

Online Recertification Process



Greater Atlanta Section 1502

26MAY2016



ASQ

The Global Voice of Quality[®]

Recertification Online Application

- ASQ is moving to an electronic platform.
- You can add/edit RUs and also upload supporting documents at any time during your recertification period.
- For right now, this option is in addition to the paper journal, but only if you submit directly to ASQ Milwaukee.
- Once you have submitted your online application, ASQ HQ receives it immediately.



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- Recertification
- TRAINING Recertification
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ASQ

THE GOLD STANDARD.

ASQ certifications are the gold standard in any field. Expand your skill set, increase your salary potential, and improve your marketability and qualifications.

WATCH VIDEO

WHAT DO YOU WANT TO DO?

CONTACT US ACCESS MY

Hello, Judith | My Account | Logout | Cart 0





CERTIFICATION

CERTIFICATION CATALOG

CERTIFICATION OVERVIEW

RECERTIFICATION

Home / Certification / Recertification

RECERTIFICATION

Certification is a mark of excellence. It demonstrates that the certified individual has the knowledge to ensure the quality of products and services. Certification is an investment in your career and in the future of your employer.

You made the effort to pass the certification exam in the first place - now maintain it by being recertified with ASQ. Maintaining your certification secures the investment you've already made in your career.

DO I NEED TO RECERTIFY?

How to know if you need recertification

Welcome, Judith

- Manage My Account
- My Application/Order Status
- My Certifications
- My Recertification Journal
- My Documents
- Log Out
- Apply for an Exam
- Recertify



Did You Pass?








My Recertification Units

ASQ Recertification Units Summary

Welcome to the new ASQ online Recertification Journal! You can now log in your points as you earn them over the three year period. They will be stored here on your record so, once your journal has been approved and your record updated, there is no need to keep hard copies any longer. To add, remove, review or adjust the activities on your journal, press the **Edit** button next to the appropriate recertification unit activity type and follow the instructions provided.

When you have logged a minimum of 18 points and you are within 6 months of your recertification date, hit the **Recertify Now** button at the bottom of the page and you will be taken through the process of submitting and paying for your recertification. Your journal will then be submitted to the recertification coordinator for approval. If we have any questions regarding your credits or documentation, we will contact you. Once submitted, you can check the progress through your [My Certifications](#) page.

If you wish to synchronize any of your certifications, please send in your recertification journal, with appropriate documentation, to your section recertification chair, or to the ASQ recertification coordinator. You will not be able to use the online journal to synchronize.

Activity	Details	Allowed	Claimed	
Professional Development	0.1 RU per hour 1.0 CEU = 1.0 RU	9.00	0.00	
Employment	FT 0.3 RU per month or 3.6 RUs per year PT 0.15 RU per month or 1.8 RUs per year	10.80	0.00	
Instructor	1 Credit = 1.5 RUs 1.0 CEU = 1.5 RUs 0.15 RU per hour	10.80	0.00	
Student	1 Credit = 1.0 RU 1.0 CEU = 1.0 RU 0.1 RU per hour	9.00	0.00	
Meetings	0.3 RU per meeting 0.3 RU per workshop	9.00	0.00	



Edit Recertification Units

Meetings

RU Credit:

- Meetings = 0.3 RU per meeting
- Workshops/Clinics = 0.3 RU per workshop/clinic

Documentation Required:

- *Evidence of attendance:* roster, statement from a section officer, monthly meeting notice signed by a section officer, monthly meeting tickets, or receipts.

Section	Topic	Workshop	Date	RU Claimed	Document
<i>No Meeting activities have been entered.</i>					

- Enter the information about your RU activity in the space below.
- To select electronic or scanned backup documentation to upload for your recertification units:
 - **Format:** We accept PDF files as well as **Bitmap, GIF, JPEG or TIFF** images through this upload process.
 - **File Size:** Individual files must be 8 MB or less.
 - **To Select a File to Upload:** Click the **Browse** button below to locate a file on your computer and double click on the desired file.
- Press the **Add Recertification Units** button to upload your documentation and add your RU activity to the list above.
- To remove an item from the list above, press the **Remove** button next to the activity you want to remove.
- When you have entered all of your activity in this category, press the **Return to Application** button at the bottom of the screen.

Section:

Topic:



Workshop:

Date:

RU Claimed:

File to Upload: Dinner Meeting 28APR2016.pdf (You will be able to upload this later)



Section	Topic	Workshop	Date	RU Claimed	Document
Greater Atlanta Section 1502	Delta Tour / Delta TechOps - Atlanta		04/28/2016	0.30	 
Total Meeting RU:				0.30	

- Enter the information about your RU activity in the space below.
- To select electronic or scanned backup documentation to upload for your recertification units:
 - **Format:** We accept PDF files as well as **Bitmap, GIF, JPEG or TIFF** images through this upload process.
 - **File Size:** Individual files must be 8 MB or less.
 - **To Select a File to Upload:** Click the **Browse** button below to locate a file on your computer and double click on the desired file.
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Section:

Topic:

Workshop:

Date:

RU Claimed:

File to Upload: No file selected. (You will be able to upload this later)

Add Recertification Units



Activity	Details	Allowed	Claimed	
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Employment	FT 0.3 RU per month or 3.6 RUs per year PT 0.15 RU per month or 1.8 RUs per year	10.80	0.00	
Instructor	1 Credit = 1.5 RUs 1.0 CEU = 1.5 RUs 0.15 RU per hour	10.80	0.00	
Student	1 Credit = 1.0 RU 1.0 CEU = 1.0 RU 0.1 RU per hour	9.00	0.00	
Meetings	0.3 RU per meeting 0.3 RU per workshop	9.00	0.30	



The Rest of the Puzzle Pieces

- Your application is processed within 48 Business Hours.
There are **2 people** at Milwaukee to process **ALL** submissions.
- You will need to log-in to check your status.
- Once approved, you can view your certificate and print.
- A hardcopy will then be mailed within 7-10 business days.
- You cannot synchronize multiple certifications online.
These must be done with paper journal.
- **Eventually, the paper journal will be eliminated.**



Questions?



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Recertification – Lisa Valle, ASQ Recertification Coordinator

Thank you.