



JEWELERS OF AMERICA

BENCH PROFESSIONAL CERTIFICATION Program Guide



JA BENCH PROFESSIONAL CERTIFICATION

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Jewelers of America Bench Professional Certification Program

The JA Bench Professional Certification Program establishes national standards and administers tests to rate the talents and proficiency of bench jewelers at four levels. Jewelers of America developed the Bench Professional Certification program in 1997 to promote the professionalism of jewelers and store owners. The nationally-recognized certification ensures consumers are confident in the ability of the certified bench jeweler to perform quality work. The program has recently been updated to emphasize 21st century-technology in the taking of the tests, both written and hands-on.

When you enroll in the program, you simply have to take and pass a written test and a series of practical tests to become certified. The Test Guide (pages 6-13 in this publication) gives you an overall idea of the skills and knowledge required to pass each level. You will recognize the level at which you will be comfortable, when you review the general categories, the required bench tests and sample questions.

The Jewelers of America Bench Professional

The JA Bench Professional Certification program is directed to the bench jeweler generalist and tests a wide variety of skills. Certification requires quality performance in each area. It is not realistic, however, to expect the generalist bench jeweler to have the same proficiency and expertise as the specialist in every area, and therefore, the individual bench test times have been made flexible. For example, a specialist stone setter might find the expected time for the practical bench test that includes setting stones to be absurdly generous, but probably would not be able to perform as well or as quickly in other practical areas of testing.

JA Bench Professional Certification is open to all bench jewelers or students who have trained as bench jewelers.

Fees and Scholarships

Jewelers of America has scholarships available to candidates who are bench jewelers and wish to participate in the JA Bench Professional Certification program. The fee schedule for the JA Bench Professional Certification and Program Application are enclosed separately from this Program Guide. For more details, contact Jewelers of America at info@jewelers.org or 800-223-0673

CERTIFICATION BENEFITS

- Advances the career growth of bench jewelers.
- Increases credibility with customers.
- Provides your store with prestige of having JA Professional Certified Bench Jewelers working onsite.
- Gives retail storeowners a means of distinguishing their shop from competitors.

"Ten years have passed since I completed JA's Certified Master Bench Jeweler test. Advertising my certification has made a tremendous difference in the quality of jewelry that comes into our store. I get to pick and choose the items I want to work on. Choosing to become certified was one of the best decisions I ever made."

—Tom Weishaar, CMBJ,
Master Goldsmith,
Underwood's Fine Jewelry



The Four Levels of JA Bench Professional Certification

These levels of certification reflect a career path for the bench jeweler generalist, beginning with basic entry-level skills and moving through progressively higher stages of proficiency, speed, and assurance to the peak of professional maturity and knowledge.

All Levels require a written, open-book test to be taken and passed prior to the practical, hands-on bench test.

First Level

JA Certified Bench Jeweler Technician (CBJT)

- Practical, hands-on bench tests at this level **reflect skills and knowledge generally expected of a trained entry-level bench jeweler generalist** performing jewelry repair with about one year's experience.

Second Level

JA Certified Bench Jeweler (CBJ)

- The practical bench tests at this level **reflect skills and knowledge generally expected of a bench jeweler generalist** performing most jewelry repairs with two or more years of experience.

Third Level

JA Certified Senior Bench Jeweler (CSBJ)

- The practical bench tests at this level **reflect moderate to advanced skills and knowledge**. The candidate for this level must show mastery of both first and second level skills and proficiency in some additional areas.

Fourth Level

JA Certified Master Bench Jeweler (CMBJ)

- The highest level of JA Bench Professional Certification. For the hands-on practical bench test, candidates at this level must **demonstrate mastery at all skill levels**.

Frequently Asked Questions

Why get certified?

Certification gives the bench jeweler an instantly recognized standing in the profession. It becomes a means of clearly communicating skill level to a potential employer, a colleague, or a customer. It also entitles the use of the JA Bench Professional Certification logo in all advertising, on premises, or on a website. Beyond the immediate and practical value of JA Bench Professional Certification is the benefit of gaining a sense of professional achievement from the challenge of higher goals.

Who qualifies for Bench Professional Certification?

JA Bench Professional Certification is open to all bench jewelers or students who have trained as bench jewelers. Jewelers of America members and non-members alike may enroll in the program. Fees are reduced for Jewelers of America members.

Do I have to take all four levels of the tests in order?

No. You may go directly to the level that best represents your current level of skill and ability. To begin at the Master Bench Jeweler level, however, you must first pass the Master Bench Jeweler Prerequisite Test, a comprehensive exam that covers material from the previous level tests and is approximately four-and-a-half hours in length.

How do I know if I'm ready? How much should I study?

No studying is required! Certification testing has two primary goals: the first, to validate what a jeweler or student already knows; the second, to help discover areas in which you can improve. Included with the results of every certification exam is a detailed performance evaluation that covers any details missed. [See page 11 for sample evaluation.] As a tool for developing skills, knowledge and professionalism, think of certification testing as the beginning of an exciting educational journey that will lead you to higher levels of achievement and reward.

Are the tests timed?

Yes. The tests measure speed as well as knowledge and skills. If you feel confident about most of the test areas for a particular level but have not done much work lately in one or two of the types of skills being tested, you can practice that kind of work until you feel ready. Many of the skills tested at lower levels are tested again at higher levels but with shorter amounts of time allowed for completion.

Participating in Professional Certification

Six Simple Steps to Achieve JA Bench Professional Certification

Getting started in the JA Bench Professional Certification Program is quick and easy:

- 1) Review the Test Guide (on pages 6-9) and determine which level best fits your knowledge and skills.
- 2) Select an individual who is willing and able to proctor the tests. [See page 5 for information on Proctors.]
- 3) Complete the application form included in this Guide. Send the application form and your payment to Jewelers of America. For additional applications, copy the form or visit www.jewelers.org.
- 4) Jewelers of America will process the application and ship the test and all test materials to your chosen proctor.
- 5) The date the proctor receives the test is the starting date for your enrollment period. You must take and pass the written and practical sections of the JA Bench Professional Certification Program within one year of this date.
- 6) When Jewelers of America receives your completed test from the proctor, it will be graded and the test results will be sent directly to you.

Certification Exams

Practical Bench Test

JA Bench Professional Certification bench tests require the candidate to prove proficiency in performing a variety of tasks to set national standards. After passing the written test, **JA and/or an outside supplier provides the precious metal materials, stones, and instructions for each bench test.** The candidate may utilize whatever tools and technology available to complete the projects (i.e. laser, various welders, press, etc.)

Tests Taken at Site of Candidate's Choice

The practical bench tests may be taken at the candidate's own bench using his/her own tools and equipment or a location of choice, such as a testing center.

STAND OUT TO CONSUMERS

- A JA Bench Professional Certification decal or certificate displayed in your store assures your customers that they can rely on the skills and knowledge of your professional bench staff.
- You gain more business as customers seek out your repair shop and trust the quality of your merchandise in general.

Written Test

First, Jewelers of America sends the written tests for your level to your proctor or test site. **This is an "open book" test, allowing the use of reference materials, books, trade publications, or online references.** Questions are based on information common to most jewelers, requiring the exam taker to demonstrate familiarity with terms and concepts needed in everyday work. **Candidates will be provided with a list of suggested resources and are allowed to utilize computers to take this exam.**

Time Requirements

Written exams have a two-hour time limit.

Practical bench test time limits vary; listed on each practical bench test envelope is the estimated time for completing the project. These times are guidelines only; the candidate may take more or less than the estimated time to perform a specific bench test. However, the *total* test time must stay within the total time-frame requirement.

Candidates and proctors create their own schedule for testing.

The proctor tracks the time it takes the candidate to complete each test. Jewelers of America keeps a record of the hours spent and hours remaining for the level at which the candidate is applying.

Receiving Certification

You will receive certification when you have passed both the practical and written test components and have paid all applicable fees in full. [See page 10 for information on retaking or reworking the bench tests.]

Selecting a Proctor

Candidates will need a proctor to administer the tests. A proctor may be anyone other than a member of the candidate's own family or an immediate co-worker where the candidate works. **The proctor does not have to be a professional jeweler.** Choose a responsible person who is willing to take the necessary time to perform the role, such as a teacher, librarian or accountant. To help recruit a potential proctor, show them the list at right of responsibilities associated with proctoring the tests.

Arranging Payment for the Proctor

The proctor's role in the testing process involves a time commitment and the performance of the tasks listed above. Consequently, it is standard practice for certification candidates or an employer to compensate the proctor for this work.

"As a business owner, one of the program's advantages is the ability to show new customers my professional credentials: framed on the wall are my JA Bench Professional Jeweler certification and GIA Graduate Gemologist diploma. Certification conveys to new customers a sense of trust that you're a professional and you know and care about what you're doing."

—Cindy Crouse, CSBJ
Owner,
Refined Designs



A Proctor's Responsibilities

- Arrange a test schedule with the candidate.
- Receive the written test from Jewelers of America.
- Be present and monitor written test to ensure that it falls within the total time limit allowed and the test taker receives no help from a person. (**Note: Test takers are allowed to utilize recommended materials and/or the Internet.)
- Collect the test at its completion.
- Sign the Proctor Verification Form.
- Make sure the test taker signs the Test Verification Form.
- Return written completed tests and forms to Jewelers of America in the shipping package provided.
- Receive the packaged bench test kits supplied and sent by the fulfillment company.
- Distribute the test kit materials at test time.
- Be present and monitor all bench test sessions to ensure that the test section falls within the total time limit allowed and verifying that the test taker receives no outside help either verbal or physical while taking the test.
- Track and report on the Time Sheet the start, the end and total test times for each section.
- Collect all test kit materials at test completion.
- Sign the Proctor Verification Form.
- Make sure the test taker signs the Test Verification Form.
- Package and return the completed tests and forms to Jewelers of America in shipping packages provided.

JA Professional Bench Certification Sample Tests

To help candidates determine which level suits their capabilities, this section provides you with sample practical bench tests for every level. As a reminder, there is one written open-book exam for each level. The time limit for each written exam is two hours. Two sample written exam questions are included for each level.

First Level: JA Certified Bench Jeweler Technician.

Candidates for this level must pass all of the following bench tests. The total time allowed to complete all first level practical bench tests is 19 hours. As with all bench tests, work according to the instructions to finish each stage. Note any stone damage prior to setting on the form provided on the job envelope.

Practical Tests

Bench Test #1

Repair by reassembling and resoldering a number of different types of chains and clasps. Estimated time: 3 hours.



Bench Test #2

Assemble a pre-made bail and bezel and set an oval cabochon stone. Estimated time: 3 hours.



Bench Test #3

Prepare oval head and fit to shank; size ring and set oval stone. Estimated time: 2 hours.



Bench Test #4

Repair the damaged tongue of the box clasp and install a new wire for figure-8. Estimated time: 1.5 hours.



Bench Test #5

File, finish, and size ring casting. Estimated time: 2.5 hours.



Bench Test #6

Solder and assemble earrings, set two stones, and finish. Estimated time: 2 hours.



Bench Test #7

Repair ring: re-tip three prongs to match existing prong. Estimated time: 2 hours



Bench Test #8

Assemble bracelet links so they are flexible; set three stones and finish. Estimated time: 3 hours.



Written Exam Sample Open-Book Questions:

Identify the best solder used when sizing a 14k yellow gold ring up one size with no previous solder joints in the shank.

- a. 14k yellow easy
- b. 14k yellow hard
- c. 14k white extra hard
- d. 18k yellow extra easy

What reaction would you observe if you placed a drop of nitric acid on a sheet of copper?

- a. no reaction
- b. a mild red reaction
- c. a creamy white reaction
- d. a violent green effervescing reaction

for answers, see page 9

Second Level: JA Certified Bench Jeweler

Candidates for this level must pass all of the following bench tests. The total time allowed to complete all second level practical bench tests is 18 hours. As with all bench tests, work according to the instructions to finish each stage. Note any stone damage prior to setting on the form provided on the job envelope.

Practical Tests

Bench Test #1

Prepare the mounting, size the ring, and annel-set round stones.
Estimated time: 3 hours.



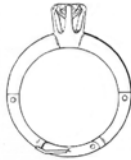
Bench Test #2

Size the pre-finished ring and set three stones of varying sizes according to specifications.
Estimated time: 3 hours.



Bench Test #3

Assemble platinum head to 14-karat gold shank; set one stone; install and size adjustable shank.
Estimated time: 2 hours.



Bench Test #4

Re-solder posts to hollow earrings and refinish.
Estimated time: 1 hour.



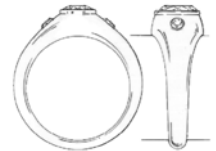
Bench Test #5

Size rings and set fancy-shape center stone and tapered baguettes; solder rings together. Estimated time: 4 hours



Bench Test #6

Clean up and size casting of man's oval ring. Flush-set two round stones on either side of center oval stone.
Estimated time: 3.5 hours.



Bench Test #7

Cut and weld platinum wedding band with seamless solder. Estimated time: 1.5 hours.



Written Exam Sample Open-Book Questions:

To avoid damaging inlaid turquoise in a sterling silver ring when sizing it up one size:

- a. use lead solder to rejoin the shank
- b. solder the shank normally since the stones are not heat-sensitive
- c. pack modeling clay around the stone to protect it while soldering
- d. place the stone portion of the ring underwater to protect it while soldering

In the United States, the lowest legal gold karatage is:

- a. 9 karat
- b. 10 karat
- c. 14 karat
- d. 18 karat

for answers, see page 9



"I pursued bench certifications to further my skills and expand my abilities as a craftsman and an artist. I am driven by success, motivated by pride and am encouraged by an environment that challenges me to learn and grow. I also appreciate the opportunity to further my education and to separate myself as a professional. The tests allow me to prove my skill levels."

-- Alfonso Luna, CBJ,
David Gardner's Jewelry

JA Bench Certification Sample Tests

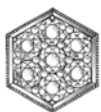
Third Level: JA Certified Senior Bench Jeweler

Candidates for this level must pass all of the following bench tests. The total time allowed to complete all third level practical bench tests is 20 hours. As with all bench tests, work according to the instructions to finish each stage. Note any stone damage prior to setting on the form provided on the job envelope.

Practical Tests

Bench Test #1

Following specifications, saw hexagon and lay out pattern for stone setting, then pavé set 7 stones, bright cut, finish, and mill-grain. Estimated time: 3 hours.



Bench Test #2

Channel-set straight baguettes in ring. Estimated time: 5 hours.



Bench Test #3

Carve wax model according to specifications and illustration for enclosed stones and specified finished size. Estimated time: 4 hours.



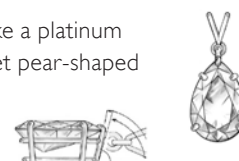
Bench Test #4

Make a pin from heads provided; then install the pin stem and joint, install the safety catch, and set all stones. Estimated time: 5 hours.



Bench Test #5

In accordance with instructions, make a platinum wire pendant with a movable bail; set pear-shaped stone. Estimated time: 3 hours.



Written Exam Sample Open-Book Questions:

When performing pavé setting, you:

- burr each seat to the same depth regardless of the stones' crown height
- do not need to have every bead raised in contact with any part of the stone
- do not sharpen your gravers since it takes too much time away from setting
- want each bead to be in contact with the crown and match in height, width, and shape

When mixing acids:

- always add acid to water
- pour unused acid down the drain when finished
- always store acid in a closet where there is no ventilation
- keep methane acid powder nearby to use in the event of a spill

for answers, see page 9



"I found the test to be challenging, but after I passed, the sense of satisfaction and achievement was that much greater. After many years at the bench, I can proudly say that I have a measurable and tested set of skills."

—Roberta Tanaka, CBJT
Pave Fine Jewelry Design &
Revere Academy of Jewelry Arts

Fourth Level: Prerequisite Test

The prerequisite test is required if you are beginning with the fourth level and have not been certified at the third level. Total time allowed to complete the prerequisite practical bench tests is 5.5 hours. As with all bench tests, work according to the instructions to finish each stage. Note any stone damage prior to setting on the form provided on the job envelope. The prerequisite test does not have a written exam requirement.

Bench Test #1

Repair by reassembling and re-soldering a number of different types of chains and clasps. Estimated time: 3.5 hours.



Bench Test #2

Prepare the mounting, size the ring, and channel-set round stones. Estimated time: 1 hour.



Bench Test #3

Carve wax model according to specifications and illustration for enclosed stones and specified finished size. Estimated time: 1 hour.



Fourth Level: JA Certified Master Bench Jeweler

A candidate for testing at this level must first receive certification as a Certified Senior Bench Jeweler (third level) or pass the Master Bench Jeweler Prerequisite Test. A candidate for this level must pass all of the following bench tests and written exam to become a JA Certified Master Bench Jeweler. You may take one of the three bench tests at this level without a proctor, on the honor system; you will need a proctor for the other two tests. Total time allowed to complete all fourth level bench tests is 39 hours. As with all bench tests, work according to the instructions to finish each stage. Note any stone damage prior to setting on the form provided on the job envelope.



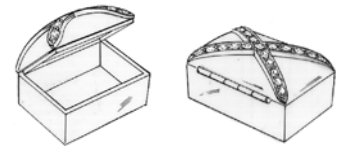
Bench Test #1

Following the design illustration, fabricate a pendant with filigree work on three sides and a bail on top. Set the emerald-cut center stone and bead and bright cut set the side stones in the bail. Estimated time: 13 hours.



Bench Test #2

Following the design illustration, fabricate a karat gold and platinum three-stone ring and set two straight baguettes and one oval center stone. Estimated time: 13 hours.



Bench Test #3

Following the design illustration, fabricate a karat gold and sterling silver pill box with a slight dome and crossed design. Set (bead and bright cut) stones in the crossed pattern across the domed top portion of the box. Design and fabricate a closure. Estimated time: 13 hours.

Written Exam Sample Open-Book Questions:

When sizing a platinum/iridium ring up one size and for a seam that cannot be detected when completed, use:

- 18k hard white gold solder
- 1100° C easy platinum solder
- pure platinum and weld the seam
- silver solder and rhodium-plate the ring to hide the joint

If you use the same sanding materials on a platinum and karat piece of jewelry, you will have

- oxidation of metals
- improperly polished gold
- loss of control of the rate of finish
- fast wear on the sanding materials

Below, Answers to sample closed book and open book written portion questions:

First Level: b,d Second Level: b,b Third Level: d,a Fourth Level: c,c

Grading the Tests

Jewelers of America sends the completed practical tests (anonymously, only identified by a six-digit number) to approved graders, who work in a controlled environment using a comprehensive grading system consistent with quality standards for jewelry repair and manufacturing.

Graders use a multi-level procedure to ensure thorough evaluation and maximum accuracy, fairness, and consistency in reviewing and assessing your work.

To pass a bench test, a candidate must achieve acceptable ratings for at least 75% of the points tested. The candidate must pass every bench test in order to receive certification. Jewelers of America will send you the results within 30 business days of receiving your test. You will get more than just an Acceptable/Unacceptable response.

To make this program as valuable as possible, the skills assessment or grading phase includes feedback about your test performance. You will receive a report identifying your ratings for each test, and you can use this information to improve the quality of your work in areas that need strengthening – regardless of whether or not you pass the test.

Sample Performance Evaluation on Page 11

This Sample Performance Evaluation details the tasks and acceptable standards for the *Third Level Bench Test #5: Platinum Pear-Shaped Pendant*. Some of the tasks are shown in shaded areas; the shading indicates that these items are **Mandatory Acceptance Tasks**, considered basic skills for someone of this proficiency level. The candidate must demonstrate acceptable work in each of these tasks to pass.

The Sample Evaluation gives you an idea of how helpful the Bench Certification feedback can be. The candidate in this example, while passing this bench test, could work on improving his soldering techniques – tasks for which he received check marks in the Unacceptable column.

Procedure for Reworking/Retaking Bench Tests

There are two ways for a candidate to rectify errors on practical bench tests: by **reworking** areas where minor infractions in workmanship occurred, or **retaking** a test in which major infractions occurred. **The administrators of the JA Bench Professional Certification program decide whether a bench test with errors in workmanship will need to be reworked or retaken.** In general, the criteria will be similar to that used in a shop.

Reworking a Bench Test

A minor infraction would be a small detail, an error in workmanship corrected by sending the item back to the shop before delivering the piece to the customer. In the test situation, the candidate would have a chance to rework it. Jewelers of America will return the test article to the proctor with instructions and time limit for reworking that part of the job.

Retaking a Bench Test

When a candidate has major infractions in workmanship on a particular bench test, but has demonstrated sufficient

proficiency to qualify for continuing testing at that level, the candidate may retake the test. The candidate must pay for the cost of materials used in that test. The candidate should notify Jewelers of America of the intention to retake the test within 30 days of receiving the performance evaluation.

The time allowed for retaking this test is marked on the instruction envelope and is similar to that allowed for the original test. A candidate has a maximum of three opportunities to pass the bench test.

Procedure for Retaking Written Tests

Written tests are in two forms: open book and closed book, and the candidate must pass each test with a minimum grade of 75%. The candidate has three chances to pass the written tests. In the event of a non-passing grade, the candidate simply notifies Jewelers of America that he or she is ready to retake the test. We will send the candidate another written exam.




Sample Performance Evaluation Third Level Bench Test # 5

Platinum Pear-shaped Pendant. Estimated time: 3 hours.

In accordance with instructions, make a platinum wire pendant with a movable bail; set pear-shaped stone.



Task	Description	Acceptable	Unacceptable	
Fabrication	Bail	Bail straight and even	✓ Bail not straight and even	
		Bail symmetrical	✓ Bail not symmetrical	
		Bail in proportion to head and stone size	✓ Bail not in proportion to head and stone size	
		Bail movement even and smooth	✓ Bail movement poor or out of balance	
	Jump rings	Jump rings in proportion to head and prongs	✓ Jump rings too small or large in diameter and not in proportion to the head	
		Jump ring wire drawn to reduce diameter	✓ Jump ring wire not drawn to reduce the diameter	
	Head	Prong angle between 65° and 75°	✓ Prongs angle not between 65° and 75°	
		Lower gallery pear-shaped	Lower gallery pear-shaped	✓ Lower gallery not pear-shaped
	Upper gallery wire pear-shaped		✓ Upper gallery wire not pear-shaped	
	Lower gallery wire slightly smaller than upper gallery wire		✓ Both upper and lower gallery wires the same size or the lower too small	
	Space between upper and lower gallery wires proportionate		✓ Space between upper and lower gallery wires too shallow or too deep	
	Space between upper and lower gallery wires parallel		✓ Space between upper and lower gallery wires parallel wires not parallel	
	Prongs placed symmetrically and aligned properly		✓ Prong placement not symmetrical and out of alignment	
	Soldering	Junction of prongs and gallery wires	Excess solder at fewer than two prong junctions	✓ Excess solder visible to the unaided eye at two or more prong junctions
		Jump ring junction	No excess solder	✓ Excess solder visible to the unaided eye
		Point junction	No excess solder at point junction on upper or lower gallery wire	✓ Excess solder at the point junction of the upper or lower gallery wire
		Bail	No excess solder at the junction of the jump ring and the bail	✓ Excess solder at the junction of the jump ring and the bail

Task	Description	Acceptable	Unacceptable
Setting	Seats/Bearings	Seats/bearings cut even and smooth ✓	Seats/bearings uneven and smooth
		Seats/bearings do not have "rags" or flashes of metal from filing or burring ✓	Seats/bearings have "rags" or flashes of metal from filing or burring
		Proper amount of contact between the stone and the seat at each prong ✓	Unequal or no amount of contact between the stone and the seat at each prong
		Uneven girdle accommodated ✓	Uneven girdle not accommodated
		Stone within 5° of being level ✓	Stone more than 5° out of level
		Prong contact between 33% and 50% ✓ 	Prong contact below 33% or above 50%
		Portion of prong over crown in full contact with the crown ✓ 	Portion of prong over crown not in full contact with crown 
	Stone not damaged or abraded ✓	Stone damaged and abraded	
Polishing & Finishing	Head and Prongs	Prongs unscratched and lustrous ✓	Prongs scratched or dull
	Bail	Bail unscratched and lustrous ✓	Bail scratched, dull or unfinished
	Jump rings	Jump rings unscratched and lustrous	Jump rings scratched, dull or unfinished ✓
	Head and Prongs	No tool marks on gallery wires and prongs ✓	Tool marks on gallery wires and prongs
	Bail	No tool marks on bail ✓	Tool marks on bail
	Jump rings	No tool marks on jump rings ✓	Tool marks on jump rings
	Overall piece	No dirt, grease or water spots ✓	Dirt, grease or water spots
Delivery	Overall piece	Overall piece Prepared for delivery ✓	Not prepared for customer delivery

Grading Summary – Bench Test # 5.

This bench test has a total of 33 task categories. You must score an Acceptable in 25 tasks (75%) to pass this bench test. A mark in a gray box indicates an automatic re-work or re-take.

Your total score for this bench test is:		Your results for this bench test are:		This was your:	
27	Acceptable	✓	Pass	✓	First Attempt
6	Unacceptable		Re-work		Second Attempt
0	# of Gray Boxes Marked		Re-take		Third and Final Attempt

In this example, the candidate did acceptable work on 27 of the total 33 tasks, for a passing grade.

Now That You Are Certified...

Once you've successfully completed JA Bench Professional Certification, it's time to celebrate your achievement. Jewelers of America is committed to recognizing all certified individuals and helping them share their achievement with employers, colleagues and consumers.

Upon successful completion of the JA Bench Professional Certification program, you will receive:

- ◊ A press release, prepared by Jewelers of America, announcing your accomplishment, that you can distribute to your local media.
- ◊ The JA Bench Professional Certification logo, which can be used in advertising, business cards and on your website.
- ◊ JA Bench Professional Certification postcards that can be used in direct-mail marketing to promote your accomplishment to your customers.
- ◊ One JA Bench Professional Certification certificate that you can frame and display to customers in your place of business. This high-quality, blue-foil certificate is suitable for the finest type of presentation framing. (Extra copies are available for \$15 each.)
- ◊ JA Bench Professional Certification lapel pin.

JA Members Receive the Additional Publicity Benefits:

- ◊ For Jewelers of America members, JA Bench Professional Jeweler Certification decals for display in the window or door of a store, shop, or other place of business.
- ◊ For Jewelers of America members, special recognition near your store's listing on the Jewelers of America website.

GAIN PROFESSIONAL PRESTIGE

- The JA Bench Professional Certification designation is a respected symbol of legitimacy for those who have proven themselves as qualified bench jewelers.
- Demonstrate your professional qualifications through your Certification designation and promotional materials.



Left: The JA Bench Professional Certification logo promotes jeweler's certification to customers and in marketing materials.

Below: To help publicize the achievement of certification, JA will prepare a press release to gain local publicity for your achievement.



*"A bench certification from Jewelers of America gives my customers reassurance that I can repair or make a piece of jewelry with quality work. **Showing them what I did to earn it gives them peace of mind.** I recommend this program to all bench jewelers."*

Theresa Murphy, CMBJ
New Star Jewelers



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info@jewelers.org, www.jewelers.org



"As a graduate from TIJT, Jewelers of America's bench certification was an excellent way to show prospective employers my skills as a bench jeweler. Now as an instructor at Texas Institute of Jewelry Technology, I frequently refer to Jewelers of America's guidelines and standards when demonstrating and explaining techniques to my students."

– Serina Omori, CBJT
Faculty, Texas Institute of Jewelry Technology at Paris Junior College



"As an owner, the bench certification falls in line with the values we hold at the store: a commitment to education, training and professionalism. We are excited about the certification program, because it allows our jewelers to stand on proven and tested skill levels. We've used the bench certification – and the professionalism it represents – to differentiate our store within the marketplace. Our store has averaged a 20% growth in the past decade, and that is largely due to the marketing advantage of having quality, certified bench jewelers."

– David Gardner, CBJ, GG, CG,
Owner, David Gardner's Jewelry





JEWELERS OF AMERICA

BENCH PROFESSIONAL CERTIFICATION PROGRAM APPLICATION

APPLICANT INFORMATION

Name (as it should appear on certificate):

Application Date:

Title/Position:

Company:

Street Address:

City:

State:

Zip:

Day Phone:

Fax:

Email Address:

Website Address:

PROCTOR INFORMATION (see Program Guide for proctor qualifications)

Name:

Email Address:

Relationship to Applicant:

Street Address:

City:

State:

Zip:

Day Phone:

Fax:

TEST LEVEL AND APPLICABLE FEES (you will be charged in 2 installments)

FIRST INSTALLMENT:

a) \$250 administrative fee

\$250.00

b) Please check the box next to the test level for which you are applying:

Level One

Level Two

Level Three

Level Four (Level Three completed)

Level Four (Level Three NOT completed – need required Pre-Requisite Test)

c) Are you a member of Jewelers of America?

Yes (no additional fee)

No (add \$120 non-member fee)

TOTAL First Installment:

SECOND INSTALLMENT:

Upon passing the written exam, practical exam materials will be shipped directly to your proctor's address. Your credit card will be charged at that time for materials based on the chart below:

	\$1600-\$1699 Gold	\$1700-\$1799 Gold	\$1800-\$1899 Gold	\$1900-\$1999 Gold
Level One	\$690	\$715	\$740	\$765
Level Two	\$1,700	\$1,725	\$1,750	\$1,775
Level Three	\$1,030	\$1,055	\$1,080	\$1,105
Level Four (Level Three completed)	\$1,605	\$1,665	\$1,725	\$1,785
Level Four (Level Three NOT completed – price includes required Pre-Requisite Test)	\$1,795	\$1,850	\$1,905	\$1,960

PAYMENT AUTHORIZATION FOR WRITTEN AND PRACTICAL TESTS

PAYMENT METHOD:

- Money Order
 Check
 Credit Card
 Visa MasterCard American Express

Credit Card Number:

Card Holder Name:

Expiration Date:

CVV Code:

Amount of Payment:

My signature below authorizes Jewelers of America to charge the credit card account in two installments. In the first installment, I understand I will be charged the administrative fee and any other applicable fees as outlined on page one. In the second installment, I understand that I will be charged a materials fee according to the chart provided and the price of gold at the time of shipment I acknowledge that the information provided is correct and that I am the cardholder indicated. I understand that all written and practical testing materials will be shipped directly to the proctor designated on this application.

Signature of Cardholder: _____

Printed Name of Cardholder: _____

Date: _____

ACKNOWLEDGEMENT:

I hereby certify that all information on this application is accurate to the best of my knowledge.

Signature of Applicant: _____

Date: _____

MAIL, FAX OR EMAIL THIS APPLICATION TO:

Jewelers of America
ATTN: Bench Certification
52 Vanderbilt Avenue, 19th Floor
New York, NY 10017
800-223-0673 • 646-658-0246

Fax: 646-658-0256

Email: members@jewelers.org