
Your Roadmap to Authorization

Sage Software believes that effective training is a critical component to ensuring customer satisfaction. Making training readily accessible to every customer who uses our products is not only a primary goal at Sage Software, but also the main objective of the Sage Software Authorized Training Center (ATC) Program.

Before submitting an *Authorized Training Center Application*, applicants should review the *Authorized Training Center Program Guide* in its entirety to determine if this program is aligned with their company's business goals. To ensure consistent and high-quality training, all ATCs must also comply with the guidelines outlined in the *Certified Trainer Program Guide*.

Who Can Apply

Any Sage Software business partner can apply for ATC status provided they have met the following criteria:

- Their company has been an authorized Business Partner or Certified Consultant for at least one year.
- Their company has met each of the standard partner certification requirements for the product(s) in which they are requesting certification.
- Their company employs at least one Sage Software Certified Trainer for the product(s) their ATC will teach.

Benefits

As an Authorized Training Center, you will realize the following benefits when offering a Best Certified Training Class:

- All Sage Certified Training class registrations will be processed through Sage Software University. Sage will then send course material to ATC based on registrations. The ATC will not have to handle any administrative duties regarding registrations
- Sage Software University will process and distribute payment to ATC within 30 days of the course start date. ATC Payment Distribution Table located on Page 7
- Marketing communications including:
 - Quarterly Customer eMailings – These emails will advertise your Certified Training Class schedule to all customers registered for the product(s) in which you are an Authorized Training Center
 - Posting of all Certified Training Classes on the ACCPAC University Education Web Site (which is linked from Sage Software Education Web Site)
 - Electronic notification of all student enrollments made via Sage Software University
 - Customer Training Reminder Email – This will be sent to customers who have registered for training to remind them of their upcoming training course

- Additional marketing assistance available through Sage Software Education for additional fee
- Website link for your ATC from Sage Software University Web Site (<http://www.sagesoftwareuniversity.com/accpac>)
- Access to the Authorized Training Center web site including on-line class scheduler features to view class registrations, evaluations and ratings
- Ability to purchase Sage Certified Course Curriculum for a discounted price
- Access to Sage Software Authorized Training Center logos
- A quarterly Quality Profile outlining student satisfaction ratings compared to other ATCs
- Monthly ATC newsletters and quarterly conference calls designed to keep ATC staff up-to-date on the ATC program and training related topics
- Invitation to the annual Authorized Training Center Conference
- An ATC Plaque for office display or at training center location

Steps to become a Sage Software Authorized Training Center

Step 1: Read the *ATC Program Guide*

Step 2: Submit the completed *ATC Application* (one per location) along with the following information:

- A current training business plan including goals, marketing strategy and pricing/cost/revenue forecast
- Digital photographs of each classroom, student break and lunch area (if applicable), and student reception area
- A current training class schedule (if applicable), outlining all offerings, pricing and course descriptions
- Photocopies of current advertising and/or promotional materials (if applicable) related to training services
- A completed *Certified Trainer Application* for each person seeking trainer status
- At least five letters of recommendations from former students who can attest to the quality of your training center and staff
- Local Web site address with training offerings outlined (for review and approval)

Step 3: Obtain Authorized Training Center Approval from Sage Software, Inc.

To obtain ATC approval, applicants must meet the requirements as outlined in this document and the *ATC Agreement*. Upon ATC approval, the business partner will be required to sign and comply with the *ATC Agreement*.

Step 4: Remit the appropriate fees along with the completed *ATC Agreement*

At the time of approval, the ATC will receive access to the ATC Web site, which contains templates and logos for promotional use.

Annual Authorized Training Center Authorization Fee

The initial ATC fee is listed in the First Product Authorization Fee column below. The fee to become an ATC is based upon the product line(s) on which you plan to become authorized.

ACCPAC Annual Authorization Fees

Product Set	First Product Authorization Fee	Second Product Fee
Sage Accpac ERP	\$5,000 USD / \$6,000 CAD	\$3,000 USD / \$3,500 CAD
Sage Accpac CRM	\$5,000 USD / \$6,000 CAD	\$3,000 USD / \$3,500 CAD
Sage Pro ERP	Coming Soon	Coming Soon

Course Curriculum Usage Guidelines and Ordering

For Best certified training courses, certified student course curriculum will be shipped from Sage Learning Services based on student registrations. The course material will ship 7 days prior to course start date. Additional course material can be ordered for those classes on which you have a certified trainer. To place curriculum orders, contact ACCPAC Education at (877) 920-9600, Option 2 or education.accpac@sage.com.

Equipment Requirements

The following are minimum Sage Software ATC Classroom requirements:

Student Systems

All students must have their own workstation, and access to the Internet and a Web browser. Classrooms must have at least eight workstations. The minimum requirements for each student's workstation must meet Sage Software recommended requirements for that particular software product as outlined in the product installation guidelines.

Trainer Systems

Each classroom must be equipped with one workstation for the trainer. This system must be connected to a projection device, have access to the Internet and a Web browser. The minimum requirements for the trainer's workstation must meet Sage Software recommended requirements for that particular software product as outlined in the product installation guidelines.

Note: Student and Trainer system requirements may vary depending upon the class being offered. Access to the classroom setup guidelines will be available upon ATC and/or Certified Training (CT) approval.

Each approved classroom must meet the following requirements:

- Seating for a minimum of eight students (one student per workstation) plus a trainer's podium with workstation
- A minimum of 50 square feet per student, 50 square feet per student, and 50 square feet for the trainer's podium. A total classroom minimum of 450 square feet

- One projection system with active color matrix LCD panel or 33” or larger compatible monitor. If using an LCD panel, you must use high-intensity projector and a non-glare screen with a minimum six-foot diagonal measurement
- A minimum of one laser printer
- Conducive lighting – ability to lighten and darken classroom according to training activity
- One white board of at least six square feet or flip chart

Each training facility must meet the following additional requirements:

- Handicapped accessible
- Provide students with food and beverage during breaks if a food establishment is not located within a short walking distance from the facility

Sage Software University Cancellation Policy:

Sage Learning Services reserves the right to cancel courses if Sage Learning Services does not reach minimum registrations. Sage Learning Services will notify attendee and ATC of a cancelled course at least seven (7) days prior to the scheduled course start date. In the case of Sage Learning Services's cancellation, attendee(s) may choose to either have their course fees refunded or credited to another course. The ATC can choose to conduct the training for less than the minimum required number of student if they so desire. Sage Software University will determine if there are prerequisites required for courses offered by Sage Learning Services ATCs; however, it is the attendee's responsibility to verify they have registered for the correct workshop for their needs and level of expertise.

Attendee Refund / Cancellation Policy

- If refund request is received up to fourteen (14) days prior to the start date of the course, 100% of the course fee will be refunded.
- If refund request is received less than fourteen (14) days prior to the start date of the course, the course fee will be refunded in the form of a Prepaid Purchase credit, which can be used toward a future Sage Software University Purchase. The purchase credit will be valid for 12 months.
- Failure to attend a class without notifying Sage Software University prior to the start date of the course will be considered a 'no show' and the entire course fee will be forfeited.

Maintaining Your Authorized Training Center Status

After you obtain ATC status, review this section for requirements related to conducting your courses and maintaining your ATC status.

General Course Operation Requirements

1. Minimum class size of 3 students is required for ATCs. Maximum class size to be determined by ATC location based on maximum capacity. Sage Learning Services reserves the right to cancel courses if minimum registrations are not met. Education Services will notify ATC and attendee of a cancelled course at least one week (7 days) prior to the course start date.
2. Provide all students with a Sage Software training class certificate at the completion of course.
3. On June 1, September 1, December 1, and March 1, you must provide your next quarter's schedule to Sage Learning Services Administrator to be entered on Sage Software University.
4. After each class, use best efforts to ensure that all students complete the online *Student Evaluation Form*.
5. Provide via fax or mail to Sage Software all student sign-in sheets, and manual *Student Evaluation Forms* for Sage Certified Training Classes offered the previous month. You must submit these forms within 10 days after the end of each month.

General Conditions and Requirements

1. Remain a current Sage Software business partner.
2. Apply and maintain Continuing Professional Education (CPE) sponsorship with the National Association of State Boards of Accountancy (NASBA). This is applicable to ATCs in United States only.
3. Any changes to the following areas must be submitted at least eight weeks in advance for approved:
 - Training facility location
 - Trainer and/or student's system
 - Classroom projection system
 - Size of the classroom or number of students per classroom
 - Website (specifically, training area)
 - Certified trainer personnel
4. Participate in at least 50% of the ATC quarterly conference calls.
5. Submit all training marketing materials to the Sage Learning Services department for approval prior to going to print. A 48-hour turn-around is requested.
6. Employ at least one certified trainer. This requirement must be met within 6 months of ATC application date.

7. Conduct all Sage Software certified training classes in an approved classroom by a certified trainer using certified course curriculum.
8. ATCs may purchase certified student course curriculum for classes not taught in their approved classrooms. However, manual sign-in sheets, attendance sheets, and student evaluations must be completed and submitted monthly. ATCs may not purchase certified student course curriculum for the purpose of resale or for any other purpose except for the use of conducting training.
9. All training referrals received as a result of becoming an ATC, marketing endeavors developed by or in conjunction with Sage Software or through word-of-mouth must be taught by a certified trainer using Sage Software certified student course curriculum.
10. If Sage Software has not developed curriculum for a particular application, you may develop your own curriculum. If doing so, clearly differentiate your own curriculum and class offerings from Sage Software certified student course curriculum and certified training classes.
11. Differentiate classes advertised and conducted by a non-certified trainer or a certified trainer, who is not certified for a particular application from Sage Software certified training classes.
12. Adhere to all requirements as stated in the ATC contract.

Additional Information

For more information regarding the ATC Program and/or Certified Trainer Program, or to receive a copy of the latest *ATC Program Guide* and/or *Certified Trainer Program Guide*, please contact the Sage Learning Services department at (877) 920-9600, Option 2 or education.accpac@sage.com.

Authorized Training Center Payment Distribution Table

United States

# of Students	Course Length	USD Price	ATC %	Amount Due to ATC	POR* %	Amount Due to POR*	Curriculum %	Value of Curriculum Included
	31 Day	\$ 395.00	60%	\$ 711.00	20%	\$ 237.00	20%	\$ 237.00
	32 Day	\$ 790.00	60%	\$ 1,422.00	20%	\$ 474.00	20%	\$ 474.00
	33 Day	\$1,185.00	60%	\$ 2,133.00	20%	\$ 711.00	20%	\$ 711.00
	34 Day	\$1,580.00	60%	\$ 2,844.00	20%	\$ 948.00	20%	\$ 948.00
	35 Day	\$1,975.00	60%	\$ 3,555.00	20%	\$ 1,185.00	20%	\$1,185.00
	51 Day	\$ 395.00	60%	\$ 1,185.00	20%	\$ 395.00	20%	\$ 395.00
	52 Day	\$ 790.00	60%	\$ 2,370.00	20%	\$ 790.00	20%	\$ 790.00
	53 Day	\$1,185.00	60%	\$ 3,555.00	20%	\$ 1,185.00	20%	\$1,185.00
	54 Day	\$1,580.00	60%	\$ 4,740.00	20%	\$ 1,580.00	20%	\$1,580.00
	55 Day	\$1,975.00	60%	\$ 5,925.00	20%	\$ 1,975.00	20%	\$1,975.00
	101 Day	\$ 395.00	60%	\$ 2,370.00	20%	\$ 790.00	20%	\$ 790.00
	102 Day	\$ 790.00	60%	\$ 4,740.00	20%	\$ 1,580.00	20%	\$1,580.00
	103 Day	\$1,185.00	60%	\$ 7,110.00	20%	\$ 2,370.00	20%	\$2,370.00
	104 Day	\$1,580.00	60%	\$ 9,480.00	20%	\$ 3,160.00	20%	\$3,160.00
	105 Day	\$1,975.00	60%	\$11,850.00	20%	\$ 3,950.00	20%	\$3,950.00

* POR Indicates Business Partner of Record

Canada

# of Students	Course Length	CAD Price	ATC %	Amount Due to ATC	POR* %	Amount Due to POR*	Curriculum %	Value of Curriculum Included
	31 Day	\$ 475.00	60%	\$ 855.00	20%	\$ 285.00	20%	\$ 285.00
	32 Day	\$ 950.00	60%	\$ 1,710.00	20%	\$ 570.00	20%	\$ 570.00
	33 Day	\$1,425.00	60%	\$ 2,565.00	20%	\$ 855.00	20%	\$ 855.00
	34 Day	\$1,900.00	60%	\$ 3,420.00	20%	\$ 1,140.00	20%	\$1,140.00
	35 Day	\$2,375.00	60%	\$ 4,275.00	20%	\$ 1,425.00	20%	\$1,425.00
	51 Day	\$ 475.00	60%	\$ 1,425.00	20%	\$ 475.00	20%	\$ 475.00
	52 Day	\$ 950.00	60%	\$ 2,850.00	20%	\$ 950.00	20%	\$ 950.00
	53 Day	\$1,425.00	60%	\$ 4,275.00	20%	\$ 1,425.00	20%	\$1,425.00
	54 Day	\$1,900.00	60%	\$ 5,700.00	20%	\$ 1,900.00	20%	\$1,900.00
	55 Day	\$2,375.00	60%	\$ 7,125.00	20%	\$ 2,375.00	20%	\$2,375.00
	101 Day	\$ 475.00	60%	\$ 2,850.00	20%	\$ 950.00	20%	\$ 950.00
	102 Day	\$ 950.00	60%	\$ 5,700.00	20%	\$ 1,900.00	20%	\$1,900.00
	103 Day	\$1,425.00	60%	\$ 8,550.00	20%	\$ 2,850.00	20%	\$2,850.00
	104 Day	\$1,900.00	60%	\$11,400.00	20%	\$ 3,800.00	20%	\$3,800.00
	105 Day	\$2,375.00	60%	\$14,250.00	20%	\$ 4,750.00	20%	\$4,750.00

* POR Indicates Business Partner of Record

Example:

An ATC in the United States, who has 5 people attend a 5-day course, will receive \$5,925. If ATC is the Partner of Record for 1 attendee attending a 5-day course, ATC will receive additional payment of \$395. The ATC would receive total payment of \$6,320.