

# Digidesign Certified Training Location (DCTL)

*A Digidesign-Certified Training Location (DCTL) is an acknowledged college, trade school or dedicated training facility that incorporates Digidesign hardware/software, Digidesign-Certified training materials, and a Digidesign trained and certified instructor in their audio program(s). In this section you'll find the outlined requirements and approval process pertinent to an institution becoming a Digidesign Certified Training Location. DCTLs generally incorporate the Digidesign 100- & 200-level curriculum into a larger audio program over varying lengths of time. Upon completion of 200-level DCTL courses, a student has the option to take an online test for Pro Tools Operator certification. Many of the benefits of becoming a Pro Tools Operator are described in depth in the accompanying section titled 'Pro Tools Operator.' The 200-level courses are divided into two main categories — Music and Post — both of which are described further in the section entitled '200-Level Courses.'*

## **Benefits** of Becoming a Digidesign Certified Training Location:

1. Digidesign hardware and software discounts
2. Software site licensing to help reduce costs for software additions
3. FREE software updates and premium technical support
4. A Digidesign training contact
5. Use of 100- & 200-level Digidesign-certified courseware
6. Student eligibility to buy Digidesign products at a discount from the online Digidesign Education Store
7. Marketing support and use of Digidesign-Certified logo(s)
8. Key Instructor training and certification at Digidesign
9. Simple online ordering of courseware
10. Student eligibility to be certified by Digidesign as a Pro Tools Operator

## **Requirements** for Becoming a Digidesign Certified Training Location:

1. Yearly administration fee
2. Specific Digidesign hardware/software per student head count
3. Instructor certification from Digidesign
4. Courseware purchased for each student per class
5. Provide a certificate of completion to students after successful completion of 200-level courses
6. Enable students to take Digidesign certification test online upon successful completion of 200-level courses
7. Responsibility for student failure of Digidesign certification test
8. Must be state-accredited
9. Must maintain the latest Pro Tools software versions on all computers

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## DCTL Benefits

### A Digidesign Education Contact

Every DCTL is assigned a Digidesign Education Contact to manage their account and provide them with a Key Contact.

### Use of 200-Level Digidesign Certified Courses

A DCTL will offer and incorporate certified 200-level courses from Digidesign as part of their program(s) — complete texts with examples. These courses may be used independently or incorporated in any number of ways into larger program(s). Upon completion of 200-level course material, DCTLs must allow students the choice to take an online test to qualify for certification from Digidesign as a Pro Tools Operator.

### Student Digidesign Purchases

Students enrolled in courses at a DCTL are eligible to purchase Digidesign products from the online Digidesign Education Store at a discount. Products include limited Digidesign hardware as well as software selections and clothing. Student profiles must be uploaded and students must be qualified by their instructors in order to receive discounts. Some limitations may apply.

### Uploading Student Information to Enable Online Purchasing During Their Course

Instructors at a DCTL are given a password by their Digidesign Education Contact to access a special area on <http://training.digidesign.com> through which they can upload class lists or individual student profiles, enabling students to receive discounts in the Digidesign Education Store. Once the student profiles are uploaded, accounts are created with their name, email address and a temporary password (which is emailed to them). Students may then visit the online Digidesign Education Store at <http://training.digidesign.com> for up to 90 days, and may purchase various hardware and software products. Note: Some hardware products are available for purchase only once with a discount. Full details can be found at the Digidesign Education Store. Details for instructors can be acquired by contacting your Digidesign Education Contact.

### Student Purchases After a Certification

Students who pass the online test for certification as a Pro Tools Operator will automatically be given access to purchase products from the Digidesign Education Store at a discount for as long as their certification is valid (one year before required renewal). More information on this can be found in the 'Pro Tools Operator' section in this information package.

### Marketing Support and Use of Digidesign-Certified Logo(s)

DCTLs are given a designated logo from Digidesign that may be used in a wide variety of marketing materials. All certified instructors are also given usage permission for the Digidesign-Certified Instructor logo. Students completing a course and passing their online test will be given access to the Pro Tools Operator logo for use on business cards, etc. Logos for DCTLs and instructors can be found at <http://training.digidesign.com>. In addition to logo usage, all DCTLs, certified instructors and Pro Tools Operators will be listed on and promoted through <http://www.digipronet.com> and <http://training.digidesign.com>, thereby benefiting from the constant exposure those sites offer.

### Key Instructor Training and Certification at Digidesign

Key Instructors teaching 200-level Digidesign-Certified courseware at a DCTL must be trained and certified by Digidesign before beginning classes. To make this a cost-effective program, instructors will be trained at Digidesign headquarters in Daly City, CA, at the expense of Digidesign, less airfare for at least one Key Instructor. Digidesign will cover all lodging and meals. Additional instructors may also be trained for a nominal cost. The training course is four days long and will help familiarize instructors with new demonstration materials and the new program, as well as methods for effectively teaching the courses. The course concludes with an online test consisting of questions that a student completing one of these courses would be sufficiently prepared to answer. The instructor must be able to successfully answer all questions in the appropriate categories. Upon

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completion of this “train-the-trainer” course, the instructor’s profile will be uploaded into our database, given a premium DigiProNet account with their instructor status, and will also be afforded permission to use the Digidesign-Certified Instructor logo.

## Simple Online Ordering of Course Materials

Making courseware ordering as easy as possible is a key component of the Digidesign Training & Education effort. At <http://training.digidesign.com> you’ll find easy online ordering procedures for course texts via either PO number\* or credit card. Texts will usually ship from Digidesign within one business day.

NOTE: Current AAECs may also continue to order course materials for Pro Tools through their regular Avid channels.

\* Credit must be established with Digidesign or Avid to take advantage of PO ordering.

## Student Eligibility to be Certified by Digidesign as a Pro Tools Operator

An important part of teaching 200-level courses is enabling students to become Digidesign-Certified Pro Tools Operators. Upon successful completion of the courses, instructors may upload student class lists or individual student’s profiles at <http://training.digidesign.com>, allowing students to take the required online certification test. As the test will be difficult, students will be given three opportunities to pass the examination. The test will be timed, and students must pass with a score of at least 90%. This process will help ensure that students who acquire the Pro Tools Operator title possess the skills needed to competently operate a Pro Tools TDM system at a level equal to an assistant engineer or entry-level editor.

## DCTL Requirements Explained

### Yearly Administration Fee

There is a yearly administration fee associated with being a Digidesign-Certified Training Location. This fee is based upon a yearly contract which is payable directly to Digidesign. For convenience, invoicing will happen automatically at the end of a one-year period. All AAECs with current Avid contracts will keep their certifications until the next renewal date, at which time payment will be made directly to Digidesign for further contract periods. If for any reason an AAEC or DCTL chooses to discontinue training, or Digidesign terminates a contract, the yearly administration fee will be forfeited.

### Specific Digidesign Hardware/Software Per Student Head Count

As the DCTL program is designed to ready people for work experience in the audio industry using professional Pro Tools systems, training on “Home Studio” products will not be permitted for coursework or lab examples. Although Digidesign Pro Tools LE-based products such as the Audiomedia III card, Mbox and Digi 001 offer features similar

to TDM-based Pro Tools systems, these systems are not truly representative of features and processes taught during 200-level training. The goal of 200-level training and certification as a Pro Tools Operator is to prepare a student for real-world work and to instill the competence required to operate a TDM-based Pro Tools system in a professional environment. Digidesign systems based around Pro Tools LE software do not contain the in-depth features required of a competent Pro Tools Operator on a TDM-based system. In large audio programs, a DCTL may choose to equip students or other areas of the program with Digidesign “Home Studio” products especially for pre-200-level courses, such as Digidesign’s Pro Tools 101 course. However, for specific 200-level courseware, a TDM-based Pro Tools system must be used at no less than a system per every two students for lecture materials. If a TDM-based system is not available to each individual student for exercise during lecture, lab time must be made available for hands-on completion of exercises. DCTLs must also carry a list of Digidesign hardware and software found in this guide titled ‘Program Hardware Requirements’.

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## Instructor Certification from Digidesign

As described above, DCTL instructors must be certified by Digidesign. Instructors can become certified by attending a “train-the-trainer” course and passing a test similar to the online Pro Tools Operator test.

## Courseware Purchased Per Student or Class, and Testing Fees

Courseware for 200-level classes is to be purchased on a per-student basis at <http://training.digidesign.com>. A Digidesign textbook, as well as audio sessions and exercises, are contained in each package. The purchase price of courseware is determined via the number of students trained and whether or not the DCTL is covering the cost or partial cost of students’ online Digidesign Certification test.

It is the option of the DCTL to cover the cost of each student’s online certification test. 200-level Pro Tools Operator tests are normally \$69.00. Upon passing this test, the student is sent a certificate in the mail, a free DPN premium account (\$120 per year value), and a piece of DigiWear (Digidesign clothing), as well as discounts in the online Digidesign Education Store — all of which together far outweigh the cost of the exam. The DCTL may include this cost in the course as an added value; otherwise, the student is responsible to pay the fee before taking the test. If the student fails the certification test, the testing fee is forfeited.

## Certificate for Successful Completion of 200-Level Courses

Upon successful completion of 200-level Digidesign courseware, a DCTL must provide students with certification of completion. This certificate can take the form of a school diploma, a school certificate, or an individualized DCTL certificate. In short, some record of successful completion of 200-level Digidesign training must be awarded.

## Online Pro Tools Operator Certification Tests

Although a student is not required to complete a test online to receive a certificate of completion for a 200-level course from a DCTL, the student must be given the opportunity to attempt to acquire a Pro Tools Operator title by taking a

test online at <http://training.digidesign.com> after successfully completing a DCTL course. The instructor or other Key Contact at the DCTL should upload a student list or individual student’s profile to the Digidesign training site, and then inform the student that the test is ready to be taken. It is at the discretion and honor of the instructor to upload students to the <http://training.digidesign.com> site.

Instructors (or Key Contacts) at a DCTL are given a password to access a special area on <http://training.digidesign.com> for uploading class lists or individual student profiles to take a Pro Tools Operator certification test. Once these students are uploaded with their name, email address and a temporary password (the password is e-mailed to them), they are activated to take their test. More specific details and help for instructors can be found by contacting your Digidesign Education Contact. This area of the Digidesign training site also allows management of student lists and accounts, making the process easy and immediate. Digidesign requests school logos and other artwork so that students reach a branded test area when they log in online for their exam.

## Responsibility for Student Failure of Online Digidesign Certification Test

As the online tests for Digidesign Certification as a Pro Tools Operator are designed to prepare students for real-world experience, instructors may delay or even reject a certain number of unprepared students. It is recommended that students fully prepare for this test, as it is timed and is not based solely on memorization. Students will have three attempts to pass their online certification test; if they fail three times, it is the DCTL or instructor’s responsibility to decide the student’s outcome. This outcome could take the form of re-taking the course for a fee, for a reduced fee, or for free (subject to DCTL policy), or to have the student re-take the test with Digidesign’s permission. Cases of this nature should be discussed with your Digidesign Education Contact. Otherwise, the option presented to a student after failing three tests will be to contact their instructor for further action.

# Digidesign Certified Training Location (DCTL)

## State Accreditation

A DCTL must be a state-accredited training or education institution. If a company is not currently recognized by the state or proceedings are not at least proven underway, they are ineligible to become a Digidesign-Certified Training Location.

## Maintaining the Latest Pro Tools Software Versions

Digidesign Pro Tools Operator certification tests are based on the latest Pro Tools software and features. Therefore, it is required that all Pro Tools systems at a DCTL be kept current with the most

up-to-date software versions. Part of the DCTL agreement mandates system efficiency. Digidesign will offer all software updates free of charge for all certified DCTLs to ensure that all systems are using the most up-to-date Pro Tools software. Digidesign understands certain limitations to updating software during coursework and will work with you to determine the best time to update computers and the best course of action.