



MAIL PROFESSIONAL CERTIFICATION

Presented by the leading certifier of skills in the graphics communications supply chain, the Mail Professional Certification Program equips those involved in the extended printing and mailing supply chain with a complete understanding of the postal-facing aspects of mailing.

“ This is an exciting new program. There has never been a more critical time to have our best and brightest share their wealth of knowledge for new employees and those seeking advancement in our industry. ”

THOMAS GLASSMAN, DIRECTOR OF DATA SERVICES AND POSTAL AFFAIRS, WILEN DIRECT AND CHAIR, POSTAL EDUCATION WORKING GROUP, IDEALLIANCE

Become a Certified MailPro!

MailPro Certification offers unparalleled access to a team of expert instructors with more than 400 years of combined experience in developing real-life mailing solutions and working effectively with the US Postal Service.

MailPro Certification includes 23 lessons – 11+ hours of interactive video tutorials, designed for all stakeholders in the mail supply chain – Production, CSRs, Sales, Marketing, Design, IT and Business Managers.



MailPro Fundamentals Certification Course 6.5 HOURS

The Primary Principles of Mail Supply

- 1 MAIL CLASSES 30 MINS**
In this lesson you will learn basic facts about the types of mail, mailability, mail classes, and the postal network.
- 2 PROCESSING CATEGORIES 25 MINS**
In this lesson you will learn the basics about processing categories, how each is defined by specific dimensional criteria, and special rules about certain mailpiece formats.
- 3 NETWORK OPERATIONS 52 MINS**
In this lesson you will learn more about the postal processing network, how different categories of mail are processed, the role of the ZIP Code, and how mail is prepared for delivery.
- 4 ADDRESSING 33 MINS**
In this lesson you will learn details about addressing – basic address elements, the content of the ZIP Code, address formats, and the placement of the delivery and return addresses.
- 5 BARCODES 27 MINS**
In this lesson you will learn the intelligent mail barcode: its origin and purpose, the elements comprising the barcode, and its technical specifications when used on mailpieces and container labels.
- 6 INTRODUCTION TO MAIL.DAT 43 MINS**
In this lesson you will learn about Mail.dat – its origins and development, format and technical specifications, and uses by the mailing industry.
- 7 INTRODUCTION TO MAIL.XML 17 MINS**
In this lesson you will learn about Mail.xml, how it relates to Mail.dat, and how it's used to support mailing activity.
- 8 AUTOMATION MAILINGS 27 MINS**
In this lesson you will learn how different categories of mail are prepared to meet automation standards and qualify for automation rates.
- 9 NON-AUTOMATION MAILINGS 30 MINS**
In this lesson you will learn how non-automated mail differs from automated mail.
- 10 POSTAGE PAYMENT 29 MINS**
In this lesson you will learn the basics of postage payment, including the use of stamps, meters, and permit imprint; and the preparation of postage statements and documentation for mailings.
- 11 REPLY AND RETURN SERVICES 23 MINS**
In this lesson you will learn the basic forms of reply mail and how return services are used by senders to help customers return merchandise.
- 12 SPECIAL SERVICES 23 MINS**
In this lesson you will learn about special USPS services.
- 13 RESOURCES AND RELATIONSHIPS 17 MINS**
In this lesson you will learn about some of the many tools and support mechanism that the USPS provides.
- 14 CERTIFICATION EXAM**

MailPro Advanced Certification Course 4.7 HOURS

The Sophisticated Areas of Mail Supply

- 1 ADDRESSES 36 MINS**
In this lesson you will learn advanced concepts and key best practices around addressing.
- 2 NETWORK OPERATIONS 25 MINS**
In this lesson you will learn more about USPS operations.
- 3 MIDS, CRIDS, & STIDS 15 MINS**
In this lesson you will learn about MIDs, CRIDs, and STIDs – what those are, how they’re produced, and how they should be managed in a mailing operation.
- 4 SOFTWARE 59 MINS**
In this lesson you will learn about a variety of software systems that support mail design and processing.
- 5 MAIL VERIFICATION 35 MINS**
In this lesson you’ll learn how full service intelligent mail pulls together what you’ve learned about the IMB, MIDs/CRIDs/STIDs, postage documentation, and introduce you to postal data systems like PostalOne.
- 6 MAILER’S SCORECARD 14 MINS**
In this lesson you’ll learn about Accessing Reports, Profile Tab, Full Service Tab, eInduction Tab, Seamless Acceptance, Errors and Meaning, and Service Type ID.
- 7 UNDERSTANDING MAIL.DAT FILES 12 MINS**
In this lesson you’ll learn about Mail.dat, such as what’s in the header, MPA and By For Errors, CPT, PBC, CQT, CSM FILE, eInduction, and PostalOne!.
- 8 CAPS ACCOUNTS AND MAIL ANYWHERE 12 MINS**
In this lesson you will learn about advanced postage payment options in more detail.
- 9 BEST PRACTICES AND ASSESSMENTS 24 MINS**
In this lesson you will learn about advanced postage payment options in more detail.
- 10 PROMOTIONS 37 MINS**
In this lesson you will learn how to use the variety of USPS promotions to your advantage.
- 11 CERTIFICATION EXAM**

MailPro Instructors & Contributors

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About Certification

- Exam questions are randomly presented and potential answers are randomly ordered. No two exams are identical.
- Maximum time to complete the exam is 90 minutes. You have three attempts to pass the exam.
- To pass the exam, you must answer 80% of the questions correctly.
- Upon successful completion of MailPro course exams, participants will be certified by Idealliance as a Certified MailPro and receive a certificate of completion, program logos for use on company promotions and be listed in Idealliance's Official Online Directory of Certified Experts.
- Certifications are valid for two years.

Mail Professional (MailPro) Certification Pricing

MAILPRO FUNDAMENTALS		
	MEMBER	NON-MEMBER
Single Enrollment	\$165	\$215
Bulk Enrollment (2 to 5 Students)	\$130	\$170
Bulk Enrollment** (6+ Students)	\$110	\$145
Re-Certification*** (every 2 years per student)	\$75	\$75

MAILPRO FUNDAMENTALS + ADVANCED (Includes Both Courses)		
	MEMBER	NON-MEMBER
Single Enrollment	\$225	\$295
Bulk Enrollment (2 to 5 Students)	\$180	\$235
Bulk Enrollment** (6+ Students)	\$160	\$200
Re-Certification*** (every 2 years per student)	\$100	\$100

* Enrollment discount of 30% is approximate.
 ** Bulk Enrolling 6 or more students includes on-demand manager access reports of student activity. All students must be registered at time of enrollment to receive bulk discounts
 *** Re-certification includes access to latest updates and new materials

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