

National Guild of Professional Paperhangers, Inc.

CERTIFIED PAPERHANGER[®] PROGRAM



An opportunity to earn the designation that
promotes your craftsmanship, your knowledge
and your experience.

Certify Your Professionalism

You have worked hard to become a qualified professional paperhanger. Now you can demonstrate your qualifications and professionalism by earning the Certified Paperhanger program designation.

The National Guild of Professional Paperhangers has established a national certification program for members of the wallcoverings installation industry. The purpose of the program is two-fold: to help consumers determine the qualifications of contractors and to permit members of the profession to demonstrate that their knowledge meets the industry's highest standards.

Candidates for certification must be active, full-time wallcovering installers; they must possess thorough knowledge of all materials and techniques currently used by recognized professional paperhangers.

Candidates must pass a comprehensive written examination while providing proof of their ability to deal with various installation problems and to handle a variety of materials.

Achievement of the CP status tells your industry peers and your customers that you are qualified by education and experience to work as a professional wallcoverings installer, that you have satisfactorily demonstrated your knowledge and skill in a rigorous program that permits only true professionals to earn the coveted CP award.

The preliminary application in this brochure provides your opportunity to take your first step on the road to a new level of professional recognition. Complete the application, send it in and take your first step today.

Eligibility

Individuals actively employed as full-time professional wallcovering installers and professional decorating contractors whose services include wallcovering installation are eligible for the certification program. It is not necessary to be a member of NGPP.

Applicants for certification must have a minimum of two years continuous experience installing wallcoverings. Applicants must provide three categories of references:

- References verifying experience
- References verifying your specific knowledge & skill of installation
- Client references verifying satisfactory workmanship

Privileges of Certification

Upon successful completion of testing, the Certified Paperhangers may use the CP designation in correspondence, advertising and literature, and on printed materials, vehicles, clothing and other appropriate places. NGPP will promote the Certified Paperhanger program to consumers and the retail decorating products industry.

Study materials provided

All eligible certification candidates will be sent study materials necessary to successfully prepare for the 200 question test. A Minimum of 8-10 weeks is recommended to assure adequate study time. Applications and references must be received four weeks prior to the scheduled test.

Fees

An initial fee of \$50 must accompany the official application. Any individual who fails to meet the eligibility requirements will be notified of the reasons and may re-apply within one year or the \$50 application fee will be forfeited.

Guild Members \$175.00

Non-members \$275.00

Fees do not include travel, lodging or meals

Examination Sites

NGPP Certification Program examination will be given at the annual convention and at additional sites throughout the nation each year. Additional test dates will be determined when a local chapter sponsors testing.

Procedures to Follow

1. Submit this Certified Paperhanger application at least four (4) weeks prior to the date of the written examination. Applications received less than four (4) weeks prior to the test date will be accepted for a later date (if approved). Be sure that all information is complete and accurate. The application must be signed in the two places indicated in order to be accepted.
2. Send the \$50.00 application fee with this Certified Paperhanger application.
3. Once references and information on your application are verified, the Guild staff will send you: a) a letter confirming acceptance; b) an invoice for the balance due of the CP fee; and c) your complete study materials.
If you are not accepted to take the written examination based on the application, you will be notified in writing as to the reasons for non-acceptance.
4. It is suggested you study the manual(s) provided. The written examination is based solely on the study material provided to each applicant.
5. The balance of the certification fee is due at least one (1) week prior to your scheduled written examination date. If the balance due is not received prior to the examination date, you will not be permitted to sit for the written examination.
6. The examination takes approximately four (4) hours. You should bring several pencils, a hand-held calculator, scrap paper and proper identification to the test site on the day of the exam.
7. You will be notified in writing of your written test results within 30 days.
8. Should you fail the written examination, you will have two additional chances to re-take the test in any twelve month period. If you do not pass the written examination after three attempts, you must reapply after a twelve (12) month waiting period.
9. Each additional re-take will cost the applicant \$50.00.
10. You may inquire about any questions with which you may have had difficulty. The topics will be reviewed with you by a member of the Certification Committee.

If you would like to assist in setting up a Certified Paperhanger written examination in your area, please contact the NGPP National Office for more information.

Certified Paperhanger Program

Conducted by the --

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