



Wisconsin Microsoft Information Technology Academy Participation Form

Due Date: October 30, 2015

A PDF copy of all form information may be downloaded online at <http://dpi.wi.gov/itacademy/start> (<http://dpi.wi.gov/itacademy/start>). The PDF copy is available to assist staff with gathering relevant information that will be needed to complete this online form. The PDF copy will not be accepted. All submissions must be communicated through this online form.



The Microsoft IT Academy (ITA) program provides industry-leading technology skills to help bridge the skills gap.

With the Microsoft IT Academy (ITA) program, academic institutions and their educators, students and staff get digital curriculum and certifications for fundamental technology skills—as well as courses critical for students to be successful in today's technologically evolving world. Learn more about IT Academy program benefits.

(<http://www.microsoft.com/education/itacademy/Pages/benefits.aspx>)

Visit <http://dpi.wi.gov/itacademy> (<http://dpi.wi.gov/itacademy>) for additional information about upcoming informational webinars, resources, and contact information.

Start a Microsoft IT Academy

High school principals may complete this Microsoft Information Technology (IT) Academy Participation Form by the scheduled deadline date of Friday, October 30, 2015, (5 p.m. CST). School districts with multiple high school locations must complete a separate form for each location.

The number of available Microsoft IT Academies is limited to a maximum of 234 site locations (defined as a physical building location). The number of Microsoft Office Specialist certification tests associated with each IT Academy will be variable based upon the anticipated utilization for each location. The number of issued certification testing opportunities may vary based upon availability between the 2015-16 and 2016-17 school years.

School submissions received after Friday, October 30, 2015, (5 p.m. CST) will be considered based upon when the form is received and upon remaining license availability.

Only schools considering utilization for the 2015-16 school year will be considered at this time. Future opportunities may be extended to accept submissions from schools for the 2016-17 school year if Microsoft IT Academy opportunities are still available based upon unclaimed licenses. Schools that begin utilization during the 2015-16 school year will be provided with the option to continue services during the 2016-17 school year prior to accepting participation requests from additional schools.

At this time, support is not available beyond the 2016-17 school year.

All future correspondence may be directed to the contact(s) listed online at <http://dpi.wi.gov/itacademy> (<http://dpi.wi.gov/itacademy>).

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School Information

School District**School Name****School Street Address****School City****School Zip Code****School County****School Preferred Fax Number for
Microsoft & Certiport Communications**

Microsoft Information Technology Academy Program Admin *Primary contact for Microsoft & Certiport communications such as CTE director, Curriculum and Instruction director, or lead instructor*

IT Academy Program Admin First Name**IT Academy Program Admin Last Name****IT Academy Program Admin Email Address****IT Academy Program Admin Office Phone**

Primary teacher who will be using the Microsoft Information Technology Academy curriculum

Teacher First Name

Teacher Last Name

Teacher's Instructional Area/Department

Teacher Email

Teacher Office Phone

Optional: List additional school staff who will utilize Microsoft IT Academy resources *Press enter to record only 1 individual per line—include first name with last name; instructional area/department; email address; phone number; and name of course(s) that will use curriculum.*

Example:

John Smith; Business Education; jsmith@districtname.k12.wi.us; 555-555-5555 ext 100; Computer Applications & Networking Concepts

Susan Jones; Technology & Engineering; sjones@districtname.k12.wi.us; 555-555-5555 ext 200; Digital Electronics

Provide contact information for the Information Technology staff/director who will service any technical (i.e., computer/network) needs associated with the local computer systems used for the Microsoft IT Academy and/or the Certiport certification testing.

Lead IT Staff/Director First Name

Lead IT Staff/Director Last Name

Lead IT Staff/Director Email Address

Lead IT Staff/Director Office Phone

List current version of Operating System on lab computers that will be used to access academy resources and certification testing.

List current version of Office Suite on lab computers that will be used to access academy resources and certification testing.

Provide contact information for the Career and Technical Education staff/director who is associated with district documentation of student participation in Program of Study areas and/or student completion of Industry Certifications.

**Lead CTE Staff/Director
First Name**

**Lead CTE Staff/Director
Last Name**

**Lead CTE Staff/Director
Email Address**

**Lead CTE Staff/Director
Office Phone**



Technical Program Information and Student Enrollment

List the current Operating System version installed on lab computers that will be used to access academy resources and certification testing.

List the current Microsoft Office Suite version installed on lab computers that will be used to access academy resources and certification testing. (Note: schools will be eligible to upgrade up to 50 lab computers to Office 2013)

Identify the number of school computers available for students to access the IT Academy.

Current 2015-16 student enrollment in courses related to Microsoft Office Specialist certification testing in Word, Excel, Access, PowerPoint, Outlook, OneNote, or SharePoint.

Enrollment

Select your best estimate of the number of Certification Tests that will be administered by June 30, 2016. Each participating school is eligible to receive Microsoft Office Specialist certification testing opportunities at no cost during the subscription period. The number of testing opportunities will be re-evaluated for schools that select to continue participation for the 2016-17 school year.

Note: The total number of tests includes each time a student logs in to take an exam. For example: three (3) tests would be calculated for a student who passes the Word 2013 exam on their first attempt and uses two (2) test opportunities to pass the Excel 2013 exam.

The estimated number of certification tests will be used to assist with determining the number of tests available to each location. *Location is defined as a physical building location.*



Briefly describe the reason(s) why your school would only utilize the resources available through the Microsoft IT Academy and would provide a limited number (or not administer) certification testing.

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Assurances

By submitting this form, the school will be considered for participation with the Microsoft Information Technology Academy during the 2015-16 school year. Participating schools will be requested at a later date to confirm continued participation for the 2016-17 school year. Access to the Microsoft IT Academy is currently available through July 30, 2016, (extended to July 30, 2017, for schools participating in the 2016-17 school year) and Microsoft Office Specialist Certification testing through June 30, 2016, (extended to June 30, 2017, for schools participating in the 2016-17 school year).

Check each of the boxes below to acknowledge the assurances associated with the Microsoft's Information Technology Academy program and Certiport's Microsoft Office Specialist certification testing program.

- Microsoft Office 2013 will be supported on lab computers used for academic instruction and certification testing. Participating schools are eligible for a no-cost upgrade of up to 50 licensed copies of Microsoft Office 2013.**
- The Certiport certification testing software may be installed by the local network administrator on the local hard drive with internet access to support student certification testing opportunities.**
- Participating schools will be granted no-cost access to curriculum, professional development, certification, and resources highlighted online at <http://www.microsoft.com/en-us/education/it-academy/program-benefits/default.aspx> (<http://www.microsoft.com/en-us/education/it-academy/program-benefits/default.aspx>)**
- Each IT Academy is eligible to receive the following resources to help Educators prepare to pass Microsoft certification exams and earn Microsoft certification credentials: 10 MOS vouchers, 10 MTA vouchers, and 10 Microsoft Certified Educator (MCE) vouchers. Participating Educators are encouraged but not required to earn certification credentials.**
- Participating schools may be requested to attend a recommended (non-required) in-person one-day training session and/or view webinars for additional support during implementation. No supplemental professional development fiscal funding is available directly through this program. All resources, licenses, and materials will be directly distributed to participating schools through Microsoft, Certiport, and/or affiliated vendors.**
- Participating schools agree to abide by the Microsoft IT Academy program agreement posted online at http://download.microsoft.com/download/f/1/1/f119cdc6-f1d6-42d5-8151-fd7a6da10598/microsoft_it_academy_program_agreement.docx (http://download.microsoft.com/download/f/1/1/f119cdc6-f1d6-42d5-8151-fd7a6da10598/microsoft_it_academy_program_agreement.docx)**
- Participating schools will adhere to the Microsoft IT Academy program guide posted online at http://download.microsoft.com/download/0/E/F/0EFA9124-3923-4C26-AB7B-2740AD70AE30/ITA_Program_Guide.docx (http://download.microsoft.com/download/0/E/F/0EFA9124-3923-4C26-AB7B-2740AD70AE30/ITA_Program_Guide.docx)**

High School Principal Verification—*to be completed by authorized school administration only*

Notification of participation status is anticipated within approximately 10 business days to each school principal when the final allocation of volume licenses has been determined.

Additional communications will be directed to contacts listed in this form by Microsoft and Certiport representatives in order to assist with and coordinate implementation for each participating school.

Principal First Name

Principal Last Name

Principal Email Address

Principal Office Phone

Principal School Name

You must click the "Submit Participation Request" button in order to complete the process and submit your request to DPI. After clicking the "Submit Participation Request" button, you will have the opportunity to print and/or email your responses. If you are emailing the responses, you will be required to enter an email address. The email will be sent from dpiformsmanagement.

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