

## Certified Gemological Laboratory



**Accredited Gemologists Association**  
3315 Juanita St., San Diego, CA 92105

Thank you for your interest in the AGA Certified Gemological Laboratory Program. We are confident that the prestige associated with this designation is well worth the application steps outlined in the following pages.

The AGA Code of Ethics is an integral part of this program and we encourage you to read these before proceeding with the application process.

The Code of Ethics, along with the Constitution, By Laws, and related Appendix, can be found at the AGA website:

[www.accreditedgemologists.org](http://www.accreditedgemologists.org)  
(toward the bottom of the home page)

Certification Status may be awarded to an active, Voting AGA Member. It is not issued in the name of a company & is not transferable. Every reasonable effort is made to ensure that AGA Certified Gemological Laboratories conform to the highest standards of independent professional practice in gem science & technology. Laboratory standards are reviewed annually. Certification criteria are subject to revision at that time. Status as an AGA Certified Gemological Laboratory is limited to a five year period and may be renewed by recertification.

Once approved, you will be billed annually for the Certified Gemological Laboratory Program.

For questions, please call Thom Underwood - 619-286-6614 - Email: [thomu@cox.net](mailto:thomu@cox.net)

# Certified Gemological Laboratory Checklist for Application



**Accredited Gemologists Association**  
3315 Juanita St., San Diego, CA 92105

## Have you included the following?

AGA Use Only

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> Completed <b>Application</b> – IMPORTANT: Please retain a copy for your files. You will need to refer to it in the renewal process | <input type="checkbox"/> |
| <input type="checkbox"/> Completed & Notarized <b>Applicant's Affidavit</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Documentation</b> of Farnsworth/Munsell Color Vision Test Results   | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Photocopy</b> of Master Diamond Report  | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Professional Profile</b>  | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Photographs</b> of Laboratory Equipment   | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Application Fee</b> - \$50.00   | <input type="checkbox"/> |
| <input type="checkbox"/> This <b>Checklist</b>  | <input type="checkbox"/> |
| <input type="checkbox"/> Don't forget to request the three Professional References  |                          |

### AGA Office Use Only

Professional References:

*Name:*

*Date Received:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Missing Items, if any:

*Date Notified:*

*Date Received:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Date of Renewal: \_\_\_\_\_

# Certified Gemological Laboratory Application



Accredited Gemologists Association  
3315 Juanita St., San Diego, CA 92105

Please complete every section of this form. OPTIONAL items are noted.

Retain a copy for your files as you will need to refer to it during future renewals.

The last page is the *Applicant's Affidavit* on which you must have your signature notarized.

## Once completed, please mail application and all related materials to:

AGA Certified Gem Lab Program  
3315 Juanita Street  
San Diego, CA 92105

### Applicant Contact Information

Member Name: \_\_\_\_\_ Email \_\_\_\_\_  
Name of Laboratory \_\_\_\_\_ Website \_\_\_\_\_  
Laboratory Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_

### Gemological Designations

\_\_\_\_\_ Graduate Gemologist - Year \_\_\_\_\_  
\_\_\_\_\_ Fellow, Gemmological Association of Great Britain - Year \_\_\_\_\_  
\_\_\_\_\_ Other (please specify) \_\_\_\_\_

### Farnsworth/Munsell Color Vision Test

Date tested \_\_\_\_\_ Testing Organization \_\_\_\_\_  
*Enclose Documentation*

### Have you ever been involved in any litigation related to gem or jewelry activities?

Yes  No

*If so, please attach explanation*

### Better Business Bureau in your area

Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

### Professional Profile

Include *Education, Memberships, Work Experience, Conferences & Trade Shows* (last 2 years only),  
and *Lectures* given including topics of the lectures (last 2 years only)

### Laboratory Employees

List the names of all employees currently working in the Laboratory; include their designations and their status as AGA members.

Name	Title	Active AGA member?	
_____	_____	<input type="radio"/> Yes	<input type="radio"/> No
_____	_____	<input type="radio"/> Yes	<input type="radio"/> No
_____	_____	<input type="radio"/> Yes	<input type="radio"/> No
_____	_____	<input type="radio"/> Yes	<input type="radio"/> No
_____	_____	<input type="radio"/> Yes	<input type="radio"/> No

### Letters of Reference

The application process requires letters of reference from three professional colleagues.

Certification cannot be completed until all letters of reference are returned to AGA.

To expedite this process, we have included 3 form letters for you to mail. If you wish to include return envelopes with the letters you send out, please address them to...

AGA Certified Gem Lab Program  
3315 Juanita Street  
San Diego, CA 92105

### Application Fee - \$50.00

Please include this non-refundable administrative fee with your application.

### List of Required Equipment

The following pages are for listing equipment in your laboratory.

*Enclose photos of your equipment.*

Snapshots are acceptable.

If you wish to submit digital photos, you may include a CD.

### Other Information (OPTIONAL)

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### List of Required Equipment

The equipment listed below is mandatory unless otherwise noted. If a portable laboratory unit is used, please note item 20 before beginning. Additional equipment may be listed at the end of this section.

**1. Binocular Microscope, minimum 45 power magnification, bright field & dark field illumination, zoom capability**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

Magnification: Zoom range \_\_\_\_\_ X to \_\_\_\_\_ X

Overhead Illumination

Fluorescent

LED

Incandescent

Other \_\_\_\_\_

Attachments

Immersion Cell

Polarizing Filters (OPTIONAL)

Diffuser Plate

Doubler (OPTIONAL)

Extra Oculars (OPTIONAL)

Magnification \_\_\_\_\_ X Wide Field \_\_\_\_\_ X

**2. Diamond Color Grading Light Source**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

**3. Master Diamond Set – You must have a minimum of 5 stones.**

GIA Report Number \_\_\_\_\_ *Enclose photocopy of report*

Stone	Color Grade	Weight - ct	Measurements – mm
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6 (OPTIONAL)	_____	_____	_____
7 (OPTIONAL)	_____	_____	_____
8 (OPTIONAL)	_____	_____	_____
9 (OPTIONAL)	_____	_____	_____
10 (OPTIONAL)	_____	_____	_____

**IMPORTANT:** *Enclose photocopy of report*

**4. Scales**

**Diamond Scale- accurate to .005 ct. or .001 gram**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

Capacity \_\_\_\_\_ Tolerance \_\_\_\_\_

**Pennyweight or Gram Scale - accurate to .10 dwt or .1 gram**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

Capacity \_\_\_\_\_ Tolerance \_\_\_\_\_

**5. Millimeter Measuring Device – accurate to .1 mm minimum with high setting attachment**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

.01 mm accuracy       .001mm accuracy

**6. Certified Gauge Blocks (two required)**

1. Manufacturer/Distributor \_\_\_\_\_ Size \_\_\_\_\_ mm

2. Manufacturer/Distributor \_\_\_\_\_ Size \_\_\_\_\_ mm

**7. Ultraviolet Light Source – must have longwave and shortwave capability**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

**8. Diamond Thermal Tester**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

**9. Colored Stone Color Grading System**

**Any gemological color communication system which has been adequately correlated to the GIA system (Munsell coordinates) – Currently accepted are:**

ColorMaster (GIA)

ColorScan (AGL) – List sets: \_\_\_\_\_

Gem Dialogue

GemSet (324 acrylic color samples)

Gem eSquare

*Enclose documentation of Master Stones*

**10. Refractometer with polarizing filter**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

RI Limits 1.30-1.80

RI Liquid 1.81

**11. Polariscope with optic condensing sphere**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

**12. Spectroscope**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

**13. Specific Gravity Measurement – at least one of the following**

Heavy Liquids

1.13     2.57     2.62     2.67     3.05     3.32     others \_\_\_\_\_

Specific Gravity Balance

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

**14. Fiber-Optic Light Source**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

**15. Monochromatic Light Source or filter**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

**16. Check each of the following to indicate ownership**

Chelsea Filter     Table Gauge     Hot Point Needle     Dichroscope

**17. Precious Metal Capability**

Acid Test – Check to indicate testing acids (minimum requirements)

10k     14k     18k     22k     silver     platinum

Check to indicate testing needles (minimum requirements)

10k     14k     18k     22k     silver

Electronic Tester (alternative)

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

Metals and karatage tested \_\_\_\_\_

**18. Photographic Equipment – Both macro (full scale) and micro required**

Macro – Describe full system, including lighting, camera body, lenses, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Micro – Describe full system (if different)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**19. Other Master Grading Systems (OPTIONAL)**

Please describe for research purposes

Pearls \_\_\_\_\_

\_\_\_\_\_

Jade \_\_\_\_\_

\_\_\_\_\_

Opal \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

**20. Portable Laboratory**

**If other requirements are met using a portable laboratory, indicate here the pertinent information. Reference this item number (20) throughout, where applicable**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

**21. Radiation Monitor (OPTIONAL but strongly suggested)**

Manufacturer/Distributor \_\_\_\_\_ Model \_\_\_\_\_

**22. Enclose photos of your equipment.**

Snapshots are acceptable.

If you wish to submit digital photos, you may include a CD. If so, please indicate here \_\_\_\_\_

**23. Other Equipment**

Please describe other equipment you consider to be significant to your laboratory.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**24. Reference & Research Works**

Please recommend reference & research works you consider indispensable to your gemological library.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certified Gemological Laboratory  
Applicant's Affidavit**



**Accredited Gemologists Association**  
3315 Juanita St., San Diego, CA 92105

I do hereby attest that I, \_\_\_\_\_, own the equipment described in this application, that such equipment is in acceptable working condition, and that such equipment is physically on the premises for which the AGA Certified Gemological Laboratory certificate is to be issued. I further authorize inspection visits to my premises by designated AGA Gemological Laboratory Committee personnel, such inspections to be conducted at 24 hour notice.

I acknowledge that my AGA Certified Gemological Laboratory status may be revoked by the AGA Gemological Laboratory Program Committee if my laboratory and gemological practice is not conducted within the Code of Ethics and resolutions of AGA, including the scope of this sworn application, and hereby acknowledge receipt of the same. I understand that if a complaint of violation is filed with AGA, I will be advised of such by certified letter, and it is my responsibility as a Member of AGA and as an AGA Certified Gemological Laboratory to respond promptly to any such complaint. Continuing violation of AGA ethics and resolutions will result in a withdrawal of certification, without return of any member or application fees; return of all AGA Certified Gemological Laboratory support materials to AGA will be mandatory. I agree to these terms of revocation.

Once certified, I understand that I have the right and privilege to advertise the AGA Certified Gemological Laboratory designation and to use all available support materials. My eligibility for this designation is limited to a two year period, from date of certification by AGA and the AGA Gemological Laboratory Program Committee, and may be renewed by recertification. In the event that I do not reapply, or am not recertified, I agree to return all AGA Certified Gemological Laboratory materials to AGA at the address above, and to desist in the use of this designation for any purposes from that time forward.

I do so affirm and attest this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the County of \_\_\_\_\_, and State of \_\_\_\_\_.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

# Certified Gemological Laboratory Program



**Accredited Gemologists Association**  
3315 Juanita St., San Diego, CA 92105

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

You have been given as a professional reference by \_\_\_\_\_ on an application for AGA's Certified Gemological Laboratory credential. The purpose of the AGA's Certified Gemological Laboratory designation is to acknowledge those working gem laboratories which uphold high ethical standards and have exceptional day-to-day competence in the technical aspects of gemology.

I appreciate your taking a moment to consider this person's professional reputation. If you would return this letter, along with your candid comments regarding his/her application to our program, it will expedite the certification process.

Regards,

Thom Underwood  
AGA Certified Gemological Laboratory Committee

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Is this a person of good character? \_\_\_\_\_

Related Comments: \_\_\_\_\_

Number of years you have known this person \_\_\_\_\_

Have you worked with this person in a business capacity? \_\_\_\_\_

Related Comments: \_\_\_\_\_

Is this person presently engaged in the field of gemology? \_\_\_\_\_

Is this person financially responsible? \_\_\_\_\_

Do you know of any reason why this person should not carry the AGA designation for Certified Gemological Laboratory? \_\_\_\_\_

Telephone where you can be reached \_\_\_\_\_

Additional Comments (Please feel free to use back of this page or attach additional pages.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return this letter to: AGA - CGL Program  
Thank you! 3315 Juanita Street  
San Diego, CA 92105

# Certified Gemological Laboratory Program



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Thom Underwood  
AGA Certified Gemological Laboratory Committee

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Have you worked with this person in a business capacity? \_\_\_\_\_

Related Comments: \_\_\_\_\_

Is this person presently engaged in the field of appraising? \_\_\_\_\_

Is this person financially responsible? \_\_\_\_\_

Do you know of any reason why this person should not carry the AGA designation for Certified Gemological Laboratory? \_\_\_\_\_

Telephone where you can be reached \_\_\_\_\_

Additional Comments (Please feel free to use back of this page or attach additional pages.)

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**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return this letter to: AGA - CGL Program  
Thank you! 3315 Juanita Street  
San Diego, CA 92105

# Certified Gemological Laboratory Program



**Accredited Gemologists Association**  
3315 Juanita St., San Diego, CA 92105

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Telephone where you can be reached \_\_\_\_\_

Additional Comments (Please feel free to use back of this page or attach additional pages.)

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**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return this letter to: AGA - CGL Program  
Thank you! 3315 Juanita Street  
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