



The **Mail Design Professional (MDP)** course provides in depth training on postal standards related to designing letter and flat mail to facilitate processing on high-speed automated equipment while maximizing cost effectiveness and reducing processing delays.

**The following subject areas are offered in the MDP Program curriculum:**

**Content & Characteristics**

- Mailability
- Processing Categories
- Nonmachinable Surcharge

**Barcoding Formats and Print Specifications**

- Intelligent Mail Barcode
- Full-Service Option
- Intelligent Mail Parcel Barcode
- OneCode ACS

**Machinable/Nonmachinable Criteria**

- Minimum Machinable Eligibility Requirements
- Nonmachinable Letters and Nonletters
- Nonmachinable Surcharge

**Classes of Mail & Miscellaneous**

- Classes of Mail
- Customized MarketMail® Service
- Official Election Mail logos
- Repositionable Notes
- Imitation Stamps and Markings
- Reusable Mailpieces

**Forwarding and Related Services**

- Ancillary Service Endorsements (ASE)
- Move Update
- Postal Automated Redirection System (PARS)

**Web Site Navigation Tools**

- Navigating the usps.com web site
- Using Postal Explorer® program
- Useful URLs for mail design

**Designing Automation Mail**

- Automation Letters
- Letter-Size Mailpiece Construction
- Requirements for Automation Flats
- AFSM 100 Criteria
- Polywrap

**Basic Addressing**

- Standardized Addressing
- Alternative Addressing Formats
- Address Information Products
- Address Update Services

**Designing Reply Mail**

- Business Reply Mail™ Service
- Courtesy Reply Mail™ Service
- Meter Reply Mail
- Merchandise Return Service
- Postal One® and Automated Business Reply Mail™ Services

**Special Services**

- Certification of Privately Printed Labels
- Features of Certified Mail™ COD, Insured, Registered Mail™, Return Receipt, Return Receipt for Merchandise Mail



The Education Subcommittee of the PCC Advisory Committee in collaboration with the USPS National Center for Employee Development (NCED) Team is **offering the MDP Program to PCCs at a reduced rate.**

This is a **great opportunity** to offer the **MDP Program to your PCC membership.** Please contact the NCED at [postalcertifications@usps.gov](mailto:postalcertifications@usps.gov) for information regarding scheduling the program including availability of dates.

**Tuition includes all course materials, the exam and travel expenses for the instructors.**

## **Tuition Costs for PCC Members** **Effective June 1, 2019**

**\$3,750** Flat Fee for 1-20 students

For groups larger than 20 students, please call (405) 366-4949 or email [postalcertifications@usps.gov](mailto:postalcertifications@usps.gov) for rate information.

**\$95** Exam ONLY