

PAGE Phase I Frequently Asked Questions (FAQs)

Who is eligible to certify under Phase I of the certification process?

Phase I is for software developers who create publishing software to plan or execute periodicals printing and production activities which calculate virtual copy weight and advertising/editorial percentages.

My company uses software such as Quark, Printshop, Adobe Illustrator, Pagemaker, etc. to create our magazine. Is this type of software eligible?

No. The PAGE program categorizes these applications as graphic art and multimedia design products. These applications usually do not contain logic to calculate advertising and editorial percentages or weight of a publication.

What can my company expect once the completed application, questionnaire, and fees are sent to the National Customer Support Center?

- The evaluator reviews the information on the required PAGE Pre-certification Questionnaire, which provides an expectation of the software performance.
- Based on the answers provided, the evaluator may request additional information before scheduling an evaluation.
- The program contact is notified and either a full copy of the software is sent to the National Customer Support Center or an on-site evaluation is scheduled.
- A 100-page mock magazine is sent to the on-site developer to create a virtual copy using the software under test.

What happens during the evaluation?

- Typically, the evaluator meets with the program coordinator and the technical contact for an overview of system functionality and capabilities.
- The evaluator performs tests the advertising and weight calculation logic and checks any reports from the software's output for accuracy and consistency in methodology.
- The evaluator conducts a document reviews of change management, version control and incident reporting processes.
- The evaluator may ask additional questions in order to clearly understand the functionality of the software.

When can I expect to receive certification?

Normally, within 2 weeks after testing. Your company will receive a notice in writing, a PAGE certificate, and a posting on the Rapid Information Bulletin Board System (RIBBS) for certified products.

What is the next step in PAGE certification?

Phase II is the end user testing process. There are two levels of end user testing: Executive level and Associate level examinations.

PAGE Phase II Frequently Asked Questions (FAQs)

Who is eligible to certify under Phase II of the certification process?

End users of print planning and production software who have completed the Phase I Developer certification process.

What is the difference between Executive and Associate level exams?

Executive - 100 questions designed to test management-level users whose functions may include Postal operations, Quality Control, editing, etc. The test has more detailed questions on characteristics, eligibility requirements, types and contents of Periodicals class mail for bound and unbound publications.

Associate - 15 questions designed to test entry-level users, such as those involved in marketing, sales, data entry, etc. The test covers basic knowledge of classifying advertising, non-advertising and weight-only content.

Which exam do I need to take?

- At least two individuals from each company must complete the Executive Level examination. Any additional individuals who use PAGE-certified software may take the Associate Level examination.
- After the two Executive Level exams have been completed, it is strictly up to the company and the individual which exam to choose. Both examinations are available.

How soon is my exam graded once I complete it?

Once you have completed testing and clicked the “Email Answers” button, your results are sent to the PAGE coordinator for grading. This process only takes a few minutes. You will know your score by the next business day.

What happens once I pass the exam?

Your information is documented in the PAGE database, and a certificate and letter is sent to you with your score. Your name, company information and the list of publications for which you are responsible are posted on the USPS RIBBS Web site, listing you as a PAGE-certified user.

PAGE Phase III Frequently Asked Questions (FAQs)

What is reviewed during the Phase III process?

The application is reviewed for completeness, accuracy, & fulfillment of requirements. IN addition, the next possible mailing of the next issue is reviewed at the print site where the Detached Mail Unit (DMU) is located.

What procedures are conducted at the plant site?

The USPS will verify that proper documentation (e.g. Publisher's Edition Worksheet (PEW)) is being presented in a timely fashion to the production and mailing of the publication. There will also be a parallel run conducted on the publication.

When does a parallel run occur?

A parallel run is evaluated when all the publisher's documentation is submitted for both of the current procedures and when the publication is authorized under the PAGE program.

What documentation needs to be submitted during the parallel run?

All required documentation that is currently submitted along with all PAGE required documentation (e.g. PEW report,). Also, two sets of postage statements, one calculated using the publisher's current procedures of manual advertising percentage calculation and using the USPS per copy weights, and the other postage statements calculated using the publisher's PPP program.

Can I submit one application for multiple publications published by a single publisher?

No. Each publication needs a separate application and each publication will be authorized as part of Phase III separately.

If I mail at multiple sites, do I need a parallel run performed at each site?

Yes.

Once authorized, can I start using PAGE for the next issue produced?

In most cases it would not be possible because of the time needed to verify the accuracy of the postage statements and the time it will take to notify all affected parties of the approval.

How long will the authorization be in effect?

The authorization will be in effect for one year after certification (12 months).