

How to Access a Business Certification Exam

Each Certification Voucher is redeemable for one certification exam in the Microsoft Office Suite (2003 or 2007 version) including Outlook, Word, Excel, PowerPoint or Access (there is no exam available for Access 2003). Redeem this voucher at a Certiport Testing Center. You can locate a Certiport Testing Center at www.certiport.com/centerlocator. This voucher must be activated and the certification exam must be completed by June 29, 2010.

A Microsoft certification exam is made available to users through the Elevate America program. The user experience for the exam offer is simple:

1. Obtain an exam access code.
2. In an internet browser, go to Microsoft Elevate America Web site at www.microsoft.com/elevateamerica. Under the *Redeem a voucher* box in green at the bottom of the page, click "Redeem Your Voucher".
3. Under **I Already Have a Voucher**, click the link that says *I have a voucher for Microsoft Office or Windows product training*.
4. Click on the link "Locate an authorized testing center" under Step 3.
5. You can select any participating **Certiport Testing Center**. Please be aware that a **proctoring fee may apply** at some locations and is NOT covered by the voucher.
6. Schedule an exam by phone with the location you wish to take your exam.
7. Go to the testing center, check in and provide the exam access code issued.
8. Register and take the exam. **Plan to spend 1-2 hours**.
9. Receive exam results and score report upon completion of the exam.
10. Receive acknowledgement email from Microsoft on exam completion.
11. If the exam is passed, the user receives a letter and certificate in the mail from Microsoft.
12. If the exam is not passed, the user can retake the exam once more with the same voucher the user was given. **However, the exam will need to be scheduled and completed prior to the expiration date of the voucher (June 29, 2010)**.