

## Craftsman and Master Craftsman NWFA University Submission Instructions

1. Complete application on nwfa.org. <https://nwfa.site-ym.com/page/CraftsmanApplication>
2. Field guide will be sent once application is approved.
3. Purchase Specialty Badge Product you would like to pursue.

- a. [Circular/Curved](#)
- b. [Color & Finish](#)
- c. [Marquetry](#)
- d. [Medallions](#)
- e. [Parquetry](#)
- f. [Textured Wood](#)
- g. [Wood Bending](#)

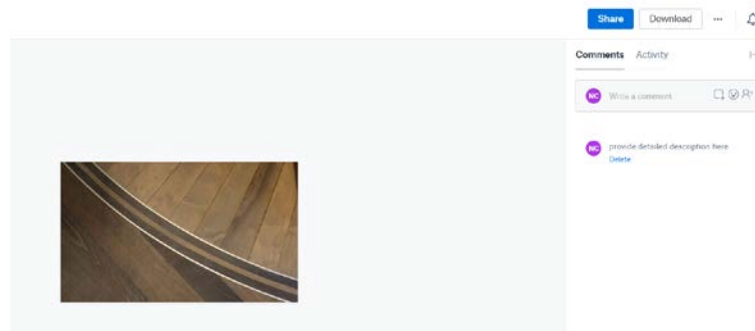


4. Once your purchase has been processed, NWFA University access will be granted.
5. Login to NWFA University using your username and password.
6. Click on specialty badge course.



7. Additional references include the Master Craftsman Field Guide and Jobsite Checklist.
  - a. To keep track of all necessary data, use one Jobsite Checklist for each project.
8. Follow course content instructions.
  - a. Complete all applicable sections of the "Circular/Curved" Jobsite Checklist. (Scan or take picture of completed document and upload to NWFAU.)

- b. Complete Project Details – a detailed description is required for each question. Including more detail will allow judges to accurately assess the project as a whole, and gives context to the accompanying images used. You may be asked to resubmit if sufficient detail is not provided. In your description, be sure to include the following:
  - i. Installation Method/Description
  - ii. Species
  - iii. Tools Used
  - iv. Description of Project
- c. If you don't already have one, you will need to create a free Dropbox account at [www.dropbox.com](http://www.dropbox.com). Upload all of your in-process photos and videos here.



- d. When images and videos are all uploaded, provide Dropbox link in NWFA University.

In-Process Images & Videos (Circular/Curved Application: Project 1)

In-Process Photos: Provide link to photos and detailed description of each photo using the comment function within Dropbox/Hightail.

<https://www.dropbox.com/s/1nmzowek7tx74dr/circular.jpg?dl=0>

**NEXT QUESTION** 2 Questions remaining

- e. Upload 3 separate final project images to NWFA University. All images must be high resolution, close-up images. You may be asked to resubmit additional photos if they do not adequately provide proof of mastery of the skill.
9. Repeat steps 4-6 for each project required for Specialty Badge.
10. Your project will now be passed on to a panel of judges that may provide feedback as needed.
11. Once you pass all projects in the Specialty Badge, your badge will be issued. NWFA staff members will upload your project submission photos to the badge as evidence. The badge can then be used a digital portfolio of your work.
12. Earn 4 specialty badges to receive the Craftsman Certification designation and badge.
13. Earn 7 specialty badges and you are now eligible to complete the Master Craftsman Certification.
14. You will gain access to the final project course with details in NWFAU



15. Once final project is graded and passed, Master Craftsman Certification designation is earned and badge is awarded.