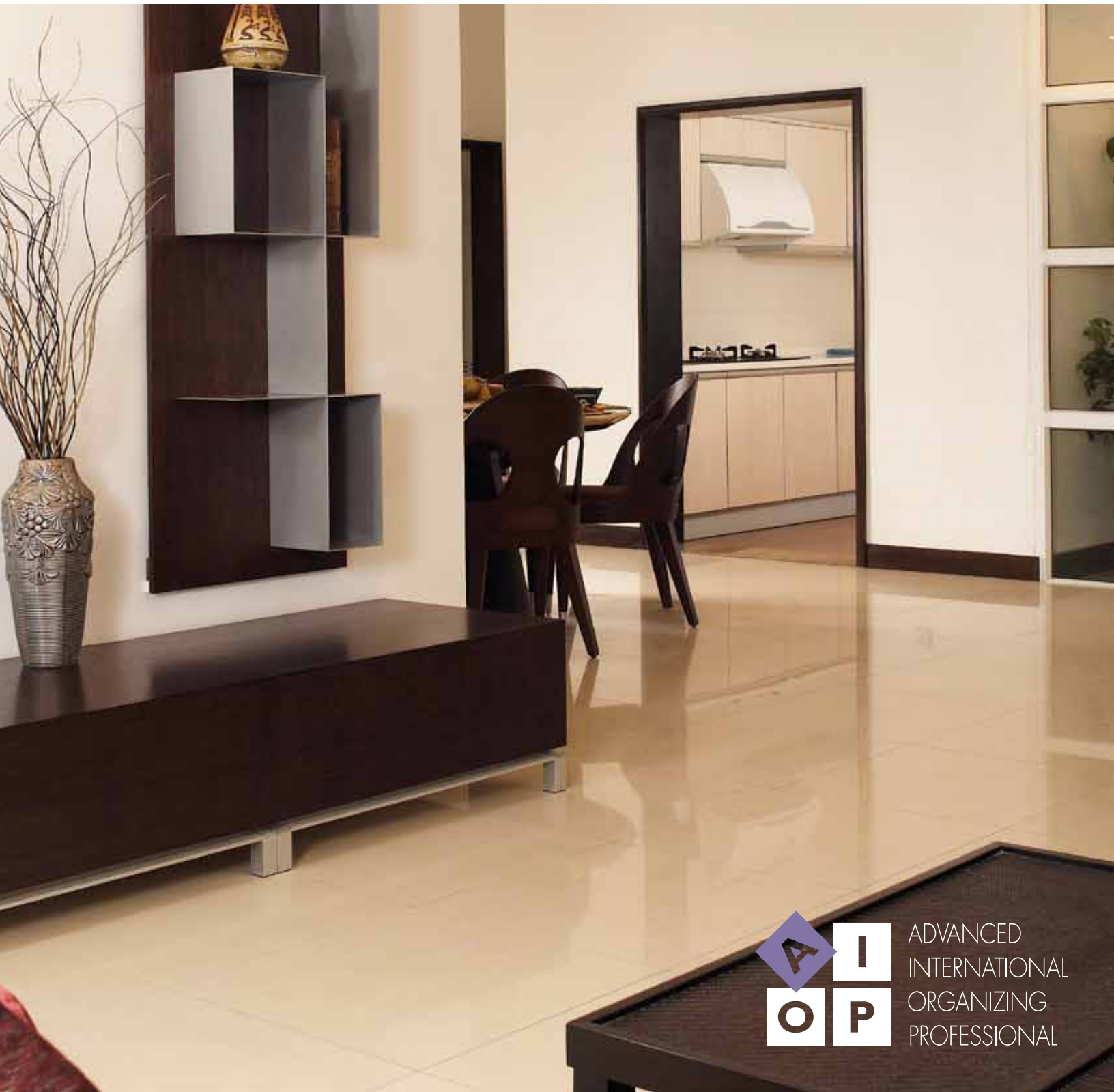


QC Design School presents

Become a Professional Organizer



ADVANCED
INTERNATIONAL
ORGANIZING
PROFESSIONAL

QC Design School—Professional Organizing

www.qcdesignschool.com/organizing

Dear Friend,

If you have a passion for organizing and you're looking to start an exciting career, then becoming a professional organizer could be the perfect opportunity for you.

Our comprehensive distance education course is designed with your success in mind. You'll learn all the fundamental aspects of the organizing process, as well as the key tools and techniques to clear clutter. You'll discover how to create effective organizing solutions for each room in both the home, and office. We'll also show you how to design and create customized organizing systems for each client. You'll be able to exceed your customers' expectations.

Your course includes full business training which covers all the stages of planning and setting up a business. You'll learn how to work effectively and professionally with both vendors and clients. You'll also learn how to charge for your services, and how to market and promote yourself and your business. Your course will provide you with the skills and confidence you need to succeed as a professional organizer.

Once you register, all the course materials are delivered to your door. Your materials include course books, assignments, reference books, eTutorial, instructional movies on DVD, floor planning software, business forms, and templates. In addition, you'll be matched with your own personal tutor. He or she will work with you right through your course, reviewing your assignments and providing you with valuable feedback. Your tutor is also available to help you by telephone or email. Of course, whenever you have a question, you can also email or simply call the School toll-free at 1-800-267-1829.

When you graduate from the program, you'll receive an impressive diploma certifying you as an Advanced International Organizing Professional (AIOP™). This respected designation lets your clients and other professionals know you've successfully completed a rigorous training program.

If you have any questions about how to start your career as a professional organizer, please feel free to call me. I'd be more than happy to help you.



Sincerely,

Alex Myers

Director

alex@qcdesignschool.com

1-800-267-1829



Discover professional organizing

Over the past decade, the field of organizing has become professionalized and has grown dramatically. People in all walks of life are busy and stressed. They are ready to welcome the services of a professional organizer, someone like you, who will dramatically reduce their stress, and introduce order into their lives. Media exposure from television shows has also contributed to the field's popularity, acceptance, and growth.

As a professional organizer, you'll enhance your clients' lives by using your skills and expertise to create customized organizing solutions. Using proven principles and techniques, you'll put in place solutions to achieve three main goals: 1) eliminate clutter, 2) reinstate order and 3) create a productive, stress-free environment.

Who uses professional organizing services?

Almost everyone can benefit from the services of a professional organizer. After all, few people would turn down the opportunity to save real time and money by getting organized! organization of homes and offices, space planning, information management, and inventory management.

Each client typically wants customized solutions that meet their specific needs and preferences. As a professional organizer, you'll work with a wide variety of people on exciting projects regularly. Whether you decide to start your own business or work for a company, each project comes with new challenges and opportunities!



Your professional organizing course

Throughout the course, you'll learn about space planning, floor planning and the effective tools and techniques used to organize homes and offices. You'll also learn how to manage strong client-professional relationships and how to work with vendors.

The course is divided into five units. Each unit is accompanied by a detailed and user-friendly guide that takes you through the unit step by step. The guide instructs you when to read your course books, watch your movies, and how to complete your organizing assignments. Your personal tutor, an experienced professional organizer, will carefully review your assignments and provide detailed feedback to help you develop your skills in the best possible way. Everything is arranged to make your learning experience straight forward and enjoyable.

When you register for our program, you will receive full color course books, professional guidebooks, practical assignments, an Instructional DVD, and a fully illustrated reference book bursting with ideas and advice. Also included is a resource CD containing an eTutorial, assignment templates, and business forms and templates you can customize and use in your professional work.



ADVANCED
INTERNATIONAL
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Your professional certification

When you graduate from the program, you will be certified as an Advanced International Organizing Professional (AIOPT™). This respected certification will enhance your credibility and let clients and professionals know that you've completed specialized training in the field.

Career opportunities

Whether you decide to work as a professional, launch your own business, or find work in the industry of your choice, training as a professional organizer opens up a number of exciting career opportunities.

Launching your own business

If you value the freedom and flexibility of creating your own schedule and work load while establishing your professional independence, then starting your own business may be the perfect choice for you. You'll discover that running your own business will reward you with many exciting challenges and opportunities. You'll enjoy a highly rewarding and enriching career experience.

Working in the industry

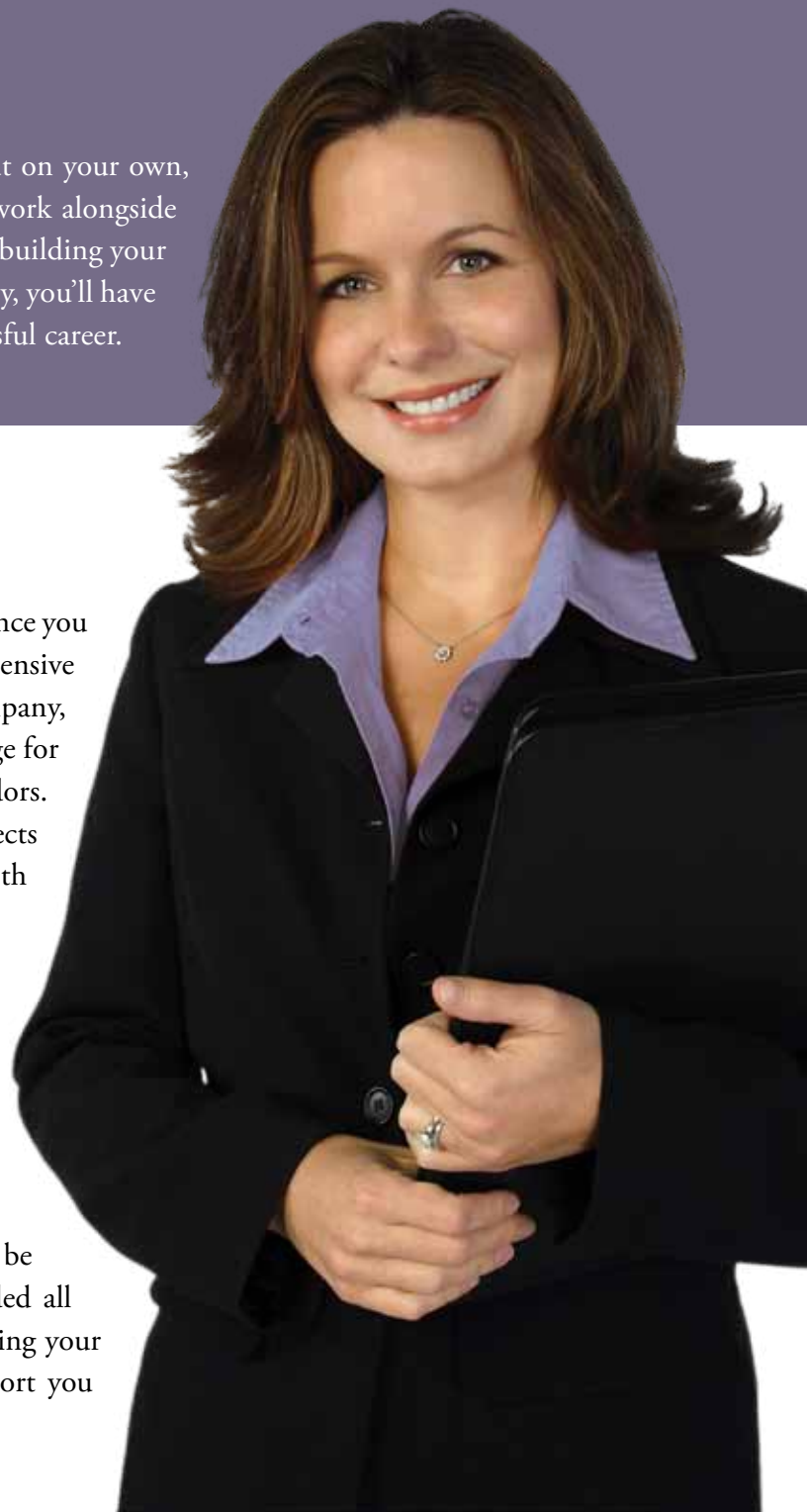
If you would like to gain experience before branching out on your own, then working in the industry is a great choice. You can work alongside other professionals and learn from their experiences while building your own skill set and client network. By working in the industry, you'll have the opportunity to build a strong client base and a successful career.

Full business training

Our course provides you with all the knowledge and guidance you need to start your own successful business. Our comprehensive business training will teach you how to set up your own company, how to market your services and find clients, how to charge for your work, and how to network and negotiate with vendors. You'll also learn how to organize and manage several projects at once, and how to build strong, lasting relationships with your clients.

Your business unit includes helpful electronic templates and forms for you to customize and use in your own work. These cover everything you need including sample contracts, invoices, confidentiality agreements, consultation reports, and change order forms.

We understand that starting your own business can be intimidating and overwhelming. That's why we've included all the information you'll need to realize your dream of running your own successful business, and why we'll be there to support you every step of the way.



Step-by-step training

We want to make sure that your course runs seamlessly and easily for you. Our home-study course is very easy to navigate. Here's how it works.

1

Step 1: Your course begins

Your package arrives in the mail with all the materials you need to get started. Included in your package is your set of detailed course guides. Your course guides will show you, step-by-step, how to study the units, and how and when to submit your assignments to the School.

2

Step 2: You read the lessons

Our course is designed to give you the knowledge and tools you need to become a successful professional organizer. Your course books and lessons prepare you with all the skills you need.

3

Step 3: You work on assignments

All the assignments in your course are developed to give you excellent practical experience. Along with each multi-layered assignment, you'll have electronic templates to work with. The templates make doing the assignments very simple and straightforward.

4

Step 4: You contact the School for help and advice

With our program, you have immediate personal support available to you both by telephone and by email. If you have any questions about your assignments or course materials, simply pick up the phone and dial 1-800-267-1829.

5

Step 5: Your instructor carefully reviews your work

All of your assignments are given directly to your personal tutor. He or she will assess your work carefully and provide you with in-depth audio commentary on CD or as an MP3 file we send you by e-mail. Your tutor discusses your work in detail, and gives you specific suggestions so that you can see exactly how you are doing and where you can improve.

Once you have heard from your tutor, you move on to the next unit and the process begins again. Each unit introduces new topics and builds on the knowledge and concepts you've learned. You'll fully develop your professional skills and gain the confidence you need to succeed.

For more information on the AIOP™ professional organizing course, or if you'd like to discuss your own goals, please call 1-800-267-1829. We'd be happy to help.

Your personal tutor



Tracy Campbell-MacDonald's professional experience is both wide ranging and impressive. From her start many years ago as a respected water color painter, she took extensive training and branched into interior design, professional organizing and staging. Her successful company, Tracy's Transformations, offers a wide range of services in the field and we are proud to say that she has also worked closely with QC Design School for many years. Tracy brings a delightfully entertaining touch and great communication skills to her teaching work with the School. She is able to offer a wealth of creative and practical skills as well as comprehensive business experience. Students always comment on how much they have enjoyed working with her—and how much more they have learned than they thought possible!

Tracy is eager to share her organizing expertise with you and to support you throughout your course. She'll provide you with a direct link to the organizing industry, solid, constructive advice, and valuable insider information.

“My greatest satisfaction comes when I see the visible stress leave my client's faces. It is incredibly gratifying to know that I have helped someone put their life back in order.” —**Tracy Campbell-MacDonald**

Online student center

Your registration includes full access to our online student center. We've created this valuable resource to further enhance your training and to help you as you begin your new career. The center is completely free to students and graduates. It has two main sections: a Personal Website and an Information Portal.

Your personal website

We'll help you to develop your free personal website, a set of web pages you can customize to let potential clients know who you are and what you do. These profiles can be accessed by the public when they use the “Hire an Organizer” link on our site. You can wait to create your site until after you graduate or, if you feel comfortable taking on jobs right away, create one while you take the course.

Information portal

The Information Portal gives you online access to additional course information, new course materials, useful tools and templates, continuing education opportunities, and much more.



About QC Design School

A trusted name

Our school has been offering distance education courses for over twenty five years. We are dedicated to ensuring that your course runs smoothly and that all of your needs are met promptly and efficiently. You'll find that we respond rapidly and effectively to all your needs and requests. In addition, you'll find that our course is fully comprehensive, completely up to date and carefully designed so you'll be able to easily follow the program. We have helped thousands of students accomplish their goals, and we can do the same for you. With more than two decades of experience, we know exactly what it takes to guide you to success.

A network of support

The personal training you receive at our school is unlike any other. In addition to your tutor's personal attention, our friendly staff is always willing to help. It's natural to feel uncertain or apprehensive during your studies. Our goal is to provide you with a strong system of support and guidance whenever these moments arise. If you ever have questions about your assignments or would like to discuss any type of issue related to your course, don't hesitate to contact our friendly staff by email, or through our toll-free support line at 1-800-267-1829.

Our guarantee

We are confident in the superb quality of the courses we offer. Once you have received your first package, you have a full 21 days to review the course materials before you make a commitment. We encourage you to read through the texts carefully to be sure the course is right for you. If for any reason you decide not to proceed, simply return the unused materials to us by registered mail and your fees will be immediately refunded. No questions asked.

Frequently asked questions

Does the course fee cover all the costs?

Yes. The course fee covers everything you need to complete your program, including all of your learning materials, access to the online student center, instruction from your personal tutor, as well as your lifetime free certification and professional diploma on graduation.

What payment plans does the School offer?

The School offers three convenient payment options. You can pay in full and receive a fee discount, or choose one of our monthly installment plans. The Accelerated Plan gives you the option of paying your fees over four months and allows you to receive all your course materials as soon as you register. The Regular Plan allows you to spread your payments over a longer period of time and your materials are shipped as portions of your course fees are paid.

How long is the course?

Everyone is different, but most students complete their studies within two to six months. However, you can take up to three full years to complete your course if you want to.

Do I have to pay an annual fee? Am I obligated to join an association when I graduate?

No. Unlike other programs, you have the right to use your professional designation, free of charge, for life. And while you'll have the option of joining one of several professional associations with our training, the choice to do so is entirely up to you.

What if I decide the course is not right for me?

After you receive your first shipment, you have 21 days to decide if you want to continue. If you are not satisfied, simply return the shipment and you'll receive a full refund.

Is the school a member of the Better Business Bureau?

Yes. As an accredited BBB business and member of the BBB's stringent Online Reliability Program, we are authorized to display the BBB seal. In business since 1984, we have a superb track record of consumer satisfaction.



Five reasons why you should enroll

1. You'll really enjoy the experience

Our comprehensive course fully prepares you for the challenges and rewards of being a professional organizing consultant. Learning is fun and easy with our full-color course lesson books, CDs, movies on DVD, practical assignments, and easy-to-use electronic templates.

2. You'll develop professional skills

Our course is designed to help you develop skills in all areas of your profession. When you complete your course, you'll be confident and ready to establish an exciting new career doing what you love.

3. You'll get personalized attention

Your personal tutor will act as your mentor throughout the course. You'll be able to turn to him or her for professional advice and guidance. Our friendly staff is also available at all times to provide you with the support you need.

4. You are protected by our no-risk guarantee

You can review your course materials at home for 21 days. If for any reason you feel the course is not for you, simply return it for a full refund—no questions asked.

5. You work on your own time and at your own pace

You work through the course on your own terms, without a rigid schedule to keep or deadlines to make. We've taken the stress out of learning so you can enjoy the process and still have time for the other important aspects of your life.

Call us toll-free at 1-800-267-1829

or enroll online at www.qcdesignschool.com/organizing