

Certified Gemological Laboratory



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
(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 Carole Richbourg- 408-219-1175 - Email: carole@finejewelryappraiser.com

Certified Gemological Laboratory Checklist for Application



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

Have you included the following?

AGA Use Only

- Completed **Application** – IMPORTANT: Please retain a copy for your files. You will need to refer to it in the renewal process

- Completed & Notarized **Applicant's Affidavit**

- Documentation** of Farnsworth/Munsell Color Vision Test Results

- Photocopy** of Master Diamond Report

- Professional Profile**

- Photographs** of Laboratory Equipment

- Application Fee** - \$50.00

- This **Checklist**

- 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: _____

Approval Source _____

Date _____

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

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)

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, AGS or GCAL 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. Type IIa Screening Equipment:

9. Diamond Thermal Tester

Manufacturer/Distributor _____ Model _____

10. 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

World of Color

Enclose documentation of Master Stones

11. Refractometer with polarizing filter

Manufacturer/Distributor _____ Model _____

RI Limits 1.30-1.80

RI Liquid 1.81

12. Polariscope with optic condensing sphere

Manufacturer/Distributor _____ Model _____

13. Spectroscope

Manufacturer/Distributor _____ Model _____

14. Your Equipment or Method of Determining Specific Gravity

15. Fiber-Optic Light Source

Manufacturer/Distributor _____ Model _____

16. Monochromatic Light Source or filter

Manufacturer/Distributor _____ Model _____

17. Check each of the following to indicate ownership

Chelsea Filter Table Gauge Hot Point Needle Dichroscope

18. 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 _____

19. 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)

20. Other Master Grading Systems (OPTIONAL)

Please describe for research purposes

Pearls _____

Jade _____

Opal _____

Other _____

21. Portable Laboratory

If other requirements are met using a portable laboratory, indicate here the pertinent information. Reference this item number (21) throughout, where applicable

Manufacturer/Distributor _____ Model _____

22. Radiation Monitor (OPTIONAL but strongly suggested)

Manufacturer/Distributor _____ Model _____

23. Enclose photos of your equipment.

If you submit digital photos, you may include a flash drive. Alternatively you may combine photos into one pdf or similar document.

24. Other Equipment

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

25. 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,

Carole Richbourg
AGA Certified Gemological Laboratory Committee

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

You may also scan and email it to Jan@accreditedgemologists.org

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Is this a person of good character? _____

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Number of years you have known this person _____

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Related Comments: _____

Is this person presently engaged in the field of appraising? _____

Is this person financially responsible? _____

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