



EXECUTIVE MAIL CENTER MANAGER Annual Training Program

USPS BUSINESS MAIL ACADEMY
www.nced.com/bma



Due to the dynamic nature of the mailing industry, continued education is recommended to maintain a high level of Executive Mail Center Manager (EMCM) proficiency. The EMCM Annual Training Program (ATP) is an opportunity for EMCM graduates to enhance their credentials each year through the completion of select educational courses.

Graduates are offered the opportunity to complete coursework available from the National Center for Employee Development (NCED), the National Postal Forum (NPF), Postal Customer Councils (PCCs) and United States Postal Service (USPS) National Program (webinars, training or classes offered directly through the USPS) that allows progress beyond the initial level of EMCM certification.

The Annual Training Program is a visible way to show that you are staying on top of today's ever-changing mailing industry.

What are the benefits of adding ATP to my EMCM profile?

- Training on new topics
- Gaining new skills
- Industry recognition
- Advanced education

How to Earn ATP Certification

Graduates must:

- Have qualified and been awarded the EMCM certification. (Lifetime Certification)
- Apply annually via email with specific training achieved during the year.
 - Complete ATP application and submit (see next page)
- *Documentation required to be submitted to detail the qualifying activity:*
(-- Only one activity required --)
 - Attend the annual National Postal Forum and be awarded the Bronze educational certificate. (Attend any 8 workshops)

- Receive the Mail Design Professional (MDP) certification or renew your MDP certification within the year.
 - Meet the National PCC Week requirements and be awarded the National PCC Week Professional Certificate.
 - Attend and receive six (6) educational credits from a combination of:
 - PCC local programs
 - USPS National Programs
 - PCC or USPS webinar programs
- Complete an educational certification program offered by the NCED, such as Periodicals Professional.

Please send an email to NCEDSupervisorBMA@usps.gov documenting which activity you completed. If your activity is the six educational credits, please provide a list of the courses you completed along with the date and where you attended the courses (PCC, webinar, etc.).

We look forward to your participation in the EMCM Annual Training Program. If you have any questions, feel free to contact:

NCEDSupervisorBMA@usps.gov

Note: You can always view EMCM graduates at www.nced.com/bma.

EMCM ATP Application

Submit completed application to NCEDSupervisorBMA@usps.gov.

(Please print or type)

Name and Title: _____

Company Name: _____

Mailing Address: _____

City, State, ZIP+4: _____

Email Address: _____

Telephone Number: _____