



insights for the life of your business™

**New Certified Trainer Application**

Please review the Certified Trainer Program Guide before completing your New Certified Trainer Application. This application is for individuals who are not currently a Best Software Certified Trainer. If you wish to apply to become a Certified Trainer, please complete this application and return to CTProgram@bestsoftware.com. Upon receipt, you will receive a confirmation within 10 business days that your application has been received and details on how to complete the certification process.

**Please use one application per trainer.**

**Company Information (please type or clearly print all information)**

Present Employer:		
Channel Partner Account #:		
Mailing Address (no P.O. Box):		
City:	State:	ZIP:
Main Contact:	Title:	
Telephone:	Fax:	

**Trainer Information**

Trainer's Full Name:	Title:
Email Address (Required):	

1. Enter start date of employment for applicant? \_\_\_\_\_
2. Check the following list of product(s) and application(s) on which you have experience conducting classroom, consultative or one-on-one training. Indicate the length of time and total number of students taught. Then indicate the corresponding product(s) on which you are applying to become a Core Applications Certified Trainer.

**Accpac ERP (Advantage Series)**

Length of time teaching ACCPAC Advantage Series:

- Less than 1 year  1 – 2 years  3 - 5 years  6 or more years

Check each Application you have experience on
<b>Advantage Series Core Applications</b> <input type="checkbox"/> System Manager <input type="checkbox"/> General Ledger <input type="checkbox"/> Accounts Payable <input type="checkbox"/> Accounts Receivable <input type="checkbox"/> Inventory Control <input type="checkbox"/> Order Entry <input type="checkbox"/> Purchase Orders <input type="checkbox"/> Crystal Reports

Check the box if you wish to apply for this product's Certified Trainer Program
<input type="checkbox"/> <b>Advantage Series Core Applications</b> <input type="checkbox"/> System Manager <input type="checkbox"/> General Ledger <input type="checkbox"/> Accounts Payable <input type="checkbox"/> Accounts Receivable <input type="checkbox"/> Inventory Control <input type="checkbox"/> Order Entry <input type="checkbox"/> Purchase Orders <input type="checkbox"/> Crystal Reports

## Sage CRM

Length of time teaching Sage CRM:

Less than 1 year  1 – 2 years  3 - 5 years  6 or more years

### Check each Application you have experience on

#### CRM Core Applications

- Sales Force Automation
- Customer Care Training
- Marketing Automation
- Information Manager
- Administrator Training

### Check the box if you wish to apply for this product's Certified Trainer Program

#### CRM Core Applications

- Sales Force Automation
- Customer Care Training
- Marketing Automation
- Information Manager
- Administrator Training

## Pro Series

Length of time teaching ACCPAC Pro Series:

Less than 1 year  1 – 2 years  3 - 5 years  6 or more years

### Check each Application you have experience on

#### Pro Series Core Applications

- System Manager
- General Ledger
- Accounts Payable
- Accounts Receivable
- Inventory Control
- Order Entry
- Purchase Orders

### Check the box if you wish to apply for this product's Certified Trainer Program

#### Pro Series Core Applications

- System Manager
- General Ledger
- Accounts Payable
- Accounts Receivable
- Inventory Control
- Order Entry
- Purchase Orders

## BusinessWorks Gold

Length of time teaching BusinessWorks Gold:

Less than 1 year  1 – 2 years  3 - 5 years  6 or more years

### Check each Application you have experience on

#### BusinessWorks Gold Core Applications

- Accounts Payable
- Accounts Receivable
- General Ledger
- Payroll
- System Manager

### Check the box if you wish to apply for this product's Certified Trainer Program

#### BusinessWorks Gold Core Applications

- Accounts Payable
- Accounts Receivable
- General Ledger
- Payroll
- Introduction & System Manager

## MAS 90 and MAS 200

Length of time teaching MAS 90 and MAS 200

Less than 1 year  1 – 2 years  3 - 5 years  6 or more years

### Check each Application you have experience on

#### Core Applications

- Accounts Payable
- Accounts Receivable
- General Ledger
- System Manager

### Check the box if you wish to apply for this product's Certified Trainer Program

#### Core Applications Bundle

- Accounts Payable
- Accounts Receivable
- General Ledger
- System Manager

## Platinum for Windows by Best and BatchMasterPFW

Length of time teaching Platinum for Windows or BatchMasterPFW:

Less than 1 year  1 – 2 years  3 - 5 years  6 or more years

### Check each Application you have experience on

#### Core Applications

- Introduction
- Accounts Receivable
- Accounts Payable
- Inventory
- Sales Order
- Purchase Order
- Project Costing

### Check the box if you wish to apply for this product's Certified Trainer Program

#### Core Applications Bundle

- Introduction
- Accounts Receivable
- Accounts Payable
- Inventory
- Sales Order
- Purchase Order
- Project Costing

## MAS 500

Length of time teaching MAS 500:

Less than 1 year  1 – 2 years  3 - 5 years  6 or more years

### Check each Application you have experience on

#### Intro to MAS 500

- Introduction & System Manager
- General Ledger
- Accounts Payable
- Accounts Receivable
- Business Tools
- Cash Management
- Common Information
- Customizer

### Check the box if you wish to apply for this product's Certified Trainer Program

#### Intro to MAS 500

- Introduction & System Manager
- General Ledger
- Accounts Payable
- Accounts Receivable
- Business Tools
- Cash Management
- Common Information
- Customizer

## MIP Fund Accounting

Length of time teaching MAS 500:

Less than 1 year  1 – 2 years  3 - 5 years  6 or more years

### Check each Application you have experience on

#### Core Applications

- Accounting Admin & Setup
- System Administration
- Accounts Payable with EFT
- General Ledger Activities
- General Ledger Transaction Entry
- Reporting & Basic Financial Statements
- Budget
- Bank Reconciliation

### Check the box if you wish to apply for this product's Certified Trainer Program

#### Core Applications Bundle

- Accounting Admin & Setup
- System Administration
- Accounts Payable with EFT
- General Ledger Activities
- General Ledger Transaction Entry
- Reporting & Basic Financial Statements
- Budget
- Bank Reconciliation

#### Payroll

- Setup
- Processing with Direct Deposit

#### Payroll

- Setup
- Processing with Direct Deposit

## SalesLogix

Length of time teaching SalesLogix:

Less than 1 year  1 – 2 years  3 - 5 years  6 or more years

### Check each Application you have experience on

#### Core Applications

End User for SalesLogix

### Check the box if you wish to apply for this product's Certified Trainer Program

**Core Applications Bundle –**  
▪ End User for SalesLogix

## Additional Guidelines

Please read the following information, sign, date, and return the requested information to the address below.

I certify that the information listed in this application is true and accurate to the best of my knowledge. I understand that by completing this application, I am not required to become a participant of the Certified Trainer Program. I also understand that upon approval by Best Software, Inc. as a Best Certified Trainer, I agree to adhere to the Certified Trainer Guidelines as outlined on the Certified Trainer Program Guide.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Thank you for your interest in becoming a Certified Trainer!

Please return the Certified Trainer Application section of this document via email to:

[CTProgram@bestsoftware.com](mailto:CTProgram@bestsoftware.com) or fax to 949-753-0733

For additional information on the Certified Trainer Program, please refer to the contact list by product as outlined below:

For additional Information Regarding the Certified Trainer Program Contact:	Product Name	Contact Information
Mike Long	Abra Suite	727-579-1111 ext 3380 mike.long@bestsoftware.com
Tricia Butler	Sage Accpac, Sage CRM, Sage Pro	877-920-9600 Option 2 <a href="mailto:tricia.butler@bestsoftware.com">tricia.butler@bestsoftware.com</a>
Julie Elm	BusinessWorks MAS 90 and MAS 200 MAS 500 Platinum for Windows and BatchMaster by Best Software	949-450-3840 julie.elm@bestsoftware.com
Leslie Burkes	MIP Fund Accounting	888- 825-5647 ext 6162 leslie.burkes@bestsoftware.com
Janet Moore	SalesLogix	480 - 368- 3815 janet.moore@bestsoftware.com