# ATC Program Guide FY14 regional requirements and guidelines

The requirements and guidelines in this document refer to, and are issued in accordance with, the “Autodesk® Authorized Training Center Program Guide for FY 14 Global” effective 1 February 2013.

### Instructions to ATC distribution partners

This document contains the approved amendments to the FY14 ATC Program Guide, which apply to the countries defined below.

These amendments, additions or guidelines to the provisions of the ATC Program Guide, are to be communicated to all existing ATCs prior to the start of the program year, or if this document is amended during the program year, any changes are to be communicated to all ATCs with notice as required by the ATC Agreement and ATC Program Guide.

These amendments, additions, or guidelines to the provisions of the ATC Program Guide are to be communicated to all new ATCs prior to signature of the ATC Agreement.

### Scope of applicability of this document

|  |  |
| --- | --- |
| Document version | 1.0 draft |
| Geo | Geo name |
| Region | Region name |
| Applicable Countries | Countries affected in region  |
| Applicable period | *FY14 (date – date)* |
| Date issued | *date* |
| Approved Education Market Manager | *For Emerging markets George Abraham or Vincent Chong**For Mature markets, Herb Bickelmann or Matt Pierce* |
| Approved ATC Program Manager | *Don Carlson, Norman Buckberry or Tomas Karlsson* |
| Agreed ATC Program Distributor |  |

## ATC guidelines and criteria

Include in the list below all amendments or additions to the requirements, benefits or provisions of the ATC Program Guide.

### ATC Acceptance Criteria and guidelines

The minimum number of workstations per site is 5

ATCs must be approved for at least 1 of the product groups as defined in the ATC Program Guide, and must have at least 1 instructor qualified to train on at least one of the products listed in the “Core” category of that group, or for any of the products listed in the Horizontal” group.

### Software provision

*(EMEA example)* Each ATC Site will be entitled to install on each of the workstations registered above, with the addition of 3 further instructor or test workstations, a license for each product in the approved product groups (as defined in the ATC Program Guide), subject to a maximum of 25 seats per ATC Site. Further seats may be acquired subject to additional fees.

### ATC Performance criteria

The minimum annual number of students trained, as defined by the number of student surveys received in the Student Evaluation System is 5 students per agreed workstation. (Note: for ATCs teaching only courses lasting more that 6 months, a different annual minimum may be agreed with the regional distributor.)

The minimum customer satisfaction score for each site, as defined by the annual average OP% score, is 85% (to be measured on an annual basis at the end of the program year)

### ATC Instructor acceptance and qualification criteria

ATCs are required to ensure that at least 1 instructor has qualified as ACI by the end of FY14 for each product for which ACI is available.

All instructors are required to pass 2013 Professional Certification for each product for which 2013 Professional Certification is available.

### Other special criteria or guidelines

*(For Emerging Markets only - (ENU example))* Certificates of Completion will **not** be available for Authorized Courses taught on the following products

* Autodesk AutoCAD
* Autodesk AutoCAD Civil 3D
* Autodesk Inventor
* Autodesk Revit Architecture
* Autodesk 3ds Max
* Autodesk Maya

ATCs are advised to ensure students pass the equivalent Autodesk Professional Certification exams in order to receive an Autodesk certificate.

## ATC Leadership Council or Advisory Board

*Description on how to participate or access the members of the council/board if available*

## Academic ATC

### Academic ATC Program Pricing

ATCs which have paid standard ATC license fees are eligible for Academic ATC status at no additional cost. For ATCs which are only applying for Academic ATC accreditation the following fees and licenses apply

*Select which of options 1 or 2 below are available*

*Option 1*

Academic ATC status is available at no cost. No software licenses are supplied.

*Option 2*

Academic ATC status is available at a cost of $xxx per annum. 3 software licenses of authorised products are supplied only for use by instructors or materials developers.

### Application and acceptance Guidelines

*List here any specific application criteria or guidelines for acceptance*

### Academic ATC Performance criteria

The minimum annual number of students trained or participating in a project, as defined by the number of student surveys received in the Student Evaluation System is 100 students per annum. (Note: for ATCs teaching only courses lasting more that 6 months, a different annual minimum may be agreed with the regional distributor.)

The minimum customer satisfaction score for each site, as defined by the annual average OP% score, is 85% (to be measured on an annual basis at the end of the program year)

The minimum number of students or educators passing a professional certification exam is 50 per annum

The minimum number of institutions for which a signed agreement, MoU or other contractual relationship is in place is 10 agreements

*List here any specific additional performance requirements*

### Academic ATC Performance reports

*List here any specific additional performance reporting*