Mailpiece Design Certification

WHO SHOULD ATTEND?

- Those who need recertification
- Those responsible for mail processing
- CSRs
- Graphic Designers
- Sales People

Obtaining certification in understanding and designing mail for automation is essential for mailers to get their mail accepted, receive Postal discounts and speed mail delivery for themselves and their customers.

PGAMA will be providing a four day virtual classroom program with an open book exam for certification as a **Mailpiece Design Consultant (MDC)**.

DATE, TIME & PLACE

October 21, 2025 | 1:00PM - 3:00PM ET

October 22-23, 2025 | 1:00PM - 2:30PM ET
Three part webinar is via Zoom.

COST

PIA MEMBERS: $225 per person

Non-Members: Contact Karissa Melara for pricing. *(karissa@piasc.org)*

This program includes:

- MSMA MDC online exam fee ($95.00 per person) that is required for Certification,
- MDC Study Guide and Review Questions (PDF),
- Instructor cost covering the workshop preparation,
- Power Point presentation,

- Exam setup and login,
- Postal Update presentation by Mailers Hub and interface with the PGCA virtual communications personnel,
- Daily video ZOOM presentations available to any paid attendee requesting them.

REGISTRATION:

Registrations will be to **karissa@piasc.org**

Materials will be sent to every registrant one week before the sessions begin.

WHAT IS THE MDC?

The Mail Systems Management Association (MSMA) is a professional national non-profit organization dedicated to the advancement of Mail, Logistics and Distribution Systems, Office Services and related industries. Founded in 1981, it seeks to advance professionalism within the mail systems industry by establishing a framework for professional organization, communication, educational opportunities, leadership development, and award contributions to the art of mail systems management. The MSMA is dedicated to bringing Education to the Mailing Industry. Anyone involved in the business of mail knows that it is crucial that they understand the central role the United States Postal Service (USPS) plays in the mailing industry and the basic requirements involved in doing business with the USPS.

The Mailpiece Design Consultant (MDC) is a certified designation designed for applicants to become familiar with and test the US Postal information contained in the MSMA MDC Study Guide. The Study Guide was prepared by a group of MSMA mailing professionals as a training aid and a reference tool to assist in understanding the basic USPS policies, regulations and services in keeping with the USPS Domestic Mail Manual (DMM) and it serves as the basis for the information required for certification as an MSMA Mailpiece Design Consultant (MDC). The MDC Study Guide is updated frequently but it does not include frequently changing information like current Postal rates. However, references are made as to where this information can be found in the (DMM).

The MDC Study Guide contains the following ten chapters:

- **Chapter 1 -** Postal Processing Overview & Mail Classes
- **Chapter 2 -** Processing Methods and Categories
- **Chapter 3 -** Workshare Incentives
- **Chapter 4 -** Addressing & Automation
- **Chapter 5 -** Extra Services
- **Chapter 6 -** Ancillary Endorsements
- **Chapter 7 -** Remittance Mail
- **Chapter 8 -** Postage Payment Methods
- **Chapter 9 -** Private Express Statutes
- **Chapter 10 -** History of the Postal Service

The MDC online certification exam:

- **100-questions**
- **Multiple choice**
- **Open-book**

Successful completion is a score of 90% or better. Upon entering the exam, you'll have 4 hours to complete it. You can pause it (Stop the clock) as you search for the answers. You have two attempts to successfully complete the exam and the login is active for 60 days. Upon successful completion, participants will receive the **MDC designation, a certificate, which is good for two years, and listing in the MSMA MDC National Directory**.