

American Society for Quality

CQA# _____ **Exp. Date:** _____
CQA-HACCP# _____ **Exp. Date:** _____
CQA-Biomedical# _____ **Exp. Date:** _____
CQE# _____ **Exp. Date:** _____
Certified Quality Manager# _____ **Exp. Date:** _____
CRE# _____ **Exp. Date:** _____
CSQE# _____ **Exp. Date:** _____
SSBB# _____ **Exp. Date:** _____
CCT# _____ **Exp. Date:** _____

Synchronization: (yes) _____ (no) _____ (NA) _____

Member No. _____ Section No. _____

Name _____

Address _____

_____ E-mail _____

New Address? (yes) (no) Telephone (Home) _____

(Work) _____ (Fax) _____

FEES	please make check / money order payable to: ASQ	
	Member	Nonmember
One certification	___ US \$30.00	___ US \$50.00
Two or more certifications	___ US \$50.00 TOTAL	___ US \$50.00 EACH
YOU MUST INCLUDE PAYMENT. Do not send cash; we accept check, money order, bank draft, or credit card: Check No. _____		
<small>(U.S. dollars drawn on a U.S. financial institution)</small>		
Circle one:	Visa	MasterCard American Express
Card No.	_____	Exp. _____
Cardholder Signature:	_____	

I affirm that the information contained herein is correct, and, if approved, I will be governed by the ASQ Code of Ethics and related certification rules.

Applicant Signature and Date _____

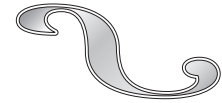
Recert. Chair/SEC Signature and Date _____

RECERTIFICATION JOURNAL APPLICATION 18-Point Program

		MAXIMUM RU CREDIT ALLOWED	Total RU Credits Claimed	Recert. Chair/ SEC Initials
(A)	Professional Development	.1 RU per hour 1 CEU = 1 RU	9.0	
(B)	Employment	FT .3 RU per month or 3.6 RUs per year PT .15 RU per month or 1.8 RUs per year	10.8	
(C)	Instructor	1 Credit = 1.5 RUs 1 CEU = 1.5 RUs .15 RU per hour	10.8	
(D)	Student	1 Credit = 1 RU 1 CEU = 1 RU .1 RU per hour	9.0	
(E)	Meetings	.3 RU per meeting .3 RU per workshop	9.0	
(F)	Committees	1.5 RUs per committee per year	4.5	
(G)	Certifications	1 RU per certificate	3.0	
(H)	Proctoring	.5 RU assist. proctor per exam day 1.0 RU chief proctor per exam day	7.0	
(I)	Electronic Media	.025 RU/15 min.	3.6	
(J)	Publishing	Author Co-author	9.0	
	Paper	1 RU .5 RU		
	Book	3 RUs 1.5 RUs		
	Presentation	1 RU 1.0 RU		
TOTALS:				



Congratulations and Welcome to Recertification!



ASQ certification is a mark of career excellence that affirms your commitment to quality and demonstrates your expertise and knowledge of state of the practice. Most important, it is acceptance and recognition from your peers.

To maintain the integrity of your certification ASQ requires that you recertify every three years - either by journal or by testing. The purpose of recertifying is to ensure that as an ASQ-certified quality professional you maintain the same level of knowledge originally demonstrated when you passed the written examination. If you do not recertify, your certification will lapse and ASQ will no longer recognize you as "certified."

"What is recertification by RU credits and what are the requirements for doing it?" you may ask.

Recertification by RU credits is a simple process of obtaining a minimum of 18 recertification units (RUs) within your three-year certification period. You may accumulate the 18 RU credits from professional activities that either increase your knowledge of the Body of Knowledge (BOK) **OR** that are job enhancing. All activities may be started before you initially obtain your ASQ certification, but must be completed within your three-year recertification period to qualify. Refresher courses, for initial certification exams, may **not** be counted toward that recertification period, but may be applied toward another recertification if it lies within that certification BOK **OR** is job enhancing. You may also choose to recertify by exam every three years in lieu of recertifying by RU credits. But not too many people prefer that choice, so please read on to find out how easy and convenient recertifying by RU credits can be!

You will find many helpful and new tips for recertification included in the journal. If you do not find what you are looking for, please feel free to contact ASQ with any questions, comments, or concerns. You may either conveniently contact us by e-mail at cs@asq.org or call our main customer service phone number at 800-248-1946 in the United States, Canada, and Mexico. All other international calls please call 414-272-8575. You may also find further information on the recertification program on the ASQ Web site, www.asq.org/cert/recert/index.html .

See How Simple It Is!

(EXAMPLE)

Full-time employment	10.8 RU
AQC 3-day attendance	3.0 RU
Company-sponsored training (e.g., Project Management, Microsoft Excel 2000, Diversity in the Workplace)	4.0 RU
ASQ section meetings (3 mtgs. per yr.)	<u>2.7 RU</u>
Total:	20.5 RUs claimed over 3-yr. recertification period

ASQ Members: Please submit your journal to your local section recertification chair or section examining committee (SEC).

Nonmembers: Please submit your journal directly to ASQ headquarters at:

ASQ
Attn: Recertification Coordinator
PO Box 3005
Milwaukee, WI 53201-3005

***Make sure you include a copy of the certification(s) being recertified within your packet.
All prices listed in journal are subject to change without notice.***

(B)

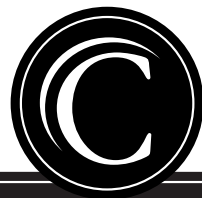
EMPLOYMENT

RU CREDIT FULL-TIME	RU CREDIT PART-TIME	CATEGORY MAXIMUM
.3 RU/month OR 3.6 RUs/year	.15 RU/month OR 1.8 RUs/year	10.8 RUs

- Employment may be full-time or part-time.
- If you are unemployed for any length of time you may not accrue any RU credits toward employment during that period.

DOCUMENTATION REQUIRED:

- A letter from each employer, on company letterhead and authored by either your direct supervisor or the personnel department, that verifies your job title, duties, dates of employment, and classification (full-time or part-time).
- A client listing and/or letters from clients (this pertains to self-employed applicants only)



Certification Makes Sense From Any Perspective!

Employee

- Realize your salary goals
- Advance within your organization
- Enhance your career and self-esteem
- Gain recognition for performance excellence
- Affirm your commitment to quality

Employer

- Incorporate ASQ certification in your strategic plan
- Initiate your quality improvement projects by certifying your employees
- Create a quality system with quality tools
- Provide your employees with the tools they need to do quality work
- Organizational excellence starts with ASQ certification



(C)

COURSES INSTRUCTOR CREDIT

	RU CREDIT	EXAMPLE	CATEGORY MAXIMUM
College	1 Semester Credit = 1.5 RUs	3 credits = 4.5 RUs	10.8 RUs
Non-College	1 CEU = 1.5 RUs or .15 RU per hr. of instruction	12 hr. course = 1.8 RUs	
ASQ-Sponsored or Company-Sponsored	1 CEU = 1.5 RUs or .15 RU per hr. of instruction	12 hr. course = 1.8 RUs	

- All courses must clearly apply to at least one area of the Body of Knowledge for the discipline (CQE, CQA, CRE, etc.) being recertified **OR** be job-enhancing.
- Non-college courses are those sponsored by a technical society other than ASQ or sponsored by an independent consultant. This category also includes seminars and workshops.
- ASQ-sponsored courses are those sponsored by a section or division or the Learning Offerings work group at ASQ headquarters.
- All courses must be taught **IN ADDITION** to your usual job responsibilities and verified as such in writing by immediate supervisor/manager or HR department or from client. Courses must be completed during the recertification period.

DOCUMENTATION REQUIRED:

- A letter from the college, company, or organization verifying the course title, dates, and hours instructed **OR**
- Course outline or description that documents the instructor's name, course title, and dates

	RU Claimed
Educational Institution: _____ Course Name: _____ Number of Hours: _____ Dates: _____	
Educational Institution: _____ Course Name: _____ Number of Hours: _____ Dates: _____	
Educational Institution: _____ Course Name: _____ Number of Hours: _____ Dates: _____	
Educational Institution: _____ Course Name: _____ Number of Hours: _____ Dates: _____	

(D)

COURSES **STUDENT CREDIT**

	RU CREDIT	EXAMPLE	CATEGORY MAXIMUM
College	1 Semester Credit = 1 RU	3 credits = 3 RUs	9.0 RUs
Non-College	1 CEU = 1 RU or .1 RU per hr. of class	12 hr. course = 1.2 RUs	
ASQ-Sponsored or Company-Sponsored	1 CEU = 1 RU or .1 RU per hr.	12 hr. course = 1.2 RUs	
Home-Study	1 CEU = 1 RU		

- **Self-paced studying/preparation does not qualify for RU credits.**
- All courses must be completed within your recertification period.
- All courses must clearly apply to at least one area of the Body of Knowledge for the discipline (CQE, CQA, CRE, etc.) being recertified **OR** be job-enhancing.
- An audited course (a course that awards no academic credit) earns the same RU credit as a course taken for academic credit. Eighty-percent attendance is required.
- College courses are those that are part of a degree program offered through university, or a technical or community college.
- *Non-college courses* are those that are sponsored by a technical society other than ASQ, or sponsored by an independent consultant either through your employer or on your own behalf.
- *ASQ-sponsored courses* are those offered by a section or division or the Learning Offerings work group at ASQ headquarters.
- If no CEU or college credits are assigned, then you may claim .1 RU credit per hour of course attendance completion.

DOCUMENTATION REQUIRED:

College Course: Copy of official transcript or report card showing semester credit earned, course title, and completion date

Non-College Course: Letter or certificate of completion from the course sponsor verifying hours, dates, and subject matter

ASQ-Sponsored Course: Certificate of completion or letter from the sponsor showing dates, hours, title, and assigned CEU value

Home-Study Course: Certificate of completion showing assigned CEUs or credit value

(F)

COMMITTEES

RU CREDIT	CATEGORY MAXIMUM
1.5 RU per year/per committee	4.5 RUs

- Committee work encompasses ASQ and other professional associations.
- The committee must contribute to the advancement of the quality profession.
- Work may be done on a section, division, technical, or national level.
- Local, state, and national quality award examiner activities may be used.
- Work-related committees **DO NOT** qualify—this is considered part of your employment credit.

DOCUMENTATION REQUIRED:

A letter from a committee officer or from the section/division chair stating the committee's mission, frequency of meetings, your duties, and term of service on committee letterhead. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

	RU Claimed
Committee: _____ Organization: _____ Term Length: _____ Dates Served: _____	
Committee: _____ Organization: _____ Term Length: _____ Dates Served: _____	
Committee: _____ Organization: _____ Term Length: _____ Dates Served: _____	
Committee: _____ Organization: _____ Term Length: _____ Dates Served: _____	
Committee: _____ Organization: _____ Term Length: _____ Dates Served: _____	

(I)

ELECTRONIC MEDIA

RU CREDIT	CATEGORY MAXIMUM
.025 RU/ 15 minutes	3.6 RUs

- Electronic media includes, but is not limited to, audio- and videotapes, CD-ROMs, satellite conferences, etc.
- The media source must directly apply to the Body of Knowledge **OR** be job-enhancing.
- If the media source is part of a training package, credit would be issued under the Courses—Student Credit category.
- Double credit will not be awarded for activities associated with the media source.
Example: If a videotape is shown at a local section meeting, credit can be claimed either for the section meeting or for viewing the videotape—not both events.
- This does not include reading books, articles, or written materials.
- Web-based and computer-based courses must be entered in the student category. (D)

DOCUMENTATION REQUIRED:

A letter on company letterhead signed by your supervisor or personnel department attesting to the date(s) you viewed/listened to the media source, its title and length of time, **OR** a copy of the media source with the above-listed information.

	RU Claimed
Media Source & Title: _____ Length: _____ Date Viewed/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source & Title: _____ Length: _____ Date Viewed/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source & Title: _____ Length: _____ Date Viewed/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source & Title: _____ Length: _____ Date Viewed/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source & Title: _____ Length: _____ Date Viewed/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	

(J)

PUBLISHING

	AUTHOR	CO-AUTHOR	CATEGORY MAXIMUM
Article	1.0 RU per article	0.5 RU per article	9 RUs
Book	3.0 RUs per book	1.5 RUs per book	
Presented Paper	1.0 RU per presentation		

- Each work may be claimed ONCE during a recertification period.
- Each work must apply to at least one area of the applicable Body of Knowledge.
- Papers must be presented at a professional sponsored activity.

DOCUMENTATION REQUIRED:

Magazines: Copy of both the article and the table of contents so we may identify the specific issue of the magazine, the title of the article, and the author/co-author

Books: Copy of the title page showing title and author/co-author PLUS a copy of the table of contents

Presented Papers: Copy of entire program guide

	RU Claimed
Title of Article/Book: _____ Date Published/Presented: _____	
Title of Article/Book: _____ Date Published/Presented: _____	
Title of Article/Book: _____ Date Published/Presented: _____	
Title of Article/Book: _____ Date Published/Presented: _____	
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