



## CERTIFICATION IMAGE SUBMISSION GUIDELINES

### Preparation Information

*Please read carefully! Failure to comply with any of the guidelines will result in your submission being disqualified*

#### IMAGES WILL BE JUDGED AS A BODY OF WORK

- Twenty (20) photographic images are required. They must be from twenty (20) different job assignments completed within the last 24 months.

**No two assignments entered may be of the same subject**, even if they were commissioned at different times. i.e.: an engagement portrait and wedding candids of the same couple, or part of the couple. Self-assignment images are not considered a job assignment and will be rejected.

- The image submissions should reflect in proportion the types of photography work/services the candidate normally provides. i.e.: 10% commercial, 70% portrait, 20% wedding, So your 20 images would break down into 2 commercial, 14 portrait, and 4 wedding.
- Images must **not** have any identification (name/studio) on them. *Failure to follow this rule will result in an immediate disqualification and the judges will not be allowed to view the submission.*
- The images should be prepared as they are for a client, (as opposed to competition/salon images). This clause does not supersede other requirements for the image review. “Prepared as they are for a client “ is only meant to prevent additional retouching or manipulation explicitly for the purpose of this review. Kindly note it is expected that you do all in your power to make your clients look their best. Removing blemishes, scars, braces, harsh lines etc. within reason is considered standard fare. Also note the retouching should not be obvious. Since light comes from one direction here on Earth, it is further suggested you remove secondary catch lights in the eyes.

For best results please follow the suggestions below...

**It is suggested you use Adobe Photoshop or Elements to edit your images. Your largest side, vertical or horizontal, should be no more than 650 PIXELS or 9.028 inches JPG images should have a resolution of 72 dpi and saved in RGB mode medium quality (5 or 6) File names should contain no spaces or special characters.**

Kindly make every effort to insure your images are properly color balanced. All of the judges have had their monitors color calibrated and that is an area you will be judged on as well.

- **BEFORE YOU UPLOAD THOSE FILES please be sure to check the following:**

- The submission form has been properly filled out and submitted to PPA.
- There are 20 different files proportional to my services.
- My name and/or studio name does NOT appear on any of the images.

- Our preferred method is to submit images on line by going to <http://www.portfolios.com/members/ppashow>. Once you send in the attached Image Submission Form, you will be e-mailed a username and password. You will not be able to upload without this, so fax or e-mail it to PPA FIRST. Kindly give yourself plenty of time since last minute submissions often result in a candidate not being able to upload in a useful timely manner before the deadline. Remember people sometimes travel and have sick or vacation time.

**AFTER YOU UPLOAD YOUR FILES *please look your portfolio over carefully for duplicate images, any infractions of the above rules, and check it for its overall appearance.***

- Print images must be formatted to 8x10 paper, cannot be mounted, framed or in a folder. Print image submissions will only be judged once a year.

***Please note: every effort will be made to return print submissions to the candidate; however, we cannot take responsibility for lost or damaged submissions.***

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**OFFICE USE ONLY:**  
Exam Passed [    ]:  
Not Scheduled [    ]:

**IMAGE SUBMISSION FORM FOR JUDGING ON \_\_\_\_\_**

**NAME \_\_\_\_\_**

**STUDIO \_\_\_\_\_**

**ADDRESS \_\_\_\_\_**

**CITY/STATE/ZIP \_\_\_\_\_**

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**TELEPHONE \_\_\_\_\_**

**EMAIL \_\_\_\_\_**

**ID # \_\_\_\_\_**

**ENCLOSING \_\_\_\_\_ IMAGES**

**UPLOADING \_\_\_\_\_ IMAGES**

**\_\_\_\_\_ PLEASE CHECK IF THIS IS FOR RECERTIFICATION**

Please return this form (You will receive a username & password via email) to:

**Photographic Certification Commission**  
**Attention: Marisa Pitts**  
**229 Peachtree Street, NE Suite 2200**  
**Atlanta, GA 30303**  
**404-614-6400 Fax**  
**[mpitts@ppa.com](mailto:mpitts@ppa.com)**