



# Microsoft® Certification Program Logo Usage Guidelines

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# Microsoft® Certification Program Logo Usage Guidelines



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## Introduction and Overview

Microsoft® Certifications recognize and validate real-world IT skills, offer a life-long career path of IT skills development, and support the certified community by providing access to unique resources. Candidates who successfully complete Microsoft's certification requirements and enter into the Microsoft Certification Program Agreement, of which these guidelines are an integral part, may use one or more Microsoft Certification Logos ("Microsoft Certification Logo(s)") for the specific certification(s) they have earned as a graphic symbol to show that they have demonstrated the expertise required for the applicable certification(s) described in this document. The following guidelines explain how the Logos for the Microsoft Certification Program are to be used. All terms of the Microsoft Certification Program Agreement, including these guidelines, must be met when using any of the Microsoft Certification Logos. The Microsoft Certification Program Agreement can be found at the following location: <http://www.microsoft.com/learning/en/us/certification/exam-policies.aspx#tab3>

## Microsoft Certification Logos and Certifications

The Microsoft Certification Program is designed to provide individuals with even greater opportunities to express their high degree of competence and expertise in Microsoft technologies, products and industry best practices. Candidates who successfully complete the Microsoft Certification requirements referenced below and have reviewed and agreed to the Microsoft Certification Program Agreement in place with Microsoft may use one or more of the Microsoft Certification logos for the specific certification the candidate has earned, as a graphic symbol to show that they have demonstrated the expertise required for the applicable certification(s) described below.

The program consists of eight Microsoft Certification series – five for IT Professionals and Developers and three for Business Professionals.

### IT Professionals and Developers

#### ASSOCIATE SERIES

The Associate Series is focused on validating fundamental technology knowledge of students new to technology. The certification for the Associate Series is called the Microsoft Technology Associate ("MTA").



#### TECHNOLOGY SERIES

The Technology Series is focused on technical skills and knowledge. The certification for the Technology Series is called Microsoft Certified Technology Specialist ("MCTS").



#### PROFESSIONAL SERIES

The Professional Series is focused on job-role-specific skills within the context of IT solutions. Two certifications encompass the broad job role categories common in an IT environment, Microsoft Certified IT Professional ("MCITP") and Microsoft Certified Professional Developer ("MCPD").



#### MASTER SERIES

The Master Series is focused on deepening and broadening the technical expertise of IT Professionals on Microsoft Server products. The certification for the Master Series is called Microsoft Certified Master ("MCM").



**ARCHITECT SERIES**

The Architect Series is focused on the enterprise architect job role and the competencies associated with it. The certification for the Architect Series is called Microsoft Certified Architect (“MCA”).

*Business Professionals***MOS SERIES**

The MOS Series is focused on validating proficiency in Microsoft Office products. The certification for the MOS Series is called Microsoft Office Specialist (“MOS”).

**MOS: EXPERT SERIES**

The MOS Expert Series is focused on validating a deep understanding of Microsoft Word or Excel. The certification for the MOS Expert Series is called Microsoft Office Specialist: Expert (“MOS”).

**MOS: MASTER SERIES**

The MOS Master Series is focused on validating an overall comprehension and expertise in Microsoft Office products. The certification for the MOS Master Series is called Microsoft Office Specialist: Master (“MOS”).



### CERTIFICATION AREAS

In addition, each Microsoft Certification has a range of very specific, job-relevant or technical expertise areas called certification areas. These certification areas include technology-specific skills for technologies such as Microsoft SQL Server 2008 or Visual Studio® 2010 Web Clients, and professional titles such as Database Administrator or Web Developer. For a complete listing of the Microsoft Certification areas, visit <http://www.microsoft.com/learning/en/us/certification/cert-overview.aspx>

The Microsoft Certification Program enables greater flexibility by allowing use of the Microsoft Certification Logos on a wide range of business materials with or without the certification areas affixed in the right hand bar in the manner shown below. The right side of the bar can accommodate 4-6 certification areas depending upon the certification.

Certification Logo



Certification Logo With Sidebar















Used together, the Microsoft Certification Logo plus certification areas enable certified professionals to more effectively promote their expertise and differentiate themselves and their services from peers and competition during hiring/staffing process or promotional opportunities.

## Legacy Microsoft Certification Logos and Certifications

The "Legacy" Microsoft Certification Logos are as follows:

Certification	Logo
Microsoft Certified Professional (MCP)	
Microsoft Certified Database Administrator (MCDA)	
Microsoft Certified Solution Developer (MCSD)	
Microsoft Certified Systems Administrator (MCSA)	

Microsoft Certified Systems Administrator: Messaging (MCSA: Messaging)	
Microsoft Certified Systems Administrator: Security (MCSA: Security)	
Microsoft Certified Systems Engineer (MCSE)	
Microsoft Certified Systems Engineer: Messaging (MCSE: Messaging)	
Microsoft Certified Systems Engineer: Security (MCSE: Security)	
Microsoft Certified Trainer (MCT)	
Microsoft Certified Application Developer (MCAD)	
Microsoft Certified Desktop Support Technician (MCDST)	
Microsoft Certified Learning Consultant (MCLC)	
Microsoft Certified Professional + Internet (MCP+I)*	
Microsoft Certified Professional + Site Building (MCP+SB)*	
Microsoft Certified Systems Engineer + Internet (MCSE+I)*	

\* No longer attainable

## Microsoft Certification Logo Usage Guidelines and Examples

Microsoft Certified Professionals ("MCPs") have several choices of how to indicate a certification on business cards, letterhead, resume, Web sites, e-mails, and marketing materials. MCPs must have reviewed and agreed to the Microsoft Certified Professional Agreement in place and remain in good standing under such agreement before referencing their Microsoft Certification logos.

The following Microsoft Certification Logo Usage Guidelines explain how the certification names and Logos may be used. These rules were developed in order to protect the integrity of the Microsoft certifications, and to ensure that certifications are not misrepresented.

## Microsoft Certification

### INDICATING A SINGLE Microsoft Certification

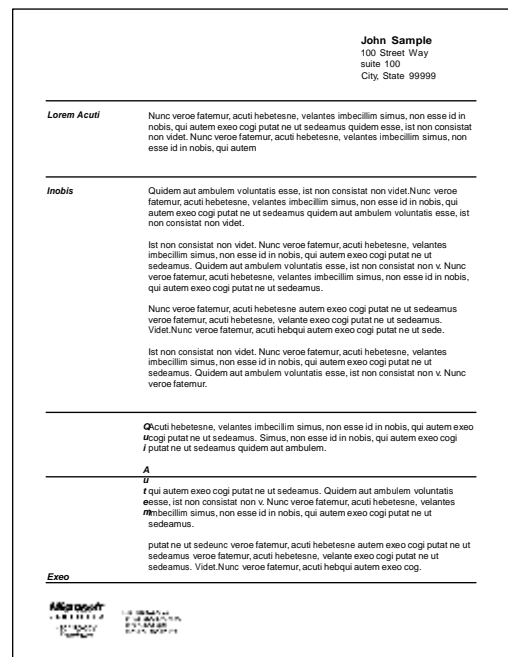
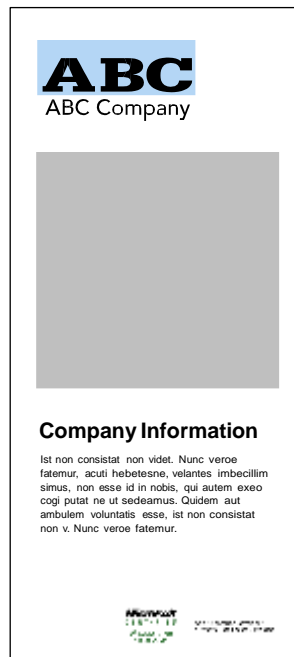
MCPs may only indicate the certification areas that they have achieved in the program. These certification areas can be indicated in several ways:

#### Verbally

Certification areas can be expressed as follows: "I'm a Microsoft Certified Technology Specialist. My areas of certification include X, Y, and Z."

#### Marketing materials and resume / curriculum vitae

On materials where space is not constrained (e.g. a certificate, resume, Web site or brochure), the Microsoft Certification Logo can be used with the applicable certification area sidebar.





- Recommended placement of the Microsoft Certification Logo is in the lower-left or lower-right corner of the page.
- MCP's personal name or trade name must appear on any materials where the Microsoft Certification Logo is used, and the Microsoft Certification Logo may not be larger or more prominent than the MCP's name, logo, trademark, or company name.
- The Microsoft Certification Logo may be used in one-color or two-colors as detailed below.
- Use of the Microsoft Certification Logo must always follow the detailed rules outlined in the next section, Microsoft Certification Logo Usage Guidelines.

### *Business cards*

On a business card, where space is constrained, it is recommended to use the Microsoft Certification Logo only, and indicate certification area in text.



- Recommended placement of the Microsoft Certification Logo is in the lower-left or lower-right corner of the page.
- MCP's personal name or trade name must appear on any materials where the Microsoft Certification Logo is used, and the Microsoft Certification logo may not be larger or more prominent than the MCP's name, logo, trademark, or company name.
- The Microsoft Certification Logo may be used in one-color or two-colors as detailed below.
- Use of the Microsoft Certification Logo must always follow the detailed rules outlined in the next section, Microsoft Certification Logo Usage Guidelines.

### *E-mail signatures*

In an e-mail signature, it is recommended to use the Microsoft Certification Logo only, with the certification areas indicated in text..

*Certification  
Logo*



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100 Street Way, suite 100  
City, State 99999  
Direct: 111-222-3456  
Fax: 111-222-3456  
E-mail: johnS@abcco.com



*Certification listed as  
text*



**John Sample**, Vice President  
100 Street Way, suite 100  
City, State 99999  
Direct: 111-222-3456  
Fax: 111-222-3456  
E-mail: johnS@abcco.com

**Microsoft Certified IT  
Professional**

*Certification acronym*



**John Sample**, Vice President  
**MCITP**  
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Fax: 111-222-3456  
E-mail: johnS@abcco.com

- MCP's personal name or trade name must appear on any materials where the Microsoft Certification Logo is used, and the Microsoft Certification Logo may not be larger or more prominent than MCP's name, logo, trademark, or company name.
- Use of the Microsoft Certification Logo must always follow the detailed rules outlined in the next section, Microsoft Certification Logo Usage Guidelines.

**INDICATING MULTIPLE MICROSOFT CERTIFICATIONS**

Many MCPs will likely hold multiple certifications. In these cases, individual certifications must not be combined into one logo. For example, MCPs may not create a logo with both the Systems Engineer and Solution Developer designations. If MCPs would like to feature more than one certification, they may do so with separate Microsoft Certification Logos.



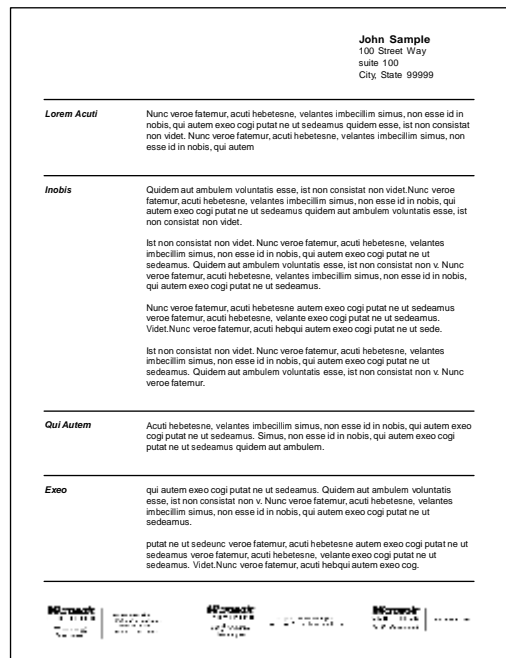
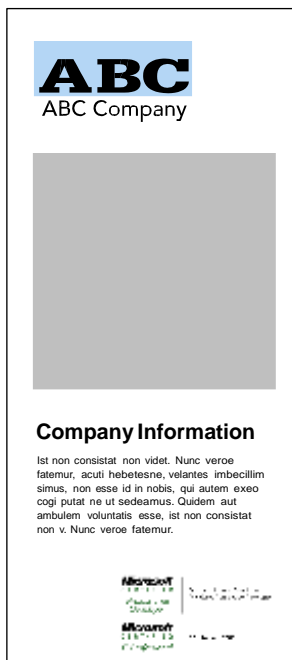
The guidelines below must be used to help determine the best way to express certification information.

*Verbally*

Express certification areas like so: "I'm a Microsoft Certified IT Professional and a Certified Technology Specialist. My areas of certification include X, Y, and Z."

*Marketing materials and resume / curriculum vitae*

On materials where space is not constrained (e.g. a certificate, resume, Web site or brochure) multiple Microsoft Certification Logos with the certification area sidebar may be used.



- Recommended placement of the Microsoft Certification Logo is in the lower-left or lower-right corner of the page.
- MCP' s personal name or trade name must appear on any materials where the Microsoft Certification Logo is used, and the Microsoft Certification logo may not be larger or more prominent than the MCP' s name, logo, trademark, or company name.
- The Microsoft Certification Logo may be used in one-color or two-colors as detailed below.
- Use of the Microsoft Certification Logo must always follow the detailed rules outlined in the next section, Microsoft Certification Logo Usage Guidelines.

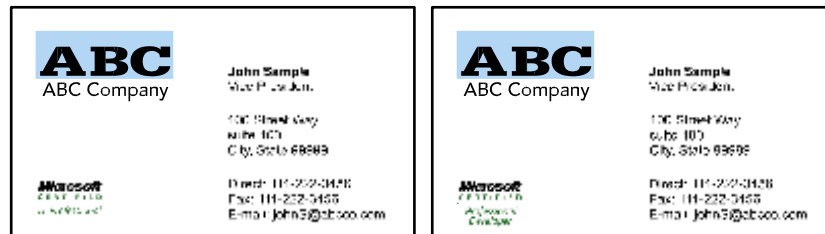
*Business cards*

On a business card, where space is constrained, recommended usage options are:

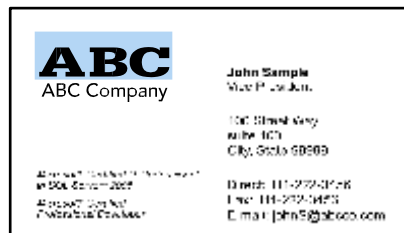
- 1) Use only ONE Microsoft Certification Logo and indicate the additional certification areas in text.



- 2) Create variations of business cards for use where a specific certification is most relevant to the work.



- 3) Indicate all certification areas in text only (no Microsoft Certification Logo use).



- Recommended placement of the Microsoft Certification Logo is in the lower-left or lower-right corner of the page.
- MCP's personal name or trade name must appear on any materials where the Microsoft Certification Logo is used, and the Microsoft Certification logo may not be larger or more prominent than the MCP's name, logo, trademark, or company name.
- Use of the Microsoft Certification Logo must always follow the detailed rules outlined in the next section, Microsoft Certification Logo Usage Guidelines.

### *E-mail signatures*

In an e-mail signature, it is recommended to use the Microsoft Certification Logos only, indicate the certification in text, or use the certification acronyms, e.g. MTA, MCTS,, MCITP, MCPD, MCM, MCA, MOS.



**John Sample**, Vice President  
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*Microsoft Certified IT Professional*  
*Microsoft Certified Professional Developer*

- MCP's personal name or trade name must appear on any materials where the Microsoft Certification Logo is used, and the Microsoft Certification logo may not be larger or more prominent than the MCP's name, logo, trademark, or company name.
- Use of the Microsoft Certification Logo must always follow the detailed rules outlined in the next section, Microsoft Certification Logo Usage Guidelines.

## Legacy Microsoft Certifications

### *INDICATING LEGACY MICROSOFT CERTIFICATIONS*

MCPs may only indicate the certification areas that they have achieved in the program. These certification areas can be indicated in several ways:

#### *Verbally*

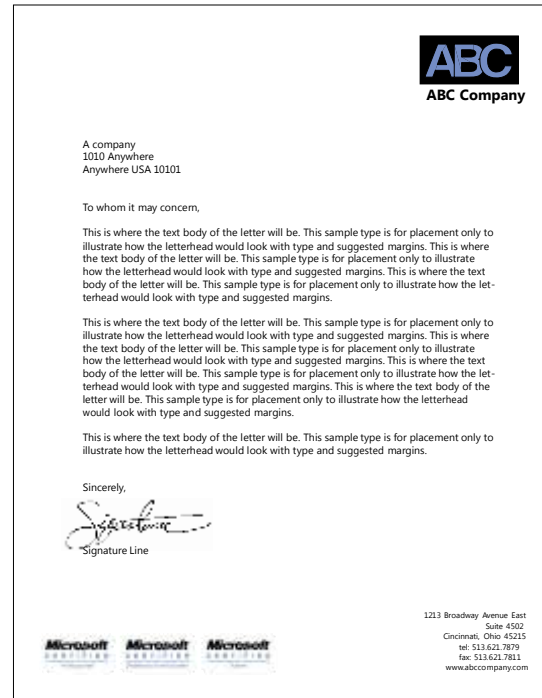
Certification areas can be expressed as follows: "I'm a Microsoft Certified Systems Engineer. My areas of certification include X and Y."

### Letterhead

Recommended placement of the Microsoft Certification Logo is in the lower-left corner of the letterhead page. It is also acceptable to place the logo in the lower-right corner of the page. The Microsoft Logo must appear at the minimum size (one inch).



Letterhead with one logo

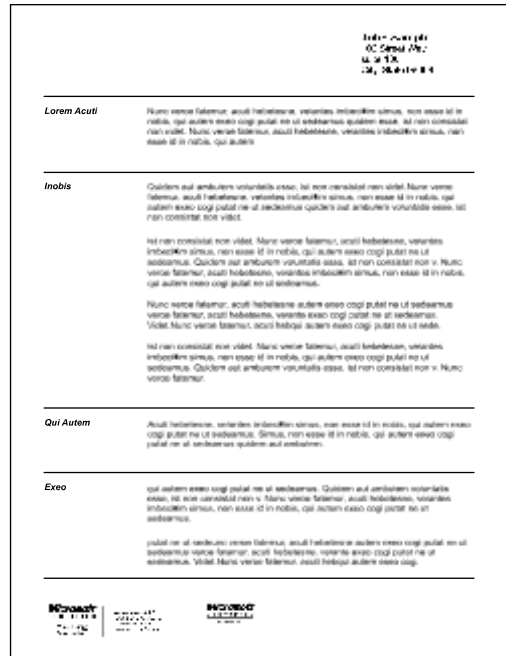
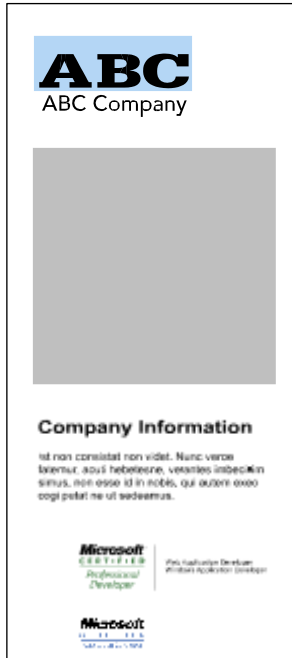


Letterhead with three logos

- MCP's personal name or trade name must appear on any materials where the Microsoft Certification Logo is used, and the Microsoft Certification logo may not be larger or more prominent than the MCP's name, logo, trademark, or company name.
- Use of the Microsoft Certification Logo must always follow the detailed rules outlined in the next section, Microsoft Certification Logo Usage Guidelines.

*Marketing materials and resume / curriculum vitae*

On marketing materials, use the one-color or two-color Microsoft Certification Logo most appropriate to your audience and marketing budget.



- Recommended placement of the Microsoft Certification Logo is in the lower-left or lower-right corner of the page.
- MCP's personal name or trade name must appear on any materials where the Microsoft Certification Logo is used, and the Microsoft Certification logo may not be larger or more prominent than the MCP's name, logo, trademark, or company name.
- The Microsoft Certification Logo may be used in one-color or two-colors as detailed below.
- Use of the Microsoft Certification Logo must always follow the detailed rules outlined in the next section, Microsoft Certification Logo Usage Guidelines.

*Business cards*

Recommended placement of the Microsoft Logo is in the lower-left or lower-right corner of the card.



- MCP's personal name or trade name must appear on any materials where the Microsoft Certification Logo is used, and the Microsoft Certification logo may not be larger or more prominent than the MCP's name, logo, trademark, or company name.
- Use of the Microsoft Certification Logo must always follow the detailed rules outlined in the next section, Microsoft Certification Logo Usage Guidelines.

*E-mail signatures*

In an e-mail signature, the Microsoft Certification Logo must appear at the minimum size (one inch).



- MCP' s personal name or trade name must appear on any materials where the Microsoft Certification Logo is used, and the Microsoft Certification logo may not be larger or more prominent than the MCP' s name, logo, trademark, or company name.
- Use of the Microsoft Certification Logo must always follow the detailed rules outlined in the next section, Microsoft Certification Logo Usage Guidelines.

**INDICATING MULTIPLE MICROSOFT CERTIFICATIONS**

MCPs who are certified with more than one legacy certification may not combine the individual Legacy certifications into one Microsoft Certification Logo. For example, you may not create a Microsoft Certification Logo with both the Systems Engineer and Solution Developer designations. If you would like to feature more than one certification, you may do so with separate Microsoft Certification Logos.

Alternately, you may choose one Microsoft Certification Logo and then indicate your certifications in text (without a Microsoft Certification Logo) elsewhere on your business card, resume, stationery, etc. Note that you must maintain appropriate spacing around the Microsoft Certification Logo (see the Logo Spacing section in Microsoft Certification Legacy Logos below).

**CERTIFICATION VERSIONS**

The Microsoft Certification Program allows ongoing recognition of certifications for as long as they are in demand, while still providing a means to differentiate individuals who have updated their skills to the latest Microsoft technologies.

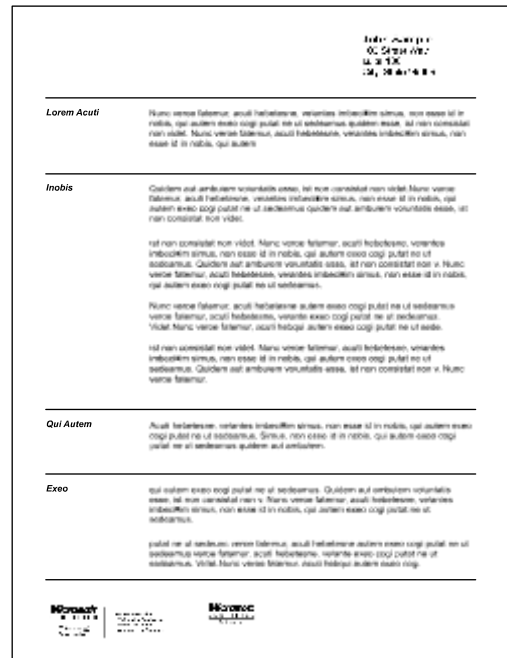
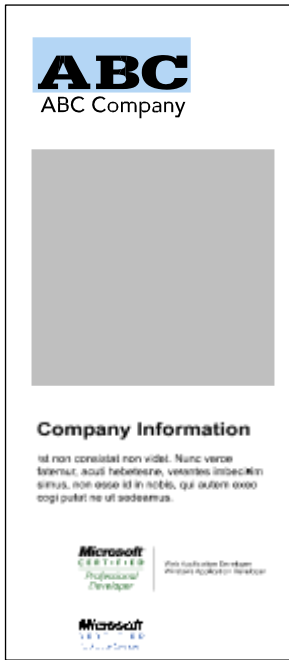
For example, an MCSE on Windows 2000, Windows XP Professional, or Windows .NET Server will be identified as a Microsoft Certified Systems Engineer on Microsoft Windows 2000. An MCSE on Windows NT 4.0 will be identified as a Microsoft Certified Systems Engineer on Microsoft Windows NT 4.0.

These identifying titles will appear on certificates, transcripts, and other tools, so that MCPs will be able to indicate the specific area of expertise represented by their certification. The Microsoft Certification Logos will not contain the identifying titles and may not be modified to include them. For example, a MCSE on Microsoft Windows 2000 and a MCSE on Microsoft Windows NT 4.0 would both use the same MCSE Logo. You may indicate the full title of your certification in text elsewhere on your business card, resume, stationery, etc.

### INDICATING LEGACY AND CURRENT MICROSOFT CERTIFICATIONS

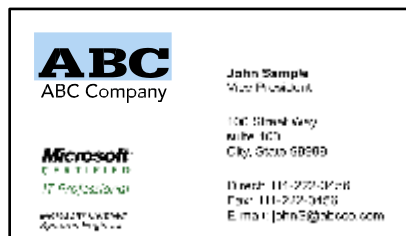
Many MCPs will likely hold several legacy certifications. In these cases, individual certifications must not be combined into one logo.

On materials where space is not constrained (e.g. a certificate, resume, Web site or brochure) multiple certification logos may be used.



- Recommended placement of the Microsoft Certification Logo is in the lower-left or lower-right corner of the page.
- MCP's personal name or trade name must appear on any materials where the Microsoft Certification Logo is used, and the Microsoft Certification logo may not be larger or more prominent than the MCP's name, logo, trademark, or company name.
- The Microsoft Certification Logo may be used in one-color or two-colors as detailed below.
- Use of the Microsoft Certification Logo must always follow the detailed rules outlined in the next section, Microsoft Certification Logo Usage Guidelines.

On materials where space is constrained (e.g. business card) use only the most recent Microsoft Certification Logo and indicate additional certification areas in text.





## Microsoft Certification Logo Usage Guidelines

### GENERAL MICROSOFT CERTIFICATION LOGO USAGE GUIDELINES

The following general Microsoft Certification Logo Usage Guidelines apply to both the current and legacy Microsoft Certification Logo(s). MCPs must have read and agreed to the terms of the Microsoft Certification Program Agreement and be in good standing under such agreement before using any of the Microsoft Certification Logos as described in these guidelines. If you do not agree to the terms of the Microsoft Certification Program Agreement, you must immediately discontinue the use of Microsoft Certification Logo(s).

The integrity of all elements of the Microsoft Certification Logo(s) must be maintained. Microsoft developed these rules in order to protect the integrity of the Microsoft Certification Program and the certifications, and to ensure that Microsoft certifications are not misrepresented.

MCPs may use the Microsoft Certification Logo(s) solely to identify the specific certification areas that they have achieved in the Microsoft Certification Program, and for no other purpose.

MCP's personal name, trade name or company name must appear on any materials where the Microsoft Certification Logo is used. The Microsoft Certification Logo cannot appear larger or more prominent than your name, product or service name, trademark or service mark, logo, or trade or company name.

MCPs may not use the Microsoft Certification Logo in a manner that creates potential confusion as to the source of MCP's services or ownership of the Microsoft Certification Logo. The Microsoft Certification Logo may not be displayed in any manner that suggests the MCP is an employee of Microsoft or in a manner that suggests that the Microsoft Certification Logo or "Microsoft" is a part of the MCP's name, company name, logo, or trademark. Use of the Microsoft Certification Logo must clearly indicate that the MCP is independent from Microsoft.

The Microsoft Certification name and Microsoft Certification Logo may not be used in any manner that expresses or might imply Microsoft's affiliation, sponsorship, endorsement, certification, or approval, other than as set forth by the Microsoft Certification Program Agreement.

The Microsoft Certification name, Microsoft Certification Logo or "Microsoft" name may not be included in MCP's name, trade or business name, domain name, product or service name, logo, trade dress, design, slogan, or other trademarks.

The Microsoft Certification Logo(s) may not be used as a design feature on any MCP materials.

The Microsoft Certification name and Microsoft Certification Logo may not be used on any product, book, packaging or other materials, except as identified in these guidelines or without the express written consent of Microsoft.

The Microsoft Certification Logo shall be attributed to Microsoft Corporation in all materials where they are used, with the following attribution clause: "Microsoft is a registered trademark of Microsoft Corporation in the United States and other countries." This attribution is not required on business cards.

No part of the Microsoft Certification Logo may be changed or re-sized in any way relative to the rest of the Microsoft Certification Logo.

The Microsoft Certification Logo may not be translated or otherwise localized into any other language. Any localized versions of the Microsoft Certification Logo must be provided by Microsoft.

The Microsoft Certification Logo shall include the registered trademark symbol (®) as shown in these guidelines.

### *BUILDING CERTIFICATION LOGO ARTWORK WITH LOGO BUILDER*

Logo Builder is a tool to create Microsoft Certification Logo artwork based upon certifications you have obtained. The tool will allow you the flexibility to build multiple Microsoft Certification Logo(s) to demonstrate multiple areas of expertise. Logo Builder can be accessed by visiting <http://www.microsoft.com/learning/mcp/mcpmembersite.asp>.

Multiple Microsoft Certification Logos may be created for various usage scenarios. For example, you may want to create artwork for:

- A Microsoft Certification Logo with the certification area sidebar
- A Microsoft Certification Logo with only specific certification areas relevant to a specific project
- A Microsoft Certification Logo without the certification area sidebar
- One- and two-color versions of the Microsoft Certification Logo to meet various printing requirements

The Microsoft Certification Logo may be used only as provided by Microsoft. Except for size, which is subject to the restrictions in these guidelines, the Microsoft Certification Logo may not be altered in any manner, including proportions, colors, elements, etc., or animated, morphed, or otherwise distorted in perspective or dimensional appearance.

From time to time, Microsoft reserves the right to update the Microsoft Certification Logo artwork. You should use only the current Microsoft Certification Logo artwork. Earlier versions of Microsoft Certification Logo artwork may not be used.

## *Microsoft Certification Logos*

### *LOGO COLOR PALETTE*

These Microsoft Certification Logo(s) can appear in two colors or in black-and-white as described below. The variation most appropriate to the audience and marketing budget should be used.

The following colors of the Microsoft Certification Logo must always be retained. The color must not be altered or changed.

<i>Color</i>	<i>Pantone Match</i>	<i>4-Color Process</i>	<i>RGB</i>	<i>Hex</i>
Green	PMS 357	C89 + M0 + Y100 + K39	R0 + G88 + B37	#005825

The colors shown on this page and throughout this document have not been evaluated by Pantone, Inc. for accuracy and may not match the PANTONE® Color Standards. For accurate color standards, refer to the current edition of the PANTONE Color Formula Guide. For more information about Pantone, Inc. and PANTONE Products, visit Pantone's Web site at [www.pantone.com](http://www.pantone.com). PANTONE is a registered trademark of Pantone, Inc.

### *Two Colors*

The two-color Microsoft Certification Logo – in PANTONE PMS 357 (green) and black – should appear on a white background. It is acceptable, but not preferred, to reproduce the Microsoft Certification Logo on an appropriate light-colored or dark-colored background, where the Microsoft Certification Logo stands out from the background as it does on a white background. When placed on a black background, the Microsoft Certification Logo must always be reversed.



*One Color*

The one-color (black-and-white) Microsoft Certification Logo must appear on a white background. Although the two-color usages of the Microsoft Certification Logo are preferred, one-color 100% black usages have been designed for media and budgetary restrictions. When placed on a black background, the Microsoft Certification Logo must always be reversed.

**Microsoft**  
CERTIFIED  
*IT Professional*

*LOGO SPACING*

The Microsoft Certification Logo must stand alone. The Microsoft Certification Logo may not be combined with any other object, including, but not limited to, other logos, icons, words, graphics, photos, slogans, numbers, design features, symbols, or Web site audio files.

A minimum amount of space must be left between the Microsoft Certification Logo and any other object such as type, other logos, photography, borders, edges, and so on. The required border of space around the logo must be "x" wide, where "x" equals the height of the word "Microsoft" in the Microsoft Certification Logo.

*MINIMUM LOGO SIZE*

The minimum acceptable size for the Microsoft Certification Logo is 1 inch (2.54 cm) long in print and 80 pixels on screen.



1" wide in print



80 pixels wide on screen

The logotype and trademark notations must be readable; in no case may the Microsoft Certification Logo appear at such a small size that these conditions are not met. The Microsoft Certification Logo must be neither larger nor more prominent than MCP's name, logo, trademark, or company name.

*LOGO ASPECT RATIO*

The original aspect ratio of the Microsoft Certification Logo must be preserved and must not be distorted in any way. When resizing the Microsoft Certification Logo, the aspect ratio should be locked to prevent the type from being condensed or extended.



### LOGO ORIENTATION

The Microsoft Certification Logo must never be displayed in any orientation different from what is provided in the artwork provided by Microsoft. The Microsoft Certification Logo must not be oriented on its side. The text must always read horizontally on whatever medium it is being placed.



### DO NOT CHANGE THE LOGO ELEMENTS

While the Microsoft Certification Logo may be used with or without certification areas in the sidebar, the Microsoft Certification Logo must never be taken apart and recombined in any way to create new artwork.

Certification areas may not be attached directly to the Microsoft Certification Logo itself, or be represented by another logo or graphic element.



## Legacy Microsoft Certification Logos

### LOGO COLOR PALETTE

These Microsoft Certification Logos can appear in two colors or in black-and-white as described below. The variation most appropriate to the audience and marketing budget should be used.

The following colors of the Microsoft Certification Logo must always be retained. The color must not be altered or changed.

Color	Pantone Match	4-Color Process	RGB (8-bit)	Hex
Blue	PMS 279	C70% + M30%	R0 + G153 + B255	#0099FF

The colors shown on this page and throughout this document have not been evaluated by Pantone, Inc. for accuracy and may not match the PANTONE® Color Standards. For accurate color standards, refer to the current edition of the PANTONE Color Formula Guide. For more information about Pantone, Inc. and PANTONE Products, visit Pantone's Web site at [www.pantone.com](http://www.pantone.com). PANTONE is a registered trademark of Pantone, Inc.



### Two Colors

The two-color Microsoft Certification Logo – in PANTONE PMS 279 (blue) and black – should appear on a white background. It is acceptable, but not preferred to reproduce the Microsoft Certification Logo on an appropriate light-colored or dark-colored background, where the Microsoft Certification Logo stands out from the background as it does on a white background. When placed on a black background, the Microsoft Certification Logo must always be reversed.



### One Color

The one-color (black-and-white) Microsoft Certification Logo must appear on a white background. Although the two-color usages of the Microsoft Certification Logo are preferred, one-color 100% black usages have been designed for media and budgetary restrictions. When placed on a black background, the Microsoft Certification Logo must always be reversed.



### LOGO SPACING

The Microsoft Certification Logo must stand alone. The Microsoft Certification Logo may not be combined with any other object, including, but not limited to, other logos, icons, words, graphics, photos, slogans, numbers, design features, symbols, or Web site audio files.

A minimum amount of space must be left between the Microsoft Certification Logo and any other object such as type, other logos, photography, borders, edges, and so on. The required border of space around the logo must be "x" wide, where "x" equals the height of the word "Microsoft" in the Microsoft Certification Logo.



### MINIMUM LOGO SIZE

The minimum acceptable size for the Microsoft Certification Logo is 1 inch (2.54 cm) long in print and 80 pixels on screen.



The logotype and trademark notations must be readable; in no case may the Microsoft Certification Logo appear at such a small size that these conditions are not met. The Microsoft Certification Logo must be neither larger nor more prominent than MCP's name, logo, trademark, or company name.

#### LOGO ASPECT RATIO

The original aspect ratio of the Microsoft Certification Logo must be preserved and must not be distorted in any way. When re-sizing the Microsoft Certification Logo, the aspect ratio should be locked to prevent the type from being condensed or extended.



#### LOGO ORIENTATION

The Microsoft Certification Logo must never be displayed in any orientation different from what is provided in the artwork provided by Microsoft. The Microsoft Certification Logo must not be oriented on its side. The text must always read horizontally on whatever medium it is being placed.



#### DO NOT CHANGE THE LOGO ELEMENTS

The Microsoft Certification Logo must never be taken apart and recombined in any way to create new artwork. No part of the Microsoft Certification Logo may be changed or re-sized in any way relative to the rest of the Microsoft Certification Logo.



## Compliance with Microsoft Certification Logo Usage Guidelines

Microsoft Certification Logo(s) may not be used in any way other than as specified in these guidelines. Failure to comply with these instructions shall constitute a breach of the Microsoft Certification Program Agreement.

The Microsoft Certification Logo(s) may be used only to indicate that MCPs have met the criteria for the specific certification within the Microsoft Certification Program. Only the certification name and Microsoft Certification Logo specific to the criteria met by the MCP may be used.

Microsoft reserves the right to spot-check all materials bearing Microsoft Certification Logo(s) and may periodically send out requests for samples. MCPs must correct any deficiencies in the use of the Microsoft Certification Logo(s). Refusal to correct such deficiencies or to cease publication or distribution will result in revocation of the right to use the Microsoft Certification Logo(s).

## Questions / Requests

Please contact Microsoft with questions about using the Microsoft Certification Logos or to report misuse of the Microsoft Certification Logos.

E-mail: [MCPHelp@microsoft.com](mailto:MCPHelp@microsoft.com)

In the U.S. and Canada

Phone: (800) 636-7544

Fax: (661) 793-6555

Mail: Microsoft Corporation

Attn: Microsoft Certification Logo Requests

28680 Braxton Avenue

Valencia, CA 91355

Outside the United States, please contact the Microsoft Regional Education Service Center (RSC) serving the appropriate area for program information and materials. To find your RSC, please see the Microsoft Learning site at <http://www.microsoft.com/learning/en/us/help/assisted-support.aspx>





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