for Mac.

Or

- Flame Premium, which authorization will also authorize the ATC to offer training on the other products offered in the authorization.

(Note: Smoke for Mac is also available to ATCs in the M&E authorization (which also includes Autodesk Maya, Autodesk 3ds Max and Autodesk Softimage). To qualify for this M&E ATC authorization, the ATC must first qualify for M&E authorization with Autodesk Maya, Autodesk 3ds Max or Autodesk Softimage, before applying for additional authorization for Smoke for Mac.)

2.2 Instructor Authorization

An ATC Partner accredited to teach Autodesk Creative Finishing Products must meet Creative Finishing specific Authorized Instructor requirements for all Authorized Courses,

2.2.1 Instructor Authorization – Smoke for Mac

**Instructor Authorization (required)**

To qualify to teach Authorized Courses on Smoke for Mac, the ATC instructor is required to complete the appropriate Media and Entertainment Division’s Instructor Authorization process.

Certified Apple, Adobe and Avid Instructors who have at least 2 years of teaching experience and wish to teach Smoke at an Autodesk Training Center (ATC) can take advantage of an accelerated path for instructor authorization by taking advantage of the online application for “Smoke on Mac Authorized Instructor” found on the Autodesk Certified Instructor Portal. A complete listing of requirements along with material to prepare you for your authorization exam is posted online. Please contact me.training@autodesk.com if you have questions about Smoke for Mac Instructor authorization or certification.

2.2.2 Instructor Authorization – Flame Premium

**Instructor Authorization (required)**

To qualify to teach Authorized Courses on Flame Premium, the ATC instructor is required to complete the appropriate Media and Entertainment Division’s Instructor Authorization process.
Instructor Authorization for Flame Premium requires the instructor to achieve Autodesk Certified Instructor status (see below).

2.2.3 Instructor Certification (optional for Smoke for Mac)

An Authorized Instructor may also apply to become an Autodesk Certified Instructor (ACI) by completing the ACI requirements. On completing these requirements, the ATC and the Instructor may use the ACI certification to teach Authorized Courses, and may promote the status of ACI. Further details of the ACI program may be found at http://www.autodesk.com/aci.