



# Drafter Certification Test Information

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## **The Certification Process**

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### **What is Drafter Certification**

Drafter Certification is an international program that allows drafters to show their knowledge in drafting concepts and internationally recognized standards and practices.

ADDA developed the examination to elevate the profession's standards. Certification enables drafters to demonstrate professional capabilities and helps employers in identifying quality employees. The examination is comprehensive of theories and principles that are consistently used throughout the profession.

The test does not cover computer aided drafting (CAD), but does cover some basic descriptions of computer hardware, input devices, and products that are used in the drafting design profession.

There are a few questions covering board drafting and/or techniques, but generally these are based around the principle of sketching and layout practices, that are still consistently used in the engineering or architectural offices.

### **What Certification Means to a Drafter**

Certification as a Drafter reflects your proven knowledge of drafting. You will receive a certificate suitable for framing. Your certification will:

- Enhance your credibility as a professional
- Improve your opportunities for promotion and pay increases
- Give you an edge in a highly competitive job market

### **What Certification Means to an Employer**

When you employ an ADDA Certified Drafter, you know that the employee meets or exceeds a baseline standard, developed by an internationally recognized professional association. This person has demonstrated initiative and pride in their chosen profession by becoming certified. Thus, ADDA Certification can serve as one criterion for differentiating among candidates in the selection process.

### **What Certification Means to Drafting Educators**

Certification serves as a supplementary measurement of a student's performance on a recognized national level.

ADDA can provide an Examination Analysis, which can be used as a guide to assist instructors to strengthen areas of weakness within a drafting design program.

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## The Examination Process

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Certification consists of completing the Application for Certification, and achieving a passing percentile of 75% on the Drafter Certification Examination, administered periodically at test sites throughout the country.

### The Drafter Certification Test

The time allowed for the Drafter Certification Examination is 90 minutes. The questions presented cover a wide assortment of situations normally encountered in the drafting profession. An individual's experience and education in drafting will be challenged with this examination. The examination does not require specific knowledge of design or of computer programs, but is a general knowledge examination based on theories and principles designed to allow individuals to demonstrate their expertise in the drafting profession.

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## Eligibility

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The ADDA Drafter Certification Program is open to all individuals, regardless of experience and formal education. Membership in ADDA is not required for you to take the examination or become certified.

ADDA does require re-certification for all successful candidates. ADDA Drafter Certification is valid for a period of five years.

### Certified Drafter Renewal

Professional Members – Proof of employment in the design drafting profession for a period of no less than three years

Non-Members - Proof of employment in the design drafting profession for no less than three years, and pay a \$35.00 renewal fee.

There is no grace period for renewal – Certification expires on the fifth anniversary of the date the certificate was issued

ADDA will make every attempt to notify certificate holders 90 days prior to the certification expiration date. However, it is the sole responsibility of the Certified Drafter to renew certification prior to the expiration date. Once the Certification expires, re-examination is required.

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## Test Location & Examination Application

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The Drafter Certification Examination may be taken in various locations all over the U.S. Choose the location nearest you, or contact the corporate office for an approved examination site. It is the responsibility of the applicant to make arrangement for dates and times to take the examination.

Complete the Examination Application, and mail it to the corporate office, with your check, money order, or credit card information once arrangement and schedules have been made to take your examination.

ADDA will make arrangements to have the test and materials available.

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## Test Format

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The test is a "pass-fail" format. 75% correct responses are required to pass. It contains clear and concise multiple choice questions. Before taking the test, it is recommended that a general review of a drafting text book, covering the area to be tested, be completed. No reference material is allowed.

The multiple choices questions contained in the test are:

**1. Matching**

- (a) Terms to definitions
- (b) Graphic symbols to definition
- (c) Terms to graphic representations
- (d) Selection of correct pictorial representation to orthographic representation

**2. True or False**

**3. Multiple Choice**

- (a) Choose the correct missing views
- (b) Choose the correct phrase to complete sentence

These formats are mixed, i.e., missing views identified by matching and/or multiple choice. The test is not a drawing test nor does it require essay answers; therefore, answers are not subject to the grader's interpretation.

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## Test Areas

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**1. Object representation**

- (a) Orthographic
  - (1) Multiview projection
  - (2) Sectional views (manufacturing and architecture)
  - (3) Primary auxiliary views
- (b) Pictorial views (specifically, isometric interpretation)

**2. Symbol/term knowledge (on a basic level) including symbols for**

- (a) Dimensioning and notes (manufacturing and architecture, both nomenclature and convention)
- (b) Sectioning (manufacturing and architecture)
- (c) Welding
- (d) Geometric dimensioning and tolerancing
- (e) Manufacturing processes
- (f) Working drawings (manufacturing and architecture)
- (g) Fits and tolerances
- (h) Scales, lettering and lines

**3. General drafting standards (manufacturing and architecture)**

- (a) Title blocks
- (b) Face of drawing
- (c) Drawing release procedures
- (d) Record keeping
- (e) Reproduction
- (f) Typical drafting department procedures

**4. Basic geometric construction/analysis**

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## Sample Drafter Certification Test Questions

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The following questions provide a sample of the type of questions asked in the American Design Drafting Association (ADDA) Drafter Certification Test. In addition to the narrative questions, there are a number of graphically supported questions on orthographic presentations. The test is tailored to the entry-level applicant. The questions were derived from educational institutions from across the United States.

1. Place an "X" next to the information typically found in the title block of a drawing

- a. Drawing number
- b. Part number
- c. Name and address of company or design firm
- d. Drawing title (Name)
- e. Description of assembly
- f. Checker's name
- g. Material specification

2. Identify the type of note by placing a "G" for General Note or "L" for Local Note next to the description.

- a. Provides information on a particular feature
- b. Consists of information that generally applies to the entire drawing.

3. Match triangle types to the definitions by placing the number of the type next to the correct definition.

Types: 1. Acute, 2. Right, 3. Equilateral, 4. Scalene, 5. Isosceles

Definitions:

- a. A triangle with no angles or sides that are equal.
- b. A triangle with two sides and angles that are equal.
- c. A triangle with a 90 degree angle.
- d. A triangle with all sides and angles that are equal.

4. Place a "T" next to the following statements *if they are true*

- a. Normally fillet welds have equal legs.
- b. An open circle on the elbow of a weld symbol indicates that the weld is performed in the field.
- c. More than one type of weld may be applied to a given joint.
- d. A weld symbol placed above the reference line indicates that the weld is to be made on the "near" or arrow side of the joint.

5. Match the basic types of lines with the proper application by entering the number of the line type next to the correct use.

Types of Lines:

- 1. Center lines, 2. Hidden lines, 3. Break lines, 4. Cutting-plane lines, 5. Visible object lines,
- 6. Border lines, 7. Leader lines, 8. Dimension lines, 9. Sections lines, 10. Extension lines.

Applications:

- a. Lines showing visible edges or contours of an object.
- b. Lines showing the part of the object removed or broken away.
- c. Lines showing where a section was taken; the arrows show the direction of viewing.
- d. Lines showing surfaces or features on an object.
- e. Lines extending from the object used to show lengths and widths for dimensioning.
- f. Lines showing a surface that is cut in a section view.
- g. Lines with arrowheads that point to the extension lines.
- h. Lines showing the center of holes or spherical shapes.
- i. Lines showing the defined outer edges or margins on the drafting media.