



BENCH PROFESSIONAL CERTIFICATION PROGRAM

VALIDATE

your skills.

COMMUNICATE

your professionalism.

DIFFERENTIATE

your business.



Jewelers of America developed the Bench Professional Certification program in 1997 to promote the professionalism of jewelers and store owners. The nationally recognized certification ensures consumers are confident in the ability of the certified bench jeweler to perform quality work.

The JA Bench Professional Certification Program establishes national standards and administers tests to rate the talents and proficiency of bench jewelers at three levels. The levels are outlined below and provide more detail about the proficiency required for each level. When you enroll in the program, you simply take and pass an “open book” online written exam and a series of practical tests to become JA certified.

Six Simple Steps to Achieve Bench Certification:

- 1 Determine which level best fits your knowledge and skills.
- 2 Select a proctor - an individual who is willing and able to administer your tests.
- 3 Complete the application form, select your Bench Jeweler Certification test level, and submit with your 1st installment payment to Jewelers of America.
- 4 Successfully complete the “open book” written exam for the selected Bench Jeweler Certification level within 45 days of your registration date.
- 5 Successfully complete the practical test portion of the Bench Jeweler Certification level you have selected within one year to the date your proctor receives the practical test.
- 6 When Jewelers of America receives your completed test from the proctor, it will be graded, and the test results will be sent directly to you.

Bench Professional Certification Levels

CBBJ

JA CERTIFIED BEGINNER BENCH JEWELER TECHNICIAN

Reflects skills and knowledge generally expected of a trained entry-level bench jeweler generalist performing jewelry repair with about one year’s experience.

CBJ

JA CERTIFIED BENCH JEWELER

Reflects skills and knowledge generally expected of a bench jeweler generalist performing most jewelry repairs with two or more years of experience.

CMBJ

JA CERTIFIED MASTER BENCH JEWELER

The highest level of JA Bench Professional Certification. For the hands-on practical bench test, candidates at this level must demonstrate mastery at all skill levels.

Contact our Member Services Team at members@jewelers.org or call (800) 223-0673 with any questions or to learn more.

jewelers.org





BENCH PROFESSIONAL CERTIFICATION PROGRAM

Fees and Scholarships

The fee schedule for the JA Bench Professional Certification is billed in two installments. 1st installment payment is due with the completed Bench Professional Certification application. 2nd installment payment is due upon successful completion of the written exam.

Scholarships are also available for the JA Bench Professional Certification program. For more details, contact Jewelers of America at exam@jewelers.org or 800-223-0673.

1st Installment: Registration and Written Exam

Jewelers of America Members: \$475.00 | Non-Members \$575.00

2nd Installment: Bench Certification Practical Tests

- The Bench Certification practical test materials cost is calculated based on the price of gold at the time of shipment.
- Payment is due upon successful completion of the Bench Certification written exam.
- Jewelers of America will send an invoice outlining the amount due before the credit card on file is charged. Practical test materials will not be sent if the invoice is not paid in full.
- Check payments must be received within 7-10 days of emailed invoice.

Test Procedures

JA Bench Professional Certification requires successful completion of the written exam and the practical tests to achieve Bench Certification status. The online “open book” written exam requires the candidate to successfully complete the exam with a minimum grade of 75%.

The practical tests require the candidate to prove proficiency in performing a variety of tasks set to national standards. The candidate may utilize whatever tools and technology available to complete the projects (i.e., laser, various welders, press, etc.) The practical bench tests may be taken at the candidate’s own bench using his/her own tools and equipment or a location of their choice. To pass the practical bench tests, the candidate must achieve a minimum grade of 75%.

Written Test

Successful completion of the written test is a pre-requisite for the practical bench tests. This is an “open book” exam, allowing the use of reference materials, books, trade publications, or online references. Questions are based on information common to most bench jewelers, requiring the test-taker to demonstrate familiarity with terms and concepts needed in everyday work. The exam is an online exam.

Jewelers of America will send the exam password to access the online written exam for your test level to your selected proctor. The written exam is a one hour timed exam and must be taken in one sitting. An internet-enabled device is required to take this exam.

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Test Procedures (continued)

Practical Test

Jewelers of America will send the practical bench tests for your level to your proctor. Candidates and proctors create their own schedule for testing. Practical bench test time limits vary; listed on each practical bench test envelope is the estimated time for completing the project. These times are guidelines only; the candidate may take more or less than the estimated time to perform a specific bench test. However, the total test time must stay within the total time-frame requirement. The proctor tracks the time it takes the candidate to complete each test.

Selecting a Proctor

Candidates will need a proctor to administer the practical bench tests. A proctor may be anyone other than a member of the candidate's own family or an immediate co-worker where the candidate works. The proctor does not have to be a professional jeweler.

Choose a responsible person who is willing to take the necessary time to perform the role, such as a teacher, librarian, or accountant. To help recruit a potential proctor, show them the list at right of responsibilities associated with proctoring the tests.

Receiving Certification

The candidate must pass the written exam, all practical bench tests and have paid all applicable fees in full in order to receive Jeweler of America Professional Bench Certification status.

Grading Procedures

Jewelers of America sends the completed practical tests anonymously to approved graders, who work in a controlled environment using a comprehensive grading system consistent with quality standards for jewelry repair and manufacturing. Graders use a multi-level procedure to ensure thorough evaluation and maximum accuracy, fairness, and consistency in reviewing and assessing your work.

To make this program as valuable as possible, the skills assessment or grading phase includes feedback about your test performance. You will receive a feedback report identifying your ratings for each test, to be used to improve the quality of your work in areas that need strengthening – regardless of whether you were or were not successful in taking the test. Jewelers of America will send the results within 30 business days of receiving your test.

Reworking/Retaking Bench Test Procedures

The graders of the JA Bench Professional Certification program decide whether a bench test with errors in workmanship will need to be reworked or retaken. In general, the criteria will be similar to that used in a shop. There are two ways for a candidate to rectify errors on practical bench tests:

1. **reworking** areas where minor infractions in workmanship occurred or
2. **retaking** a test in which major infractions occurred.

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Reworking/Retaking Bench Test Procedures (continued)

Reworking A Bench Test

A minor infraction would be a small detail, an error in workmanship corrected by sending the item back to the shop before delivering the piece to the customer. In the test situation, the candidate would have a chance to rework it. Jewelers of America will return the test article to the proctor with instructions and a time limit for reworking that part of the job.

Retaking A Bench Test

When a candidate has major infractions in workmanship on a particular bench test but has demonstrated sufficient proficiency to qualify for continuing testing at that level, the candidate may retake the test. The candidate must pay for the cost of materials used in that test. The candidate should notify Jewelers of America of the intention to retake the test within 30 days of receiving the performance evaluation. The time allowed for retaking this test is marked on the instruction envelope and is similar to that allowed for the original test. A candidate has a maximum of two attempts to pass the practical bench test.

Procedure For Retaking Written Tests

Each candidate must pass each the open book test with a minimum grade of 75%. The candidate has three attempts to pass the written test.

Now That You Are Certified...

Upon successful completion of the JA Bench Professional Certification program, you will receive:

- JA Bench Professional Certification certificate that you can frame and display to customers in your place of business. This high-quality, blue-foil certificate is suitable for the finest type of presentation framing. (Copies are available for \$15 each.)
- JA Bench Professional Certification lapel pin.
- The JA Bench Professional Certification logo, which can be used in social media, advertising, business cards and on your store website.
- A press release template, prepared by Jewelers of America, announcing your accomplishment, that you can distribute to your local media.

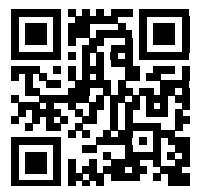


JA Members Receive the Additional Publicity Benefits:

- JA Bench Professional Jeweler Certification decals for display in the window or door of a store, shop, or other place of business.
- JA Bench Professional Certification logo special recognition near your store's listing on the Jewelers of America website.

Stay in the know!

Scan the QR code and enter your contact information to receive updates about the JA Bench Certification Program, including the important announcements about the launch date and scholarships.



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