



Senior Certification GUIDELINES FOR CERTIFYING INSTRUCTORS

1. As a Certifying Senior Instructor, you may conduct Level I certification, Crossover Certification, or any type of Introductory or Special class that you choose. When Senior Instructors certify students as having completed the Senior Certification Class, the student will then remain authorized to present Introductory Classes for Art Clay World. However, a period of no less than 6 months must pass after Level 1 Certification before a Level 1 Instructor may apply for Senior Instructorship. During this time, Instructors are expected to practice their teaching and technical skills. It is the responsibility of both the training Level 1 and the Certifying Senior Instructor to prove/verify that the student is eligible for Senior Certification.
2. As the Certifying Instructor, it is your responsibility to ensure that you teach the proper curriculum and that your students practice the most appropriate techniques. The applying Senior student must follow the Senior Certification class outline with all of the techniques, modifying only where stated allowable. Good finishing techniques are critical. You, the Certifying Senior Instructor, 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 Senior Certification Curriculum Booklet.
3. You must provide your certification students with the proper information for completing the Application for Senior Instructorship process. Applying students must provide their Level 1 Certificate (or a copy) to their Certifying Instructor as proof of eligibility for instruction. Applying students must also submit 3 pieces for juried review to their Senior Instructor within 30 days of the completion of their Senior Certification course. When the Certifying Senior Instructor accepts the jury projects as following the detailed requirements, the Certifying Senior Instructor sends the jury projects, student application fees, and all required forms to Art Clay World, USA HQ.
4. Senior Certification courses are meant to be 4 8-hour days, for a total of at least 32 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 6 weeks for completion.
5. 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.
6. The Certifying Senior Instructor 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.
7. A PDF or CD copy of the Art Clay Silver Advanced Instruction Book must be provided to all applying Senior Certification Students. A copy of the Advanced Book (paper and CD) is included in the overall class fee with the kit purchased from Art Clay World, USA.
8. 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.

SENIOR CERTIFICATION SUPPLY LIST

The Certifying Instructor must have all of the following equipment and supplies available for the students to use during their Senior Certification (items highlighted are provided in the kit ordered through ACWUSA):

Tools:

1. Roller
2. Snake roller
3. Graduated slats: 1.5mm, 1.0mm, 0.75mm
4. Non-stick work surfaces (no less than 5)
5. Non-stick strips for ring mandrel
6. Craft knife
7. Cutter/scrapper
8. Blue syringe nozzle
9. Green syringe nozzle
10. Gray syringe nozzle
11. Spatula tool
12. Pliers
13. Pin Vise
14. Drill bits: 1.0mm, 1.5mm
15. Rubber Block
16. Ring mandrel
17. Ring sizer
18. Toothpicks/bamboo skewers
19. Small flat-ended paintbrush
20. Small fine-tipped paintbrush
21. Fine-tip (gemstone-setting) tweezers
22. Small/Mini file sets
23. Sanding pads/emery boards
24. Drying apparatus: mug warmer, hair dryer, or dehydrator
25. Electrically programmable kiln
26. Butane torch and fuel
27. Firing bricks
28. Brass brush
29. Stainless steel brush
30. Agate burnisher
31. Tumbler or magnetic finisher and appropriate medium
32. Scrapbooking punches
33. Wire Cutters
34. Set stone-setting burs (2-5mm)
35. Scissors
36. Flexible non-stick work surface, like rubber mat

Consumable Materials:

1. Wet/dry sandpapers: 600, 1200, and 2000 grit
2. Olive oil or other conditioning agent
3. Design templates for Keum-Boo Pendant
4. Tissue paper
5. Pencils
6. Plain white paper
7. Baking Soda
8. Liver of Sulfur patina
9. Silver jewelry polish
10. Polishing cloths
11. Rice or other organic glue
12. Fiber board (at least 2)
13. Fiber blanket (at least 2)
14. Clear tape
15. Cork Clay
16. Cosmetic sponges or unscented baby wipes
17. Paper towels
18. Plastic cling wrap
19. Silk cord

Art Clay Supplies and Supplements:

1. 2 x 7g silver clay
2. 3 x 10g silver clay
3. 4 x 20g silver clay
4. 10g 650 Paste type
5. 15g 650 Syringe type
6. No less than ¼ (2.5g) Paper Type
7. Art Clay Gold Paste
8. Gold foil for Keum-Boo
9. Overlay paste (Oil Paste is additional and optional)
10. 1 x 10-15mm glass cabochon
11. 1 natural stone cabochon
12. 1 x 55mm fine silver brooch findings and pin
13. 5 fine silver footed bail backs
14. 2 x 3mm round gemstones, same color
15. 2 x 4mm round gemstones, different colors
16. 2 x 5mm round gemstones, same color
17. 3 inches fine silver bezel wire
18. Jump rings
19. Gemstones for the Inro Pendant (optional)