

To become a Micro Focus Certified Instructor you must be able to provide proof of teaching experience. This can be done by sending a PDF of one of the following to [instructor@microfocus.com](mailto:instructor@microfocus.com).

- Teaching degree or certificate from an accredited college or university.
- Instructor certificate from another software instructor program.
- Letter from employer, on letterhead, listing your time and qualifications on the job as an instructor.
- Formal list of references that we can contact to verify time and quality of instruction

Along with the verification of teaching experience you will need to include:

- Full Name
- Mailing Address
- Email address

Your designation as a Micro Focus Certified Instructor will expire after two years of inactivity. You may renew your status by sending in an updated verification of teaching experience.