



# CERTIFIED SEWING INSTRUCTOR APPLICATION & RENEWAL FORM



Once you have completed one Palmer/Pletsch 4-day or 5-day workshop and teacher training, you may apply to become a Palmer/Pletsch Certified Sewing Instructor (CSI). This is a continuing education program designed to help YOU the best you can be.

Certification is renewable annually. (Your renewal date will be printed on your certificate, which will be emailed to you so you can print as many as you need.) During the certification period you need to earn 100 Professional Development Units (PDUs) per year— one PDU for each hour spent teaching and learning. Additional activities earn PDUs, too. See the complete list on page 2. If you forget to renew, you can re-apply instead and start over collecting your PDUs.

Submit this fillable form to [info@palmerpletsch.com](mailto:info@palmerpletsch.com) when you apply or renew. The \$39 annual application/renewal fee may be paid online with a credit card from our certification page on our secure website: <https://www.palmerpletsch.com/sewing-teacher-certification/> or mail the form and check to Palmer/Pletsch, 12401 NE 60th Way, Suite A-12, Vancouver, WA 98682. Send us the **PDU Reporting Form** on page 3 only if you are renewing.

### PLEASE WRITE CLEARLY AS YOU WOULD LIKE TO BE LISTED ON THE PALMER/PLETSCH WEBSITE:

Name:

Business Name (if applicable):

Address (not included in web directory):

City:

State:

Zip:

Phone:

Email address:

Your website:

\_\_\_\_\_ 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 website.

\_\_\_\_\_ I am including a photo for my website listing (minimum 150 dpi JPEG).

I AM A NEW APPLICANT and have completed the following Palmer/Pletsch workshop(s) and the accompanying teacher training that qualifies me to become a CSI:

\_\_\_\_\_ Fit

\_\_\_\_\_ Pant Fit & Sew

\_\_\_\_\_ Beginning Fashion Sewing Teacher Training



## 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 "Earning CSI Certification PDUs" for how to earn points (PDUs).

#### Benefits of Certification:

- You will be a part of a very well respected international network of sewing teachers.
- 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, other printed materials, and website.
- 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 press release articles, ads, and on our website.
- Save \$195 on repeat teacher training. When you repeat any workshop that has teacher training you may repeat the teacher training portion at no additional cost. (If there are not enough to hold the teacher training, you will be able to do it at home with fit coaching from another Palmer/Pletsch fit instructor.)
- You will be listed on our website. (Optional) You may include your photo. (Optional)
- All teachers including CSIs will receive the Teacher UPDATE Newsletter. 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.
- You will be able to receive fit coaching from Pati Palmer and/or Marta Alto as needed via digital photos by email of issues you are having difficulty solving.





## Earning CSI Certification PDUs

Earn 100 Professional Development Units (PDUs) annually by:

1. Teaching classes using information received during a Palmer/Pletsch training. *1 PDU per hour of teaching.*
2. Taking a Palmer/Pletsch workshop and teacher training within 30 days prior to initial CSI Application. *40 PDUs*
3. Taking any additional Palmer/Pletsch workshop once you are certified. *30 PDUs for a 4-day workshop; 40 PDUs for a 5-day workshop, 20 PDUs for 2-day mini workshops in Michigan.*
4. Being featured in a newspaper article or other media. *30 PDUs*  
(Article needs to mention sewing, Palmer/Pletsch, and/or your classes.)
5. Writing on sewing or teaching for any newsletter or magazine. *20 PDUs.*  
(Article needs to mention sewing, Palmer/Pletsch and/or your classes.)
6. Receiving a sewing related award. *20 PDUs*
7. Holding a high office in a sewing or fashion related organization. *20 PDUs*
8. Winning a sewing-related competition. *20 PDUs*
9. Writing for the *Teacher Update Newsletter*. *10 PDUs for each contribution that gets printed.*
10. Using the CSI or Palmer/Pletsch logo on your website, printed materials, and/or business card. *10 PDUs*
11. 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](mailto:info@palmerpletsch.com). *5 PDUs per item.*
12. Joining a sewing or fashion related organization. *5 PDUs*
13. Viewing exhibits at a sewing show. *5 PDUs*
14. Participating in sewing related field trips. *3 PDUs*
15. Attending a sewing course. *1 PDU per hour of instruction*
16. Volunteering for a special sewing event or sewing charity fund raiser such as an American Sewing Guild Show. *1 PDU per hour spent.*
17. 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.”**

*Pati Palmer*