

# VG Academy

Train-the-Trainer Program



# How to Become a Trainer Authorized by Volume Graphics



## 01. Requirements for Participation in the VG Academy Train-the-Trainer Program

Participants in the VG Academy Train-the-Trainer program must fulfill two requirements:

- You are an employee of a company that is an authorized reseller or OEM partner of Volume Graphics or a company in the VG group.
- You have participated in VGSTUDIO MAX Basic Training or VGSTUDIO MAX Power Training within the last two years.



## 02. Registration and Admission to the Trainer Course

To register, send the registration form to [academy@volumegraphics.com](mailto:academy@volumegraphics.com). Provided that all admission requirements are met, you will receive an e-mail confirmation from Volume Graphics as well as an invoice for the course fee. As soon as payment has been received, we will contact you to arrange a start date for the trainer course.



## 03. Volume Graphics Authorized Trainer Training: Procedure

### Online Self-Study (4 Months)

The online learning platform provides you with training materials for VGSTUDIO MAX Local Training, refresher videos on the basic functions in VGSTUDIO MAX, and exercises. The duration of the self-study is four months. At the end of the course, an online practice exam will prepare you for the final exam. To pass the online exam, you'll have to answer at least 80 percent of 100 multiple-choice questions correctly within 60 minutes.

### Initial Authorization at the VG Academy Heidelberg (2.5 Days)



The initial authorization takes place at the VG Academy training center and lasts 2.5 days. During this time, you will teach a VGSTUDIO MAX Local Training session in front of a VG Academy trainer and take a written final exam. Like the online practice exam on the trainer platform, the onsite exam consists of 100 multiple-choice questions that have to be answered in 60 minutes. Again, you'll have to answer at least 80 percent correctly to pass the exam. After passing the final exam, you will receive a training certificate, which will be valid for one year.



## 04. Renewal of Your Certification

Once a year, your certification must be renewed. Reauthorization takes place in annual rotation, alternating between online and classroom training at the VG Academy training center.

**After 1, 3, 5, ... years:** Online training with a one-hour final exam

**After 2, 4, 6, ... years:** Classroom event with a one-hour final exam and a demo training, in which parts of a VGSTUDIO MAX Local Training session are held in front of a VG Academy trainer.

# Conducting Local Trainings



## 01. Order Process

For each end-user training, an order must be sent to [academy@volumegraphics.com](mailto:academy@volumegraphics.com). Please use the appropriate training package form for this purpose. The training package for the end-user training consists of one training license and one training certificate per participant and will be invoiced to you based on the currently valid price list. As soon as Volume Graphics has received the payment, you will receive the required training materials by e-mail.



## 02. Requirements for the Training Site

Before the start of a training course, the authorized trainer must ensure that the technical setup at the training location meets the following minimum requirements:

- A computer and a 3-button mouse (incl. mouse wheel) must be available for each end customer.
- The technical setup of the training rooms must meet the system requirements of the current version of VGSTUDIO MAX.



## 03. Inhaltliche Anforderungen

When conducting local training sessions, the following requirements must be met:

- Local trainings are to be held in accordance with the standards communicated throughout the course of the training with regard to content, structure, and focus.
- The training materials provided by VG shall be used in the current version.
- Training scripts must be available in printed form for each end customer.

Aside from the requirements mentioned above, you are free to design the end-user trainings as you see fit.

# Questions? Contact Us!

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