



Certified Workroom Professional Application

Thank you for your interest in becoming a Certified Workroom Professional (CWP). With an emphasis on hands-on training and practical experience, certification can take you months, or even years to achieve. Individuals who complete CWP are recognized as dedicated and skilled industry leaders who are passionate about their careers in the workroom industry.

CWP benefits include:

- \$100 discount on Custom Workroom Conference registration
- Recognition of their achievement at Custom Workroom Conference
- CWP badge for use on website and marketing materials
- Business listing on the Workroom Tech website
- Customizable press release
- A printed certificate for framing
- Recognition in *Drapery & Design Digital Digest*

Please complete the attached form, and submit with supporting materials as outlined in the application. There is no fee to apply. We value your experience and hard work as an investment in your business, and the workroom industry.

We look forward to being part of your business success as a Certified Workroom Professional.

Sincerely,

Susan Woodcock and Rodger Walker

Owners, Custom Workroom Technical Center and Home Dec Gal

Producers, Custom Workroom Conference

828-859-2854



Certified Workroom Professional APPLICATION

Date _____

Name _____

Business name _____

Address _____

City _____ State ____ Zip code _____

Telephone _____

Email _____

Send completed application packet to Workroom Tech, 104 Palmer Street, Tryon, NC 28782

1) Introduction and Personal Statement

Provide a one-page letter introducing yourself and why you would like to become a Certified Workroom Professional. Include three goals for your business; immediate, short term and long term.

2) 125 hours minimum training in workroom fabrication classes to include:

- At least 75 hours hands-on training required from *Custom Workroom Technical Center*. Provide copies of class certificates or list classes completed.
- 50 hours hands-on or online training can be from other educational resources, independent educators, apprenticeship programs or other learning opportunities. Provide a description of the class, what was learned, and a written letter from the program director or class instructor outlining the hours of education received.

3) 25 hours minimum training in business topics: in-person or online

Such as financial accounting, sales and marketing, social media, pricing, public speaking and personal development. Provide a written letter from the program director or class instructor outlining the hours of education received.

4) Business Credentials: Provide at least three from the list below

- Business cards
- Website
- Federal Tax ID
- Sales and Use certificate
- Copy of your business plan
- Certificate of Insurance
- Business License

5) Professional Affiliation: Provide at least one

- Membership in a national or local professional association (such as WCAA, Chamber of Commerce, Rotary Club, Toastmasters, BNI group, etc.)

6) Contributions to the workroom industry: Provide at least one from the list below

- Published in a book, magazine or blog – provide copies or links
- Interviewed for a podcast or blog – provide a link
- Presented a class, seminar, demonstration or guest speaker at a meeting or event – provide date, location and a description of what was presented
- Served on the board or committee of a professional association
- Volunteered services for a community outreach project

7) Examples of your work: Submit at least two projects from the list below. Include copies of work orders, photos and a description of why you selected the project for submission.

- Window treatments
- Bedding
- Pillows or cushions
- Slipcovers
- Upholstery

8) Tradeshow attendance and participation. Submit at least one from the list below and include the year and event location.

- Custom Workroom Conference
- International Window Coverings Expo
- WCAA regional program with education and vendors (not a monthly chapter meeting)
- Other (please describe)

Submit your application packet by mail to:
Workroom Tech, 104 Palmer Street, Tryon, NC 28782