



LEVEL I GUIDELINES FOR CERTIFYING INSTRUCTORS

1. The Senior Instructor may conduct Level I certification, Crossover Certification, or any type of Introductory or Special class that they choose. When Senior Instructors certify students as having completed the Level I Certification Class, the student will then be authorized to present Introductory Classes for Art Clay World.
2. The Senior Instructor must follow the Level I class outline with all of the techniques. Good finishing techniques are critical. The Senior Instructors must complete the required forms for each student and submit them to the Main Office following completion of the class. These forms are listed on the back of the Level 1 Certification Curriculum Booklet.
3. Level 1 Certification courses are meant to be 3 8-hour days long, for a total of 24 contact hours. Classes should not be shorter than this unless the student progresses without need of the full time. Days do not need to be concurrent; courses may be completed over multiple weekends if necessary, but should not take more than 4 weeks for completion.
4. If a student does not complete any necessary projects within the time of a Certification class, they can present the completed project(s), for evaluation within a period of 30 days from the completion of the class. The student will not receive certification until they have completed all required projects to Instructor satisfaction according to curriculum requirements. At that time, the student will receive a numbered certificate and be eligible for instructor discounts on the purchase of Art Clay supplies.
5. The Senior Instructors must keep records of their classes and send copies of all evaluation and information forms to Art Clay World, USA HQ. Information sent should include the student's name, address, phone number and e-mail as is available.
6. Those who have completed the Art Clay Certification class will be eligible to list the classes which they schedule to teach on the Art Clay World website.

LEVEL I CERTIFICATION SUPPLY LIST

The Certifying Instructor must have all of the following equipment and supplies available for the students to use during their Level 1 Certification (items highlighted in yellow are supplied in the Certification Kit as it can be ordered by instructors from Art Clay World USA):

Tools:

1. Roller
2. Snake roller
3. Graduated slats: 1.0mm, 1.5mm
4. Non-stick work surfaces (no less than 5)
5. Non-stick strips for ring mandrel (at least 2)
6. Empty syringe for extruding
7. Craft knife
8. Cutter/scrapper
9. Blue syringe nozzle
10. Green syringe nozzle
11. Gray syringe nozzle
12. Spatula tool
13. Pliers
14. Pin Vise
15. Drill bits: 1.0mm
16. Rubber Block
17. Ring mandrel
18. Ring sizer
19. Toothpicks/bamboo skewers
20. Small flat-ended paintbrush
21. Small fine-tipped paintbrush
22. Mini fine-tipped paintbrush
23. Fine-tip (gemstone-setting) tweezers
24. Small/Mini file sets
25. Sanding pads/emery boards
26. Drying apparatus: mug warmer, hair dryer, or Dehydrator
27. Electrically programmable kiln
28. Butane torch and fuel
29. Firing bricks
30. Brass brush
31. Stainless steel brush
32. Agate burnisher
33. Tumbler or magnetic finisher and appropriate medium
34. Styrofoam block
35. Plastic pipette

Resources:

1. Art Clay Silver Product Guide
2. Art Clay Copper Product Guide
3. Gemstone Characteristics chart
4. ACMI Info sheet

Consumable Materials:

1. Wet/dry sandpapers: 600, 1200, and 2000 grit
2. Olive oil or other conditioning agent
3. Design templates for Sgraffito
4. Design templates for filigree earrings
5. Design templates for Delicate Syringe pendant
6. Carbon paper
7. Leaf with deep vein detail
8. Pencils
9. Plain white paper
10. Baking Soda
11. Liver of Sulfur patina
12. Silver jewelry polish
13. polishing cloths
14. Jewelry adhesive
15. Fiber board (at least 2)
16. Fiber blanket (at least 2)
17. Denatured alcohol (rubbing alcohol)
18. Cotton swabs
19. Clear tape
20. Cork Clay

Art Clay Supplies and Supplements:

1. 2 x 7g silver clay
2. 3 x 10g silver clay
3. 20g Paste type
4. 20g Syringe type
5. 1 Overlay paste
6. 1 large fine silver screw eye
7. 1 snap-on pendant bail
8. 1 glazed 28mm porcelain cabochon
9. 1 half-drilled 5mm pearl
10. 1 inch 20-gauge fine silver wire
11. 1 35mm brooch findings and pin
12. 1 pair French-style ear wires
13. 1 x 3mm gemstone
14. 1 x 4mm gemstone
15. 1 x 4mm fine silver gemstone setting
16. Gemstones for the Delicate Syringe pendant
17. Jump rings