



Microsoft Office Specialist Master 2013 July 15, 2016

Certifying Organization	Certiport http://www.certiport.com					
Description of Credential	<p>This credential certifies that the student has demonstrated mastery of advanced skills in one of three Master Track choices: 1) Word 2013 Expert track, 2) Excel 2013 Expert track, and 3) Word Expert and Excel Expert track. If choosing Track 1 or Track 2, the student must additionally pass one of the following elective exams: 1) PowerPoint 2013, 2) Access 2013, 3) Outlook 2013, 4) SharePoint 2013, or 5) OneNote 2013.</p> <p>Students certified as Microsoft Office Specialist Masters are a part of a global community of distinguished achievers.</p>					
Part of which Graduation Pathways ¹	Microsoft Office credentials are Complementary credentials in most regional and integrated pathways and can be a credential for Act 833-eligible pathways.					
Associated with Which Careers?	<p>5 Star: Computer User Support Specialists, Information Security analysts, Market Research Analysts and marketing Specialists, Network and Computer Systems Administrators</p> <p>4 Star: Executive Secretaries and Executive Administrative Assistants, Computer Network Support Specialists, Legal Secretaries, Medical Records and Health Information Technicians, Training and Development Specialists</p> <p>3 Star: Compensation, Benefits, and Job Analysis Specialists, Computer, Automated Teller, and Office Machine Repairers, Medical Secretaries</p>					
Entry-Level Annual Salaries	\$17,376 - \$41,138					
Industry-Based Certification Requirements: Students						
Standard / Curriculum	<p>Microsoft Office Specialist (MOS) Master Informational links:</p> <ul style="list-style-type: none"> • MOS 2013 Master Certification Requirements • MOS WORD 2013 Expert and EXCEL 2013 Expert Requirements • MOS 2013 Master elective exams (PowerPoint 2013, Access 2013, Outlook 2013, SharePoint 2013, and OneNote 2013) 					
Testing Methodology	Paper?	No	Online?	Yes	Performance Exams / Tests?	Yes
Re-Testing (if available)	Re-Testing Procedures	Students who wish to retake an exam must wait two days for each subsequent retake exam.			Max Attempts	There is no annual limit on the number of attempts on the same exam.
Testing Details (including any age requirements / accommodations)	<p>Students must pass four required certification tests to attain Microsoft Office Specialist Master certification. See MOS 2013 Master Certification Requirements for details. Exams are administered at Certiport Authorized Testing Centers. Schools can become authorized testing centers through a partner contract with Certiport. Educators seeking accommodations must email their request to accommodations@certiport.com</p>					
Industry-Based Certification Requirements: Teachers						
<i>Bulletin 746, Chapter 5: All Louisiana teachers providing instruction in a course that leads to an IBC must hold the certification that they're teaching students to attain.</i>						
Instructor Certification Requirements (by certifying agency)	Microsoft Office Specialist (MOS) teacher certification is required. Certiport will provide a complementary teacher voucher for teacher certification.					
Proctoring / Test Security (if any)	Exam policy, proctoring and security information available on Certiport website.					

Certification Tracking					
Credentialing Documentation	<p>Certiport maintains all documentation. Students create their own Certiport account and can track Microsoft Specialist Master certification (and other certifications offered by Certiport) online. Students can print out copies of the certifications they have earned or have the certifications mailed to them.</p> <p><i>Teachers can track the certification results of their students using the student voucher number used for the exam. Schools will not be able to track the results of students who take the exam at a public testing center without the cooperation /disclosure by the student.</i></p>				
Certification Tracking System	Online Tracking System?	Yes	Details	N/A	
Other Details	Expiration Timeframe?	Microsoft Office Specialist Master certification doesn't expire, although periodic updates to operating systems and standard computer functionalities change the requirements for Master Certification.			
Certification Costs / Funding Sources					
Cost Details	Regional or statewide pricing opportunities may be available. Please check with Certiport or JumpStart@la.gov for latest pricing information.				
Re-test / Refund Policies	A re-test voucher will only be issued if purchased with an exam voucher. The re-test voucher will only work for the same exam that was taken originally not a different exam. All vouchers expire 12 months after issued.				
Funding Sources ²	CDF?	No	Perkins?	Yes	Alternative Source (other than General Funds)
For More Information					
Certifying Agency Contact Info	<p>Darryl A. Barnes Territory Manager, Certiport Darryl.Barnes@pearson.com Direct Line: 801.847.3198</p>				
LDE Contact	JumpStart@La.Gov				
Jump Start Regional Team Experts	TBD				

1 – This table may not include all the graduation pathways this credential appears in. Please check the [graduation pathway](#) you are working with if you have a question as to whether or not this credential is part of that pathway.

2 – CDF = [Career Development Fund](#)