



GLOBAL ASSOCIATION OF PROFESSIONALS

**MICROPIGMENTATION (TATTOO ARTIST)
CERTIFICATION AND TESTING**

"Raising the bar on safe practice and higher education"



YOUR DONATIONS CAN HELP OTHERS

- **Education Scholarships**
- **Certification Fee Scholarships**
- **Employment Scholarships**
- **Employment clothing Scholarships**
- **Industry start-up Scholarships**

We are raising the bar on higher education, strict sanitation, and safe practice. The GAP Directors, administration, and committee members have over 15 years of experience in the industry. It is essential that important details of our industry are supported by facts, experience, and education. GAP sets high standards for the industry for professional practice.

GAP is an association that is lead by an OSHA Instructor with committees that range in the industry with a minimum of 15 years of experience and education.

Members of the specialized committees are referred to as “Board Certified Professionals”. The letters after a professional’s name, mean that their education and training, professional qualifications, competence, and ethical conduct have passed a rigorous evaluation, and have been found to be consistent with the high standards established by GAP.

CERTIFICATION:

Certification for each specialized area includes the following components:

Compliance

Applicants must agree to:

1. Obtain the applicable insurance required to perform as a professional.
2. Comply with all regulations required by State, County, City, and Federal laws.
3. Comply with all regulations that pertain to the specialized trade, including OSHA regulations.
4. Abide by the Code of Ethics established by GAP committee.
5. Maintain good status of Certification, all fees are paid, membership dues are current at all times.
6. If applicable, current OSHA certification at all times.
7. Pay non-refundable, non-prorated annual fee of \$100, or 2 years \$150.

Eligibility Requirements:

1. Maintain current membership.
2. Copy of Degree, Education Certificate, or Training Certificate with the required amount of clocked hours. May be a letter from employer showing 6 – 12 months of apprenticeship or 100 hours of apprenticeship.
3. Be at least eighteen (18) years of age.
4. Complete application with non-refundable application fee of \$200.
5. Pass GAP exam (\$100 charge for exam, includes 1 re-test). We suggest you take the online pre-exam course for \$200 before taking the GAP acceptance exam. Some specializing certifications will require more than 1 exam for certification.

Restrictions

Applicants are ineligible for certification or renewal of certification if the applicant:

- Has been cancelled due to mis-conduct, violation to safe practice, permit suspended, revoked, or had any other disciplinary action taken, or a permit refused by federal, state, territory, or district regulator authority.
- Willfully or habitually violated the Code of Ethics as set forth by the Ethics Committee and the Committee for Certification review of GAP.
- Made materially false or fraudulent statement in an application or other document relating to certification.
- Membership fees or violation fees not paid in full.

- Has been cited by the committee with the determination of Non-Renewal Status.

Violations

The committee of GAP may call to meeting regarding, but not limited to: Certified Professional's conduct, practice, safety practice, ethics. In the event GAP receives a written complaint regarding a Certified Professional GAP will notify in writing the complaint to the Certified Professional. A meeting will be called with committee members and the Certified Professional. The Certified Professional may submit any and all items they would like the committee to review and consider in the Complaint Meeting. It is to the best interest to assist and resolve the complaint and protect the public at all times.

In the event a Certified Professional is in violation of any certification requirements including, but not limited to excessive complaints, the committee shall:

- Revoke the certification with no refund to any and all fees.
- Suspend the certification, not allowing any the Certified Professional to claim valid certification for a stated period of time.
- Fine the Certified Professional, in which the fine fees will be entered into the "Scholarship Fund".
- Cancel the certification.
- Possibility of non-renewal acceptance.

Application Requirements are specialized per industry.

TATTOO ARTIST

Certification is broken down in several certification degrees:

- CERTIFIED TATTOO ARTIST (CTA)
- MASTER CERTIFIED TATTOO ARTIST (MCTA)
- CERTIFIED TATTOO ARTIST INSTRUCTOR (CTAI)

BASIC TATTOO ARTIST CERTIFICATION

Eligibility Requirements

In order to qualify for certification, an applicant shall:

1. Maintain current membership.
2. Copy of Degree, Education Certificate, or Training Certificate with the required amount of clocked hours. May be a letter from employer showing 6 – 12 months of apprenticeship or 100 hours of apprenticeship.
3. Be at least eighteen (18) years of age.
4. Complete application with non-refundable application fee of \$200.
5. Pass GAP exam (\$100 charge for exam, includes 1 re-test). We suggest you take the online pre-exam course for \$200 before taking the GAP acceptance exam. Some specializing certifications will require more than 1 exam for certification.

Exam includes: Sanitation, needle disposable

Application Requirements for

BASIC TATTOO ARTIST CERTIFICATION

In order to qualify for certification, an applicant shall submit a complete application package to GAP in such form as required by the committee which shall include:

1. Completed and signed Application Form.
2. 48 hours of Sanitation. Must include diseases, infections, needle disposal, and blood borne pathogens.
3. Copy of applicant's driver license, federal passport, or other government picture identification.
4. 100 hours of professional training. Must be verifiable including Instructor or School name, address, phone number, email address, dates of training. May be a letter from employer showing 6 – 12 months of apprenticeship or 100 hours of apprenticeship.

Training must include the following:

- Sanitation
- Marketing
- Pigments/Inks
- Color Theory
- Skin
- Drawing/Art
- Anesthetics

5. Copy of Professional Training Certificate or letter from employer.
6. 20 Case Histories. Before and after pictures with consent forms of clients.
There is no size requirements, outlines count as one procedure and shading as another.

Procedures must include:

- Grey art
- Color art

7. 2 Letters of Recommendation
8. Copy of Consent and Disclosure
9. Copy of Health Questions Form
10. Copy of After Care Sheet/Form
11. Copies of Marketing Materials and Promotional Items
12. Copy of Blood Borne Pathogens (must be submitted with every renewal each year)
13. Application fee
14. Pass GAP qualification exam with 70% or better.

GUIDELINES

Examinations

To become Certified, successful completion of the following examinations is required:

Written Examination tests range of topics, sterilization, sanitation, blood borne pathogens, infection control, disease, health considerations, client consent forms, medical forms, color theory, machines, needles, skin, disorders, and related topics.

Written Exam may be taken without the prep class. If you would like to take a prep class for the exam, you may register for the prep class for an additional \$200 for the class.

Practical Examination is a formal verification of the procedures you have done. Applicants must have had “hands on” experience working on live clients demonstrating, safety, abilities, skills, knowledge, professional behavior, and is able to work without direction and with confidence. To demonstrate the acceptable level of competency, you will submit before and after pictures with signed consent forms for a minimum of the amount requested with Certification Application (20, 100, 200 Case Histories).

Oral Examination is a team of experts that may call you to interview you or ask questions upon application approval.

Examinations – Retesting and Failing

In the event you fail one part of the examination, you will have one more re-test option. In the event you fail the exam the 2nd time, you may take the exam again for another cost. Failure of examination of the certification process entitles the candidate to one (1) retesting opportunities within 12 months from purchase date.

Continuing Education

Certified Professionals are required to maintain their Blood Borne Pathogen. Certified Professionals agree to continued education to keep updated in new techniques and safety within every 5 years.

Request a list of continued education courses required to maintain or obtain the certification. Education Providers and Continued Education Courses on the list are approved by GAP.

Continuing education units (CEUs) hours are required to renew certification through GAP. The GAP will review continuing education requirements for licensure every 5 years.

Continued education must contain the following, but is not limited to:

Health and Sanitation Standards:	4 hours
Practical (Hands on) Education:	8 hours
Theory:	12 hours
New techniques	4 hours (can be included in the Practical Education)

New technology and industry standards change in time, continued education keeps our Certified Professionals up to date to ensure safe practice and higher standards. Certified Artists may not receive continuing education credit for attending the same course more than once for one renewal period. Further, a copy of the certificate of completion will be submitted. In conducting reviews of the certified practitioner, the committee may require additional proof from the practitioner to determine compliance.

It is further suggested that the practitioner review the new state laws and regulations of their area.

CODE OF ETHICS

1. Members agree to maintain current status with Blood Borne Pathogens Certification.
2. Members agree to use strict sanitation with OSHA standards.
3. Members agree to continue education and keep up to date with new techniques and sanitation requirements.

4. Members will use safe practices of disinfection and sterilizations of all machine, device, or other components. Use new, disposable, pre-packaged, sterilized needles for each procedure. Will NOT re-use needles at any time.
5. Members agree to operate per the state, county, city, and government requirements. **It is the member's responsibility to keep up date with the regulatory board and to practice according to the laws and regulations.**
6. Members are to maintain high ethical professional standards and per the GAP guidelines.
7. Members will maintain good customers service skills, will maintain client confidentiality, will not sell or give client information out.
8. Members agree that tattoo procedures, among other names for depositing pigment into the skin with a needle is tattooing and is not to be considered semi-permanent.
9. Members are not to advertise or to state procedures are painless.
10. Members are not to guarantee jobs in advertising, statements, sales, enrollments, or at any time.
11. Members are not to mis-lead anyone at any time. Will not make false or misleading statements to the public through material; including but not limited to, websites, social media, forms, brochures.
12. The industry has changed over the years, it is important that all practitioners work together to improve the industry standards and the public's trust. Members will not talk bad about others in the industry, mis-lead, or report false or negative responses.
13. Members agree that artists who are not a licensed medical professional shall not participate in any behavior that could be construed as diagnosing and that the client's health and privacy of records in accordance with regulatory requirements are protected at all times.
14. Members agree that artists who are not a licensed medical professional shall not prescribe, give, or charge the client for medications or give medical advice.
15. Members may use the certification logo, videos, articles, handouts, images and other items with the written authorization from GAP.
16. In the event the member is not current with fees, member understands he/she may not advertise, promote, or state they are certified through GAP. Violation may be prosecuted, fined, or other. Member accepts the terms.
17. Members agree that in the event of a lapse in GAP membership, they will remove all associated logos and references within 10 days of expiration.
18. Members agree that in the event of a lapse in GAP membership for over 3 years, members will need to reapply.
19. Members hold GAP harmless of all liability and agree to protect GAP at all times at member's expense.
20. Members agree that they are responsible for all outcomes, their work, workmanship, sanitation, and hold GAP harmless.