

We have noticed some photos for crane credentials are not meeting some of the following photo recommendations.

**Required File Format for Uploaded Photo:**

- Must be in JPEG format
- Must be a minimum of 300 pixels wide and 400 pixels high
- Must be no larger than 200 kilobytes
- The final photo must have an aspect ratio of 3:4

(Please note that these are base guidelines for formatting, these might not work for every situation depending on the equipment being used to take the photo. You will want to work with your IT Dept so the photos can be formatted to fit appropriately when being uploaded AND appropriately print on the card as an end result. )

**Photo Taking Guidelines:**

- Take picture against a plain white or light gray background
- Person taking photo should stand 2 to 3 feet away from candidate.
- Candidate should face directly toward camera, with head and tops of shoulders visible.
- Photos should be taken in a well-lit area, so the whole face is visible and without shadows.
- Face should occupy about ½ of the width of the photo.
- No hats, headgear, sunglasses, safety goggles, etc.
- When saving a picture to JPEG format, do not use the highest possible quality setting. This will make the file much larger without improving its quality. A setting of 70% to 90% is fine or 300x400 pixels.
- Due to fundamental differences between computer displays and printers, it is impossible for any on-screen preview to reflect the exact appearance of the finished product. A general rule of thumb is that printed photos will appear darker than they do on screen.
- NCCER is not responsible for the quality or content of uploaded photographs.

\_\_\_\_\_ Some of the photos that are being submitted **are too dark** please educate the person taking the pictures to take them in a well-lit area with enough lighting.

\_\_\_\_\_ Some of the photos that are being submitted **are taken too far away** please educate the person taking the pictures to follow the above guidelines.

\_\_\_\_\_ Some of the photos that are being submitted **are not formatted correctly** please educate the person taking the pictures to follow the above guidelines. You will want to work with your IT Dept so the photos can be formatted to fit appropriately when being uploaded AND appropriately print on the card as an end result.

**Please note that if you or the candidate does not like the way their photo appears on their gold card, a new photo must be submitted and there is a \$10.00 reprint cost.**