

Beginning Jewelry Sales

July 15, 2016

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| Certifying Organization | Diamond Council of America (DCA) www.diamondcouncil.org | | | | | |
| Description of Credentials | DCA Beginning Jewelry Sales is the entry-level certification for students interested in a career in retail jewelry sales, or any career in gemology, jewelry, retail sales, or customer service. | | | | | |
| Part of which Graduation Pathways ¹ | <u>Integrated</u> : Hospitality, Tourism, Culinary, and Retail | | | | | |
| Associated with Which Careers? | <p><u>5 Star</u>: Sales Managers; Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products</p> <p><u>4 Star</u>: First-line Supervisors of Retail Sales Workers, Demonstrators and Product Promoters</p> <p><u>3 Star</u>: Jewelers and Precious Stone and Metal Workers</p> <p><u>2 Star</u>: Retail Salesperson</p> | | | | | |
| Entry-Level Annual Salaries | \$18,000 to \$35,000 | | | | | |
| Industry-Based Certification Requirements: Students | | | | | | |
| Standard / Curriculum | <p>The DCA Beginning Jewelry Sales Certification curriculum may be found here . The 13 lessons are targeted in three sections:</p> <p>a) Section 1: Your Industry, Your Store, and You</p> <p>b) Section 2: The Products You Sell</p> <p>c) Providing Service and Support</p> <p>Each section has a Progress Evaluation. Lesson 13 is a final review which will be helpful in passing the final exam called Learning Evaluations.</p> | | | | | |
| Testing Methodology | Paper? | No | Online? | Yes | Performance Exams / Tests? | No |
| Re-Testing (if available) | Re-Testing Procedures | Student may re-test online immediately | | Max Attempts | N/A. When a student scores 75% or higher, that grade will be averaged with the other(s) to determine the overall grade for the test. | |
| Testing Details (including any age requirements / accommodations) | Students must be at least 16 years of age to take the final examination. Minimum grade target for the Learning Evaluations (exam) is 75%. Students are required to read the DCA Beginning Jewelry Sales lessons and complete required section Progress Evaluations before taking the final examination. All required work, including all evaluations must be completed within 12 consecutive months from the date of enrollment. Students entitled to special accommodations according to their IEP must submit a request at least 10 days prior to testing. | | | | | |

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| Industry-Based Certification Requirements: Teachers | | | | | |
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| <i>Bulletin 746, Chapter 5: All Louisiana teachers providing instruction in a course that leads to an IBC must hold the certification that they're teaching students to attain.</i> | | | | | |
| Instructor Certification Requirements (by certifying agency) | The Beginning Jewelry Sales lessons are designed so that no additional instructions are required for a teacher to earn his / her certification. Teachers may take the certification at no charge. | | | | |
| Proctoring / Test Security (if any) | At the option of the district, teachers or other appropriate school staff members may proctor final examinations. | | | | |
| Certification Tracking | | | | | |
| Credentialing Documentation | A hardcopy certificate is presented to the student upon successful completion of the exams. DCA maintains a record of the student's successful completion of the certification, and with the student's permission will provide confirmation of the completion to prospective employers. | | | | |
| Certification Tracking System | Online Tracking System? | Yes | Details | Each student is able to access their account for any changes to their contact information. | |
| Other Details | Expiration Timeframe? | The certification is permanent. | | | |
| Certification Costs / Funding Sources | | | | | |
| Cost Details | Licensing: Individual School (\$1000) District (\$2000) Per-Student Fee: \$30 | | | | |
| Re-test / Refund Policies ² | <p>If your grade for a Learning Evaluation (exam) is less than 75%, you must retake the test. Enrollment may be cancelled within five days of submitting this application for a full refund.</p> <ul style="list-style-type: none"> A request for cancellation may be conveyed in any manner (in person, by phone, e-mail, letter, or fax). Due to the unique relationship DCA has with its members and students, refunds will be issued to the party, student or school, who actually paid for the course. Refundable tuition for each course is the full course price (\$30) minus a registration fee (\$10). Beyond five days, and prior to the end of the enrollment period, the course may be cancelled and a refund requested. Refunds are a percentage of refundable tuition and are based on the percentage of Learning Evaluations (course section tests) that have been completed. Each course includes four Learning Evaluations. <p>Refund Example: If a student enrolls in a course, completes two Learning Evaluations, and then cancels his or her enrollment, the refund is \$10. This is because the tuition (\$30) minus the registration fee (\$10) equals \$20, and the two completed Learning Evaluations equal 1/2 – or 50% – of the total number of four evaluations included in the course.</p> | | | | |
| Funding Sources ² | CDF? | No | Perkins? | Yes | Alternative Source (other than General Funds) |
| For More Information | | | | | |
| Certifying Agency Contact Info | Diamond Council of America, 3212 West End Avenue, Suite 400, Nashville, TN 37203 Phone: 615-385-5301, Toll Free: 877-283-5669, Fax: 615-385-4955 Suzan Weir, Phone: 770-900-9596, suzan@diamondcouncil.org | | | | |
| LDE Contact | JumpStart@la.gov | | | | |

1 – This table may not include all the graduation pathways this credential appears in. Please check the [graduation pathway](#) you are working with if you have a question as to whether or not this credential is part of that pathway.

2 – CDF = [Career Development Fund](#)