



REPORTING FORM FOR PDU'S (PROFESSIONAL DEVELOPMENT UNITS)

FROM: _____ TO: _____ (renewal date.)

NAME _____

DATE	ACTIVITY	# OF PDU'S
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Attach copies of flyers, press releases etc. if available.

TOTAL _____

Signature _____ Date: _____

Mail to 1801 N.W. Upshur, Suite 100, Portland, OR 97209
with renewal check of \$39. A new certificate will be sent to you with reporting forms.



Certification Procedures and Rules

Requirements:

Earn 100 Professional Development Units (PDUs) annually by:

1. Attending a sewing course. 1 PDU per hour of instruction (Includes Palmer/Pletsch workshops)
2. Participating in sewing related field trips. 3 PDUs
3. Viewing exhibits at a sewing show. 5 PDUs
4. Teaching classes using information received during a Palmer/Pletsch training. 1 PDU per hour of teaching.
5. Winning a sewing related competition. 20 PDUs
6. Receiving a sewing related award. 20 PDUs
7. Being featured in a newspaper article or other media. 30 PDUs (Article needs to mention sewing, Palmer/Pletsch and/or your classes.)
8. Certified Palmer/Pletsch Instructors may submit any promotional flyer, ad, or press release that uses the Palmer/Pletsch name for critique and approval before being printed. Send to info@palmerpletsch.com. 5 PDUs per item.
9. Writing for the VIP Newsletter. The Newsletter should be sent 4-6 times a year. 10 PDUs for each contribution.
10. Writing on sewing or teaching for any newsletter or magazine. 20 PDUs. (Article needs to mention sewing, Palmer/Pletsch and/or your classes.)
11. Joining a sewing or fashion related organization. 5 PDUs
12. Holding a high office in a sewing or fashion related organization. 20 PDUs
13. Volunteering for a special event or charity fund raiser such as an American Sewing Guild Show. 1 PDU per hour spent.
14. Other activities that make you a more effective sewing teacher or business person can be added using the formula of 1 PDU per hour spent.

“The incentive of incurring the time and cost of continuing education will set you apart from and above others in your field. Your growth is critical, not only to you, but to us. We are here to FOSTER that growth and to answer your questions.”



Certification and How you can use the Palmer/Pletsch Name

Palmer/Pletsch Certified Sewing Instructor:

As a graduate of any Palmer/Pletsch workshop and the teacher training session you qualify to apply to become a **Palmer/Pletsch Certified Sewing Instructor (CSI)**. If you apply for certification within 30 days of taking a workshop and teacher training, that workshop will count as 40 PDUs--a great way to start off your certification. Your certificate is renewable annually if you meet the requirements. If you don't, you can re-apply. It is a continuing education program.

We want you to work toward developing yourself professionally, so we've made our certification education-driven by requiring you to earn points for activities that will benefit YOU. **See the next page for how to earn points (PDU's).**

Benefits of Certification:

- ◆ **Certification adds credibility.**
- ◆ **Palmer/Pletsch is known for quality. You can use the Palmer/Pletsch name and we will provide logos for use on your business cards and other printed materials. With some teacher trainings we take a photo which can be used for publicity and on business cards.**
- ◆ **Networking. Meet with other Palmer/Pletsch instructors in your region occasionally to share ideas. Set up a lunch once every six months. You will be amazed at how you can help each other.**
- ◆ **We will list only certified instructors in ads.**
- ◆ **You may repeat any workshop that has teacher training for half the price you paid originally. (Pant and Fit for \$523 and Tailoring for \$473.)**
- ◆ **You will be listed on our website. (Optional)**
- ◆ **All teachers including CSIs will receive the UPDATE Newsletter 4-6 times a year. It is a networking newsletter to which you can also contribute and earn PDUs.**
- ◆ **You will be motivated to be the best you can be and given guidelines on how to do it.**

Palmer/Pletsch Educational Associate

After completing Fit, Pant Fit, and Tailoring workshops, you will join the "elite" group of Palmer/Pletsch teachers. You will receive a one-time certificate honoring you as a Palmer/Pletsch Educational Associate. We feel after these intensive trainings, you can teach any fashion sewing topic! Tailoring, in particular, will improve ALL of your other sewing.

Palmer/Pletsch

CERTIFICATION APPLICATION AND/OR RENEWAL FORM

Once you have completed **one** Palmer/Pletsch 4-day Workshop and Teacher Training, you can apply to become a Palmer/Pletsch Certified Sewing Instructor (CSI). This is a continuing education program designed to make YOU the best you can be.

During the certification period, which is renewable annually, you need to earn 100 Professional Development Units (PDUs) --- one PDU for each hour spent teaching and learning. **(Your renewal date will be printed on your certificate.)**

To apply to become a Palmer/Pletsch Certified Sewing Instructor or to renew your status, fill out the form below and mail with your check to Palmer/Pletsch, 1801 N.W. Upshur, Suite 100, Portland, OR 97209. The certification fee or renewal fee is \$39, payable to Palmer/Pletsch. OR, apply or renew online with a credit card using this link to our secure website: (We will mail your certificate within 2 weeks.)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

_____ I am applying for Certified Sewing Instructor (CSI). (\$39 per year.)

_____ I am renewing my certification. (\$39 per year.)

_____ Yes, as a CSI, I would like to be listed on the Palmer/Pletsch Web Site.

_____ Since I am a CSI, list me also as a Winky Cherry Teacher (No Charge)

_____ I am not a CSI. List me as a Winky Cherry Teacher. \$25.

Phone number and e-mail address you would like on the Palmer/Pletsch Web Site Teacher

Directory: _____ (Please write clearly.) If you would like your web site as well, print it clearly: _____



TO: PALMER/PLETSCH INSTRUCTORS
FROM: PATI PALMER, PRESIDENT
RE: CHANGES IN THE CERTIFICATION PROGRAM
January 2008

A little history of our CSI program might be of interest to you. We instituted it in 1991. We did it because our teachers felt being certified added status to their name. We have tried to keep it simple so we could all manage it, while still making it help you to be better at what you do. Many of you have said that it has added status to your title, gives you goals, and also that being listed on our website has helped your business.

Interestingly, we have had two other industry groups try to use our CSI name, but have voluntarily relinquished using CSI when I explained how long ago we instituted it. One of the organizations now only trains in business and not content. They use The Business of Teaching Sewing as their text.

As the program increases in size, managing it becomes quite time consuming, but worth it. Here are the basics you will need to know:

- ◆ The fee is \$39 per year for **Palmer/Pletsch Certified Sewing Instructor (CSI)**.
- ◆ Renewal date will be a year from application or last renewal date. The date will be printed on your certificate.
- ◆ You will be listed on our web site as a **CSI**. The listing is optional.
- ◆ We have added a button to our site for Winky Cherry teachers. Cost is \$25 per year, but it will be **free** to CSIs.