



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:

Classes of Mail

- Priority Mail Express
- First-Class Mail
- Periodicals
- USPS Marketing Mail
- Nonprofit Marketing Mail
- Package Services

Basic Mail Design

- Mailability
- Processing Categories
- Flat-size Pieces

Addressing

- Addressing Procedures
- Addressing Guidelines

Intelligent Mail Barcode Formats

- Barcode Symbology
- Mailer ID
- Automation Prices
- Full-Service Option
- Print Specifications
- Barcoding Standards

Automation Letters First-Class Mail and Standard Mail

- Automation Letters
- Postcard Addressing
- Folded Self-Mailers and Booklet Type Mailpieces

Automation Flats

- Flexibility
- Maximum Deflection Criteria
- Rigid Flat-Size Mailpieces
- Construction
- Polywrap Standards
- Barcode Placement

Reply Mail

- Business Reply Mail
- Courtesy Reply Mail
- Meter Reply Mail
- Permit Reply Mail
- USPS Returns Service
- Reusable Mailpieces

Postage Payment Methods

- Annual Presort Mailing Fees
- Precanceled Stamps
- Postage Evidencing Systems
- Permit Imprint Indicia

AIS Products

- Address Quality
- Address Information Products
- Ancillary Service Endorsements
- Address Quality Census Measurement and Assessment Process
- National Deliverability Index

Tads and Tidbits

- Election Logos
- Extra Service Labels
- Repositionable Notes
- RPNs for Automation
- Customized Market Mail
- CMM Preparation



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.**

This is a ***great opportunity*** to offer the **MDP Program to your PCC membership.** Please contact Cherlyn.D.Ruggeri@usps.gov, Darlene.E.Pace@usps.gov , and Bernadette.M.Morgan@usps.gov, for information regarding scheduling the program including availability of dates and pricing.