

Tips for Student Photos

Review these tips, along with the examples on Page 2, to learn how to take high quality student photos. The Department of Health Services (DHS) uses the student photos for certification cards.

Setting Up

1. Choose a location with a solid, light to medium colored wall for the background, and no bright lights or windows that face the camera or will shine brightly to one side of the student's face.
2. There is no need to use a standalone camera. Modern smartphones work well.
3. Use a minimum image resolution setting of 1024 x 768 pixels. If using an iPhone or Samsung smartphone, you can use the default image resolution. *This is very important because DHS crops the original photo to print on the certification card.*
4. Turn on your flash. This is especially important to ensure that photos are of equal quality regardless of a person's skin tone. Please do not skip this step.

Composing

1. Tell your student to remove their sunglasses, face masks, and any accessory that would hide or shade their face. This does not include any head coverings worn for religious purposes.
2. Ask your student to stand at least two steps away from the background surface.
3. Have the student hold their name card so that the card is between their collarbone and their chest.
4. "Zoom" in or out (with your feet, if needed) so the picture includes the student's entire head, a small amount of space above the head and the full name card in the frame, but not much else.
5. Count down out loud or use another method so the student knows exactly when you are taking the photo. This helps prevent strange expressions and closed eyes.

Checking and Retaking Photos

Before taking the next student's photo, check your work. Retake it if:

- It is blurry or out of focus.
- It is too dark or too bright or washed out.
- The student's eyes are closed or they are looking away.
- The student's eyeglasses reflect. Try having them tilt their head or use different lighting.

Submitting Student Photos to DHS

1. Include the student's full name in the photo file name.
2. Put all student photos associated with a class into a folder named with the course info (discipline, initial or refresher) and the class date.



3. Compress the folder into a zip file.
4. Drag it into your company's drop box on the [Training Provider SharePoint site](#).

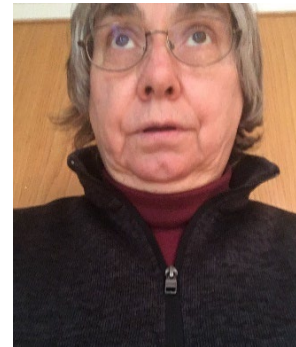
Examples of Frequent Photo Problems



Motion blur



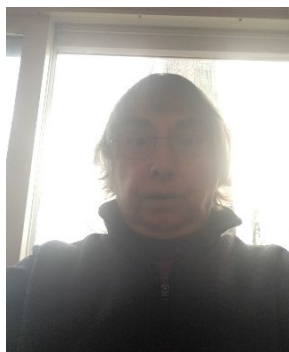
Out of focus



Missing top of head



Poorly lit



Backlit, shadowed face



Busy background



Looking away from the camera



Face covering



Sunglasses/transition lenses

A Model Student Photo

An Apple iPhone 7 took this photo.
DHS crops the original photo to a 5x6 ratio and resizes 240 by 200 pixels for printing on a

