



2010 Global Document Conference and Vendor Forum
Tampa Bay, Florida



Orientation Workshop 2010

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**Xplor® is celebrating our 30th year with the best value
and program in the electronic document industry!**



Agenda

- EDP Introduction
 - What does EDP stand for
 - Recognition
 - Professional development
 - Education
 - Networking
- Workshop
 - Path to EDP
 - Path to EDA
 - Mentor



What does EDP stand for?

- Electronic Document Professional
 - Ethics, Diversity, Pride
 - As well as knowledgeable and experienced
 - It makes a statement about what one knows about the electronic document industry and how active they are within the industry
- Founded as an Xplor certification program with the first recipients in 1990
- Originally designated as EDPP
 - Electronic Document Printing Professional
 - Changed to EDP
 - Electronic Document Professional



EDP can make a difference ...

- What's at the end of the path to EDP?
 - Recognition
 - Professional development
 - Education
 - Networking



Electronic Document Professional

- Recognition
 - Professional recognition
 - Leadership in the industry
 - Employers recognition of certification means proven professional
 - Annual industry awards
 - Future recognition upon attaining Master EDP



Electronic Document Professional

- Development
 - Personal development
 - Personal satisfaction
 - Leadership in the industry
 - Career advancement opportunities



Electronic Document Professional

- Education
 - Promotion of ongoing learning
 - Continuing education
 - Mentoring applicants to EDA and EDP
 - Lunch & Learn webinars
 - XDU Online (45+ hours of online education)
 - Annual Xplor Global Conference & Vendor Forum



Electronic Document Professional

- Networking
 - Build your professional network
 - Online through EDP's LinkedIn Group
 - At the annual Global Conference & Vendor Forum
 - Connecting with a broad new group of like professionals



Path to EDP

- Two paths to becoming an EDP:
 - The path to becoming certified begins for those new to the industry (with 2+ years) as an **EDA** designation
 - Then proceeding on to full certification as an EDP (5+ years)
 - The path for those who have been in the industry for 5+ years is to apply for **EDP** directly
- EDP is open to both Xplor members and non-members



How do I become an EDP?

- Apply online on Xplor website
 - Online application form
 - Application fee is USD \$50
- Upon acceptance of application by EDP Registrar
 - Assignment of mentor
 - Complete three work examples for portfolio
 - Submit portfolio and USD \$300 fee
- Open to both Xplor members and non-members



Important deadlines for EDP

- Application for EDP
 - Submit by 1 Aug 2010
- Portfolio Submission Nov 1, 2010
- Notification of acceptance for EDP
 - January, 2011
- Awards certification
 - 2011 Global Document Conference

Electronic Document Associate (EDA)

- EDA designation is under the Electronic Document Professional (EDP) certification program
- Goal is to introduce as many people as possible to EDP certification program through the EDA designation
- EDA is a stepping stone to the next level



How do I become an EDA?

- Apply online on Xplor website
 - Web page for EDA similar to EDP web page
 - Online application form
- Electronic Document Associate application
 - Application fee is USD \$150
 - If you are successful in achieving EDA and apply for EDP certification within 5 years, the USD \$50 EDP application is waived
- Open to both Xplor members and non-members



Important deadlines for EDA

- Application for EDA
 - Submit anytime
- Notification of acceptance for EDA
 - Usually within two-three weeks of application submission
- Awards certification
 - Mailed to EDA with notification



Role of the Mentor for EDP

- Mentor's role
 - Very important tool to help you on the path to certification
 - All mentors are EDPs and want to help you succeed
 - More than 500 EDPs worldwide eligible to serve as mentors



Role of the Mentor

- Mentor's role
 - Think about the work examples you might use
 - Write a paragraph on each one and send to your mentor for feedback
 - Once case studies are selected, write up the first work example and send to your mentor — they will tell you if you have enough detail or if you need to add a few more 'me & I' portions



Role of the Mentor

- Mentor's role
 - Your mentor should sign off on your first work example before you begin the next one
 - Repeat these steps for the next two examples



What now?

- Check out the Xplor EDP website
 - www.xplor.org/edp
 - How to become an EDP or EDA
 - Application, EDP or EDA Handbook
 - Consider becoming an EDP or EDA
- EDP and EDA open to both Xplor members and non-members



Questions

- Visit www.xplor.org/edp
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