Becoming a Certified *Instructor*

The Quiltworx certification programme in Europe, coordinated by Ada Honders

A WORD FROM QUILTWORX

Thank you for your interest in becoming a Certified Instructor for Quiltworx in Europe. This guide gives you a detailed overview of what becoming certified as an instructor involves. Since 2010, we have been certifying instructors who are dedicated and avid followers of our company. These instructors commit themselves to completing many Quiltworx designs, attending a wide range of workshops, and bringing that knowledge back to their local communities, teaching throughout the world.

Quiltworx has a worldwide certification programme, with Certified Instructors in the United States, Canada, the South Pacific and continental Europe, and Certified Shops in all those regions as well.

Our programme has evolved significantly over the years, not only in size but also in the requirements for training. This is primarily due to Judy's evolving responsibilities in the company and her wish to reduce the teaching demands placed on her. Our inventory of patterns has also grown beyond any one instructor's ability to do it all, so we now teach our instructors not only how to make each quilt, but also how to teach techniques for several quilts at once. Interest in the programme keeps growing, both from prospective teachers and from shops, quilt shows and guilds that want to hire our Certified Instructors.

In 2013 certification changed from a competitive application process to a training programme, and we continue that approach. The prerequisites in this guide have served us well for nearly ten years, and we plan to keep them well into the future. The European programme follows the US training process closely. Where it differs, because of market conditions and language, Quiltworx works closely with the European coordinator to support those differences.

Please read this guide thoroughly before you decide whether to pursue certification.

Quiltworx

BEFORE ANYTHING ELSE

What certification means

- Most Quiltworx patterns are open to every teacher. You don't need a certificate to use them in your classes and workshops.
- The exception is the Technique of the Month. To teach these quilts, you need a certificate for each one. Quiltworx introduces a new Technique of the Month every two years.
- Certification also brings you a listing on Quiltworx.com and a number of professional benefits, which you will find at the end of this guide.

Not teaching yet? Ada is glad to talk with you and help you on your way, from your first portfolio project to your certificate. Get in touch, whatever stage you are at.

THE ROUTE

Certification at a glance

1. **Before you start.** Ask yourself the questions below, set up your online presence and get in touch with Ada.
2. **Build your portfolio.** Make at least 2 different Quiltworx quilts, show all eight techniques, and build teaching experience.
3. **Check in with Ada.** Ask Ada for advice at any point. Your portfolio doesn't need to be complete before the training; Ada decides when it is ready.
4. **Certification training.** At one of Ada's 9-day Specials you start the current Technique of the Month quilt, and finish it at home if needed.
5. **You're certified.** Once Ada has approved your portfolio and your quilt, you are listed on Quiltworx.com and receive the benefits of the programme.

↻ **Every year.** Teach at least 12 days, keep your calendar up to date and pay the fees.

↻ **Every two years.** Come back for the new Technique of the Month quilt.

Rules to keep in mind. You need an approved portfolio and the finished Technique of the Month quilt to be certified. Miss two Techniques of the Month in a row, and you lose all your certificates. Certification costs US$475 a year plus US$99 for Quiltster, paid to Quiltworx.

BEFORE YOU START

Questions to ask yourself

Before you start your journey to become a Certified Instructor, take some time with these questions:

- First, why would you like to teach?
- Are you social, and do you enjoy the company of other people?
- Are you interested in what your students might bring to the table to teach you?
- Are you prepared to arrive early to set up, and to stay after the workshop with the shop staff until the teaching area is completely spotless?
- Do you have a business plan? In other words, what do you expect of yourself once you are certified?
- Who do you want to teach for?
- Are you willing to travel? If so, how far?
- What income do you expect? Do you need the income?

STEP 1 AND 2

Prerequisites

Before you can be certified as an instructor, you need the following:

A portfolio: at least 2 Quiltworx quilts, and all eight techniques

Make at least 2 different Quiltworx quilts, quilted, bound and labelled, chosen together with Ada. Projects that are not quilts, such as table runners or placemats, don't count towards these two, and neither does the Technique of the Month. Your portfolio also needs to show each of the eight Quiltworx techniques (see "Your portfolio" below).

Why: finished quilts show your future students and the shops that hire you that you know these patterns from the inside.

Timing: your portfolio doesn't need to be complete before the certification training. Ada decides when it is ready.

Online presence

An active Facebook account, and your lesson programme published on your own website or Facebook page. A webshop is not required.

Why: shops, guilds, quilt shows and students need to be able to find you and see what you teach.

Teaching experience

Gain teaching experience with the many Quiltworx patterns that don't need a certificate. They also give you the start of a class programme. Visit shows and exhibitions, and give demonstrations and classes. You also need to show that you can teach a group; this is practised during the certification training.

What to cover in your classes

It is always a good idea to demonstrate and go over the following in class:

- A demonstration of every technique in the pattern
- Special hints that may not be in the pattern
- Tools
- A glossary of common terms
- Finishing your quilt
- Choosing fabrics with your students

STEP 2

Your portfolio

Your portfolio does two things. It contains at least 2 different Quiltworx quilts, and it shows each of the eight techniques below. Your two quilts will probably cover several techniques already. You can show the others with smaller projects, such as a table runner or placemats.

The projects in the table are examples: you can use other Quiltworx patterns too, in consultation with Ada. Projects marked "not a quilt" count for the techniques, but not as one of your two quilts. There is no right or wrong choice, so make what you enjoy. The more you make, the wider the range of classes you can teach.

	Technique	Example projects
1	**Flying Geese in circles**	Suncatcher Table Topper JNQ00275P18 not a quilt Skipping Stones JNQ00275P17
2	**Leaves and Veins (Flower Stem)**	Tea Time Placemats JNQ155P not a quilt
3	**New York Beauty**	Milk Thistle Placemats JNQ00275P16 not a quilt 10x10 Glacier Star New York Beauty JNQ-10X10-021 not a quilt
4	**Wedding Ring**	Wedding Star Table Topper JNQ00211P1 not a quilt Diamond Wedding Star JNQ00238P1
5	**Curved Piecing**	Fairy Wings JNQ00268P29 not a quilt Fields of Aster JNQ00252P10
6	**Log Cabin**	The Beach House JNQ177P3
7	**Using Strip Sets (48 strips)**	2.5-inch strip sets made specifically for Quiltworx projects. They can be used in: The Beach House JNQ177P3 Fractured Star JNQ00213P1 Sparkle JNQ00281P3 Riptides JNQ00275P13
8	**Appliqué (Stitch-n-Peel)**	Poinsettia Bouquet JNQ00242P5 Cattails in the Meadow JNQ00242P9 Valley Blossoms JNQ00264P11 Royal Iris JNQ00268P28 Pocket Full of Posies JNQ00275P14

The Technique of the Month quilt is not part of your portfolio. A new Technique of the Month comes out every two years, and for each certification you make its Queen cover version (quilted, bound and labelled), starting during the training.

STEP 3 AND 4

Checking in with Ada, and the certification training

- You can ask Ada for advice at any point. Your portfolio doesn't need to be complete before you register for a certification training: you can finish the last pieces afterwards.
- Ada decides when your portfolio is ready. Once she has approved it and you meet the other requirements, you receive your certification.
- The certification training takes place during one of Ada's 9-day Special retreats at the Patchwork Promotions Quiltworx University for Europe. Dates are published in the retreat programme on patchworkpromotions.eu.
- During the training you start on the current Technique of the Month quilt in Queen size. You can finish it at home. Once it is quilted, bound and labelled, show it to Ada: you need the finished quilt for your certificate.
- Teaching a group is practised during the training.
- Would you like to teach earlier Techniques of the Month as well? Join a 9-day Special and make a Technique of the Month of your choice.

EVERY YEAR AND EVERY TWO YEARS

Staying certified

- Every two years Quiltworx releases a new Technique of the Month. Come back for an in-person training with Ada to make its Queen cover quilt, and add its certificate to your collection.
- **You may skip one Technique of the Month. If you miss two in a row, you lose all your certificates, and with them your certification.**
- Keep your events calendar and profile on the Quiltworx website up to date.
- Teach at least 12 days a year.
- Use the Slack channel and Dropbox for all communication.

Annual certification fee	**US$475 a year**
… if your events calendar was kept up all year (US$25 discount)	**US$450 a year**
Quiltster account	**US$99 a year**

Both fees are paid directly to Quiltworx, not to Ada. The annual fee covers your listing on Quiltworx.com and the benefits below.

AFTER CERTIFICATION

Benefits of being a Certified Instructor

- Wholesale purchasing through Quiltworx
- Listing on the Quiltworx.com Certified Instructors page for Europe
- Access to the Quiltworx Certified Instructor Slack channel for company and product news
- The right to teach the Technique of the Month quilts you are certified for. The patterns are only sold together with a course or retreat, never on their own.
- Up to 8 free patterns a year, if you meet the minimum programme requirements
- 25% off digitised quilting designs

If you believe you have the skills, time, commitment, interest and passion to pursue or expand a professional career as a quilting instructor, Ada would love to hear from you.

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Version October 2026. Based on the Quiltworx certification handouts for Europe; amounts in US dollars.