

SCHOOL POLICY

National Association of Jewelry Appraisers

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PLEASE PRINT THIS POLICY FOR YOUR RECORDS

Mission: The mission of the National Association of Jewelry Appraisers (NAJA) Appraisal Studies Course is to provide high-quality distance education courses teaching jewelry appraisal theory and methodology in compliance with the Uniform Standards of Appraisal Practice (USPAP).

Ownership: NAJA offers jewelry appraisal courses for delivery on computer.

Hours of Operation/Calendar: NAJA students may access their courses via the internet immediately upon enrollment. Courses are thereafter accessible to students at any time within the enrollment period.

Enrollment Policies: Students may enroll in an NAJA course at any time by going to naja-asc.com. There are no late enrollment requirements. NAJA Member students will have six (6) months from the date of enrollment to complete Lessons 1-5 and twelve (12) months from the date of enrollment to complete Lessons 6-18, with the option to purchase one extension equivalent to the original timeframe, but must complete the course within three calendar years of enrollment. Non-NAJA Member students will have eighteen (18) months from the date of enrollment to complete Lessons 1-18, with the option to purchase one eighteen-month extension, but must complete the course within three calendar years of enrollment. Each student has twelve (12) months to access and review the course content after completing the last lesson in the course.

Refund Policy: You have the right to cancel your registration for any reason up to three (3) calendar days from the date of purchase. Requests for cancellation of a registration must be made by contacting NAJA by phone or email. A cancellation fee will be charged to the student to cancel a registration. The amount of the cancellation fee is 15% of the total purchase amount.

Attendance Policy and Requirements: In order to get credit for this course, you must complete 100% of the course. You must complete the following steps:

1. Complete each lesson and pass the end-of-lesson quiz.
2. Pass the final exam with a score of 80% or higher.
3. Submit two (2) appraisal reports for review, one (1) for Lessons 1-5 and one (1) for Lessons 6-18, and have them accepted [NAJA Members only].

As the course is taken entirely online, there are no absences, tardiness, or early departure policies. NAJA does not have a leave of absence or sabbatical policy, or a probationary period.

Overview of our Programs:

NAJA offers the following courses for NAJA Members:

Certified Member Track: Lessons 1-5

Certified Master Appraiser Add-On: Lessons 6-18

Non-Designation Continuing Education: Lessons 1-18

NAJA offers the following courses for students who are not NAJA Members:

Appraisal Studies Course: Lessons 1-18

Requirements:

Student must be at least 18 years old

Due to the fiduciary nature of jewelry appraisal work, NAJA's policy is to not permit membership for those who have been convicted of or plead guilty to a felony.

Grading System/Minimum Grade Requirement: The course that NAJA offers is created by Mbition. Below is an explanation of how Mbition's Learning Management System works and how it monitors your progress. There is no "make-up" work policy because all course work must be completed before taking the final exam.

Lessons and Quizzes: In order to access the next lesson, you must complete the previous lesson and pass the quiz at the end. All lessons have end-of-lesson quizzes. You may take these quizzes as many times as you like until you pass them.

Final Exam: You must pass the final exam with 80%. The final exam must be taken within thirty (30) days of completing the course. If you do not pass the final exam, you may retake it after two weeks. You will be allowed a maximum of two exam retakes. If you do not pass the retake exam(s), you will not receive credit for the course. However, you will have the opportunity to purchase a retake of the course at a 25% discount. If you do purchase a retake, you will be required to start the course over and progress through each lesson again before you are allowed to take the final exam.

Appraisal Report Review: NAJA Members will be required to submit two appraisal reports for review, one for Lessons 1-5 and one for Lessons 6-18. The course is not considered complete, nor will the member be awarded a new designation [if qualified to receive such a designation], until these reports have been reviewed and accepted. The reports must be submitted within thirty (30) days of passing the final exam.

NAJA will maintain your records, including exam scores, for a minimum of five years.

Signed Student Affidavit

NAJA requires that you certify that you have personally completed each module of a distance learning course and any written exercise or assessment required for completion of the course. You must provide

an electronic signed **Student Affidavit** before scheduling any course examination and before NAJA may acknowledge your completion of any course. NAJA will not process your course completion without your submitting a signed affidavit. This form is available online and you will electronically submit this to NAJA *when you have completed all required modules of the course*. This form will appear on your course homepage once you have completed the course lessons.

In order for NAJA to acknowledge that you have completed a course, you must:

1. complete all instructional lessons in the course
2. submit a signed and dated **Student Affidavit**
3. pass the required course final examination
4. submit the required appraisal report(s) for review [NAJA Members only]

Course Completion Records: NAJA will supply all students with an Acknowledgement of Completion. For those qualified NAJA member students, a certification indicating any appropriate change in NAJA member designation will be provided.

How Our Course Monitors and Evaluates Your Progress and Provides Feedback:

Mbition courses utilize the computer to perform the functions traditionally performed by the teacher. Using Mbition courseware, the computer becomes essentially a one-on-one tutor. It presents the material to be learned, provides adequate explanation to ensure that you understand what is being presented, and requires that you demonstrate your understanding through active participation in the learning process.

How to best take an Mbition course:

Spending too much time in any one session will burn you out. Remember, our program actually challenges you to LEARN the material not just skim over text. So, we recommend you split up your effort into 30 to 40-minute sessions. You can do more than one session per day but do try to do something every day. The consistency of effort is what will produce the best learning for you.

As you work on the course, the time spent in each lesson is recorded, as well as how many questions are presented and how many attempts were required to answer the question correctly. So, the learning system serves as a record of attendance and academic achievement.

Technical Support:

You may contact Tech Support at 800-532-7649 or by email at support@mbitiontolearn.com. Email support is available during normal business hours. Emails received after normal business hours will be answered the following business day. Before you call, please be prepared to explain your problem in detail and have access to your computer. In order to effectively troubleshoot your issue, our technicians begin the call by asking you a series of questions regarding your operating environment. We will need to know what type of computer you are using, the operating system you are using, the version number of any associated software. Your calls may be documented or monitored to help us maintain quality of service standards.

Instruction Support:

Instruction support is available by contacting najaquestions@gmail.com. NAJAeducation will respond as quickly as possible during business hours. In addition, appointments for a live chat with an NAJA instructor can be made through this address.

Check Your Email: As you are taking a distance education course, it is suggested that you check the email account used at registration for correspondence from your school. You will periodically receive auto-generated emails from Mbition. NAJA administrators will also correspond with students most frequently via email. Please be sure to add Mbition and NAJA email addresses to your “do not block” lists.