

Greetings NCRW Candidate!

Thank you for giving us this opportunity to serve you! The NRWA Certification Commission has worked very hard to develop this certification process, and we are confident that it provides a definitive measurement of a writer's knowledge and ability to create excellent résumés.

The Certification Exam includes the creation of a résumé in Word and PDF and a formal cover letter in Word. The documents must be based solely on the information provided in the candidate profile.

Here is how it works:

1. **Read the *NCRW Study Guide*** – The *NCRW Study Guide* is the foundation of our certification exam, so we suggest that you study it thoroughly. It is posted at <http://www.thenrwa.org>.
2. **Read and sign the enclosed agreements** – Sign and email to the certification administration team at adminmanager@thenrwa.com. In the document, there is a space to request the date/time to receive your exam.
3. **Complete the Exam** – At the scheduled time/date, you will receive an email with a fictitious client profile. You will have five (5) days to create a cover letter in Word and a résumé in both Word and PDF formats based on the profile. Before submitting the documents, please check the document properties and be sure any identifying information is removed. Email the completed documents to the certification administrator at adminmanager@thenrwa.com. Once the documents have been submitted, they may not be changed. Revised versions will not be accepted. If you have any questions during this process, please email the administrator or call 847-647-8919.
4. **Grading** – Your documents will be assigned a testing number and will be sent anonymously to two graders, who will assess your work based on criteria outlined in the *NCRW Study Guide* and *The Gregg Reference Manual – 10/11th Edition*. To ensure confidentiality and fairness, your name will not appear on any materials forwarded to graders. Depending on the volume of tests and samples to be reviewed, it may take up to four weeks before you receive your results. We strive to complete the process as quickly as possible so that it could be faster, but four weeks is the maximum timeframe. You will receive an email directly from NCRW's certification chair notifying you of the exam results.

Please don't hesitate to contact us at adminmanager@thenrwa.com if you have any questions.

NRWA CEU Admin Team



CERTIFICATION POLICIES & RULES

- 1. The NRWA Certification Exam and related components are proprietary and are for *your eyes only*. You may not allow others to read, copy, fax, distribute, or publish the materials in any manner. Doing so invalidates the fairness of the exam and will result in a loss of your NRWA membership and NCRW designation. It is understood that the work submitted by you to the Certification Commission is your work and yours alone.**
2. If you fail the exam, you must wait 45 days to retake it (\$150.00 fee). If you fail the exam a second time, you must wait 120 days for a retake (\$150.00 fee). If you fail the exam a third time you must wait one year for your next retake (\$150.00 fee). Following a failure the Certification Commission will provide resource recommendations for you to improve yours skills prior to your next retake.
3. If there is a dispute over grading or exam results, the certification chair, and NRWA president will review data and make a final decision.
4. Fees paid for certification are not refundable or transferable.
5. NCRW status is limited to a period of three years. It is maintained by being a dues-paying member of NRWA in good standing and by a continuing education process, which is outlined on the NCRW REQUIREMENTS page. There is a fee to recertify/renew every three years. Your signature below indicates that you have read the requirements and agree to comply with them. If you do not comply with the requirements, your NCRW status will be rescinded.
6. Once exam documents have been submitted, they may not be revised.

Applicant Name: _____

E-mail Address: _____ City & State: _____

Phone: _____

- I would like to receive the exam on one of the following:
- Date _____ Time (ET) _____
- Date _____ Time (ET) _____
- Date _____ Time (ET) _____



Please sign this document and email it to adminmanager@thenrwa.com to start the testing process.

I have read the rules and policies above and agree to comply with them:

Signature: _____ Date: _____



VERY IMPORTANT

Instructions for Résumé Preparation

The Certification Commission recommends that you read the *NCRW Study Guide* thoroughly before writing and submitting your résumé for grading. Typically when certification candidates fail the exam on their first attempt it is because they disregard basic grammar rules and strategy concepts that are outlined in the *NCRW Study Guide*. Also, carefully proofread your work as small mistakes can add up to a failing grade.

Résumés that meet the grading criteria are:

- **Exceptionally well-written** – Demonstrating the writer's command of the English language (e.g., effective word usage, active verbs, appropriate keywords). Certification graders expect sentence structure will have "integrity" and writers will strategically present relevant data and exclude/edit non-relevant data.
- **Marketing-oriented** – Demonstrating the writer's ability to effectively “sell” the candidate by presenting qualifying information in the best light (based on candidate's objectives) and effectively meeting the employer's expectations by focusing on skills and accomplishments that meet the employer's requirements.
- **Thoughtfully executed** – Demonstrating the writer's above-average skill in document preparation and word processing. Consistency is an integral part of the grading criteria.
- **Technically correct** – Demonstrating the writer's skills in proofreading, attention to detail, and accuracy in American mechanics, punctuation, grammar, spelling, syntax, etc.

In short:

Set aside enough time to do the job right.

Proof and perfect your work.

Submit a document that is above reproach from a technical standpoint. ***Revised versions will not be accepted.***

Compose a résumé using the information in the profile—do not fabricate additional information or embellish facts to make the résumé stronger. As an NCRW candidate, you are expected to write original content, so avoid copying phrases and sentences verbatim from the profile (of course, incorporating relevant keywords from the profile is encouraged).



NCRW REQUIREMENTS

The NCRW Credential is available to dues-paying members in good standing of The NRWA and is administered by the NRWA Certification Commission. NCRW status is granted for three years after a candidate passes the NCRW Certification Exam. To maintain certification status, you must (a) complete a total of 15 continuing education units (CEUs), which must be earned during the three years following the completion of your initial NCRW Exam, and (b) be a dues-paying member of The NRWA in good standing. If you fail to earn 15 CEUs/CREDITS before the expiration date, your NCRW status will be rescinded, and you must retake and successfully pass the prevailing NCRW exam at full price to reinstate your credential. Any time you receive a CEU, you must log in to your member profile, click the link to edit your profile, and enter the CEU(s) into the NCRW section labeled CEUs Reported. Please include the completion date, title, and number of CEUs.

Continuing Education Units / Credits

The Certification Commission recognizes the following CEUs/credits for each of the following activities. Any combination of the following (comprising at least 15 units every 3 years) may be used to maintain NCRW status:

Published Books: Up to ten CEUs for books on résumés and cover letters published through a major publishing company (cannot be self-published). To get credit for the CEUs, you must submit a copy of the book to the Certification Chair.

If you have a self-published book or an electronic book, it must be submitted to the Certification Chair for determination of CEUs. No more than three CEUs will be given for self-published books. A website is not considered a self-published book.

Certification Commission: If you serve on the Certification Commission, you will receive one CEU for each sample or test reviewed. Each Certification Commission member may obtain up to a maximum of 10 CEUs from grading during their three-year cycle.

Conference Presentation Delivery (Résumé Writing, Cover Letter Writing, and CV topics):

- Featured presenters at The NRWA conference will receive two CEUs for each presentation. Presenters must turn in their materials/handouts before the conference for review by the Certification Commission.
- Featured presenters at non-NRWA conferences to an audience of industry (career services) professionals will receive two CEUs for each presentation – up to a maximum of 10 CEUs in three years. Presenters must submit proof of making the presentation and the title along with the amount of time for the presentation.

A featured presenter is classified as an individual who has prepared a specific presentation on some facet of résumé and cover letter writing – not someone who sits on a panel.

The NRWA's Online Training Program, Résumé Writing 101: One CEU for every completed segment of the online training program.

Book Reviews: Two CEUs for every book review. To get credit, you must submit a two-page summary of the book and include an overview that describes its compliance or non-compliance with The *NCRW Study Guide*. Indicate whether you would recommend this book for the approved book list and why. (Note: Books need to have been published within the past 5 years.)

The NRWA Conference: Ten CEUs per in-person conference attendance and 5 CEUs per virtual conference attendance.

The NRWA Webinars: One CEU for each webinar you attend that is focused on résumé writing (designated with CEU information on the event page).

The NRWA Webinar Delivery: Two CEUs for every webinar you conduct/teach on a résumé and cover letter writing topic (must include handouts).

If you conduct webinars to non-NRWA industry (career services) professionals, you need to submit the handout for review, and you can receive one or two CEUs for each webinar – a maximum of 10 CEUs over three years.

Non-NRWA Conferences/Workshops: If you attend non-NRWA conferences and workshops, you may qualify for CEUs. You will need to submit proof of attendance, the title of the presentation(s) you want the CEU(s) for, and the clock hours for the presentation(s).