



Polk Works' mission is to be an innovative leader to ensure and sustain a quality workforce for today and in the future

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Microsoft® Elevate America

Microsoft is providing **Microsoft Learning vouchers** and **Exam Vouchers** through One Stop Centers at no cost from **May 24, 2010 – August 21, 2010 (WHILE SUPPLIES LAST)**. Microsoft provides **two types of Learning Vouchers**. The **E-Learning Vouchers** are online self paced learning that provides the knowledge and skills necessary to pass the Microsoft Business Certification exams. The E-Learning contains a collection of courses focused on a single Microsoft product, such as Microsoft Windows, Word, Excel, PowerPoint, Outlook and Access.

The **Technical Certification Training Vouchers** are a series of online courses specifically designed to provide the knowledge and skills necessary to pass the Microsoft Technical Certification exams, such as Windows Server, SQL Server, SharePoint, and Visual Studio. Each collection of courses is focused on a single product.

The **Exam Vouchers** are “in person” proctored Microsoft Exams located at Microsoft’s partner, Certiport (locations throughout the state). The **Microsoft Business Certification Exam Vouchers** are for Intermediate level only for Office 2007.

Once a **Learning Voucher** is activated the recipient has **12 months of access**.

To Access Vouchers follow the steps below:

- _____ 1. Register for a Voucher at <http://elevateamerica.floridajobs.org/>
- _____ 2. Activate your Voucher after receiving an email from Polk Works with your Voucher number and Microsoft Access code.
- _____ 3. Return to a Polk Works Representative after successful completion of Training or Exam with proof of successful completion to obtain another voucher. (if Vouchers are still available)

