RECERTIFICATION JOURNAL

ASQ Credentials That Require Recertification

- Certified Biomedical Auditor
- Certified Calibration Technician
- Certified HACCP (Food Safety) Auditor
- Certified Manager of Quality/ Organizational Excellence
- Certified Master Black Belt
- Certified Pharmaceutical GMP Professional

- Certified Quality Auditor
- Certified Quality Engineer
- Certified Reliability Engineer
- Certified Six Sigma Black Belt
- Certified Software Quality Engineer
- Certified Supplier Quality Professional
- ASQ/DON Certified Lean Six Sigma Black Belt

ASQ Recertification
asq.org/cert

50 Years of Certification
Quality Certifications Since 1968
ASQ

ASQ CODE OF ETHICS

INTRODUCTION

The purpose of the American Society for Quality (ASQ) Code of Ethics is to establish global standards of conduct and behavior for its members, certification holders, and anyone else who may represent or be perceived to represent ASQ. In addition to the code, all applicable ASQ policies and procedures should be followed. Violations to the Code of Ethics should be reported. Differences in work style or personalities should be first addressed directly with others before escalating to an ethics issue.

The ASQ Professional Ethics and Qualifications Committee, appointed annually by the ASQ Board of Directors, is responsible for interpreting this code and applying it to specific situations, which may or may not be specifically called out in the text. Disciplinary actions will be commensurate with the seriousness of the offense and may include permanent revocation of certifications and/or expulsion from the Society.

FUNDAMENTAL PRINCIPLES

ASQ requires its representatives to be honest and transparent. Avoid conflicts of interest and plagiarism. Do not harm others. Treat them with respect, dignity, and fairness. Be professional and socially responsible. Advance the role and perception of the quality professional.

EXPECTATIONS OF A QUALITY PROFESSIONAL

A. Act with Integrity and Honesty

1. Strive to uphold and advance the integrity, honor, and dignity of the quality profession.
2. Be truthful and transparent in all professional interactions and activities.
3. Execute professional responsibilities and make decisions in an objective, factual, and fully informed manner.
4. Accurately represent and do not mislead others regarding professional qualifications, including education, titles, affiliations, and certifications.
5. Offer services, provide advice, and undertake assignments only in your areas of competence, expertise, and training.

B. Demonstrate Responsibility, Respect, and Fairness

1. Hold paramount the safety, health, and welfare of individuals, the public, and the environment.
2. Avoid conduct that unjustly harms or threatens the reputation of the Society, its members, or the quality profession.
3. Do not intentionally cause harm to others through words or deeds. Treat others fairly, courteously, with dignity, and without prejudice or discrimination.
4. Act and conduct business in a professional and socially responsible manner.
5. Allow diversity in the opinions and personal lives of others.

C. Safeguard Proprietary Information and Avoid Conflicts of Interest

1. Ensure the protection and integrity of confidential information.
2. Do not use confidential information for personal gain.
3. Fully disclose and avoid any real or perceived conflicts of interest that could reasonably impair objectivity or independence in the service of clients, customers, employers, or the Society.
4. Give credit where it is due.
5. Do not plagiarize. Do not use the intellectual property of others without permission. Document the permission as it is obtained.

CONGRATULATIONS AND WELCOME TO RECERTIFICATION!

Maintaining your ASQ certification is crucial to your professional growth. It demonstrates your continuing commitment to quality initiatives and methodologies, provides you with enhanced career opportunities, and in some cases, could be a requirement from your current employer. ASQ makes it easy for you to manage your recertification activities and ensure your certification stays current, thus giving you a competitive edge in the employment marketplace.

In accordance with ISO 17024 Standards for Conformity Assessment, recertification conditions shall ensure that there is impartial evaluation to confirm the continuing competence of the certified person. To maintain the integrity of your certification, ASQ requires that you recertify every three years—either by journal or by exam. If you do not recertify, your certification will lapse and ASQ will no longer recognize you as "certified."

Please note that the CQI, CQT, CQIA, CQPA, CSSGB, and CSSYB do not require recertification, as these are lifetime certifications.

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CHOOSE YOUR PATH

1. RECERTIFICATION BY RU CREDITS
Journal Summary on page 6
Application on page 7
Worksheets on pages 8-17

Recertification by journal is a simple process of obtaining a minimum of 18.0 recertification units (RUs) within your three-year certification period. **Details for submitting RU credits are on the next page.** You may apply for recertification up to six months before or after your recertification date. (The six months after your recertification date is a "grace period," so that you can collect your documentation and submit your journal packet along with payment.) Credits collected after your recertification date will apply toward your next recertification application.

2. RECERTIFICATION BY EXAM
Application on page 18

You may also recertify by taking the entire examination. Please note that if you fail the exam, you will be decertified, and must then reapply as a new applicant. You may recertify by exam up to one year before or after your recertification date. However, your renewal date will always be calculated from your recertify by date.

Example: Your CQA, which would expire 06/30/16, was recertified by exam 12/15. The new recertification date will be 06/30/18.

You have one year from your recertification date to recertify by exam before your certification(s) will decertify. After the six-month grace period, you can only recertify by exam.

RECERTIFICATION FOR INTERNATIONAL SITES

The ASQ recertification program has limited contacts for international sites. Currently we have recertification contacts for Argentina, Australia, Austria, Brazil, Germany, Israel, Japan, Korea, Malaysia, Singapore, South Africa, Spain, Switzerland, Trinidad and Tobago, and the United Arab Emirates (U.A.E.). To obtain an ASQ contact within each of these international locations, please email the ASQ recertification coordinator at cert@asq.org or contact us at +1-414-272-8575 or, alternatively, write to us at the address below for more information.

ASQ, Attn: Recertification Coordinator
P.O. Box 3005,
Milwaukee, WI 53201-3005

Do you need RU credits?

The Society offers many ways to earn credits to help you recertify by journal. Below are some useful examples.

Benefits include:
- Become a member – earn 0.5 RUs per year for a total of 1.5 RUs; visit **asq.org/membership**
- Attend a local ASQ section or division network event – 0.5 per meeting – held monthly; visit **asq.org/communities**
- Take a refresher course – ASQ offers online or self-paced courses that are easy ways to earn RU credits; visit **asq.org/training**
- Attend an ASQ conference or event – check out future events at **asq.org/conferences**
- Volunteer for ASQ test development – active certification and membership required; contact us at: **cert@asq.org**

LOOKING FOR RUs?
LOOK TO ASQ TRAINING!

Flexible formats to fit your schedule and budget:
Choose from web-based, virtual, classroom, or blended courses.

50 topic areas:
From auditing, standards, Six Sigma, risk management, and more, you'll find more courses with applicable credits than anywhere else.

Designed and developed by the best subject matter experts (SMEs):
SMEs are chosen for both theoretical and practical experience.

Taught by the highest rated instructors:
All instructors are vetted through a rigorous validation process.

You've received the most respected certification in quality. Maintain it with the highest level of training.
Visit asq.org/training today.

SUBMISSION OF RU CREDITS FOR RECERTIFICATION

ASQ offers multiple convenient ways for you to submit your recertification journal based on your personal preference and expected turnaround time. In general, electronic submissions have a faster turnaround time and are cost effective.

You can accumulate the 18.0 RU credits from your professional activities that either increase your knowledge of the Body of Knowledge (BoK) or that are job enhancing. All activities can start before you initially obtain your ASQ certification and must be completed within your three-year recertification cycle to qualify. Worksheets A-J on pages 8-17 provide full details on qualifying events and documentation required to earn RU points.

Please remember to …

1. Sign the recertification application

2. List the various certifications that you have and their recertification dates

3. Indicate whether you wish to synchronize two or more certifications

4. Check the summary on page 6 to make sure you have at least 18.0 RU credits

5. Include payment—either credit card or personal/company check

6. Attach only the documentation for the sections where you claim credit

Did you know …

You can apply for recertification online; it's simple, it's fast, and it's easy.

Step 1. Log into your account at asq.org/cert/signin, then navigate to the recertification landing page.

Step 2. Click on the recertify link in the right-hand column and then begin.

Online Recertification

Benefits include:

• Saves time – faster turnaround time of about two weeks or less

• Saves money – no need to pay to ship all the documents; simply scan and upload online

• More convenient – user-controlled document upload and submission

• More reliable – reduces risk of lost packages

See how easy it is to accumulate RU credits!

(EXAMPLE)

Activity	Worksheet		RU Credits Claimed
Full-time employment	**(B) Employment**	p. 6	10.8
ASQ World Conference on Quality and Improvement three-day attendance	**(A) Professional Development**	p. 5	3.0
Company-sponsored training (e.g., project management, Microsoft Excel 2016, diversity in the workplace) *(30 hours of training over three years)*	**(D) Student**	p. 8	3.0
ASQ section meetings (three meetings per year)	**(E) Meetings**	p. 10	3.0
		TOTAL:	**19.8**

(claimed over a three-year recertification period)

ASQ RECERTIFICATION BY RU CREDITS **JOURNAL SUMMARY**

18-Credit Program ➡ Use worksheets A-K (pp. 8-17) to calculate RU credits.				Maximum RU Credit Allowed	Total RU Credits Claimed	Recert. Chair/SEC Initials
➡ **(A) Professional Development**	0.1 RU per hour 1.0 CEU = 1.0 RU			9.0		
➡ **(B) 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			10.8		
➡ **(C) Instructor**	1 Credit = 1.5 RUs 1.0 CEU = 1.5 RUs 0.15 RU per hour			10.8		
➡ **(D) Student**	1 Credit = 1.0 RU 1.0 CEU = 1.0 RU 0.1 RU per hour			9.0		
➡ **(E) Meetings**	0.5 RU per meeting 0.5 RU per workshop			11.0		
➡ **(F) Committees**	2.0 RUs per committee, per year, elected officer 1.5 RUs per committee, per year, member leader			8.0		
➡ **(G) Certifications**	2.0 RUs per ASQ certification 1.0 RU per other certifications			6.0		
➡ **(H) Proctoring**	0.5 RU assist. proctor per exam day 1.0 RU chief proctor per exam day 0.25 RU for registration assistant			5.0		
➡ **(I) Multimedia**	0.025 RU/15 min.			3.6		
➡ **(J) Publishing**	Author	Co-author	Editor	9.0		
Media Review	0.5 RU	per published review	N/A			
Article	1.0 RU	0.5 RU	N/A			
Book	4.0 RUs	2.0 RUs	1.0 RU per book			
Presented Paper	1.0 RU	1.0 RU	N/A			
➡ **(K) ASQ Membership Type**	Year 1	Year 2	Year 3	1.5		
Full (senior, fellow, and corporate)	0.5 RU	0.5 RU	0.5 RU			
Associate	0.5 RU	0.5 RU	0.5 RU			
Student	0.5 RU	0.5 RU	0.5 RU			
				TOTAL:		**RU Credits**

ASQ RECERTIFICATION BY RU CREDITS APPLICATION

1. The worksheets on pages 8 – 17 will help you calculate the RU credits you can claim and provide lists of the documentation required to support your claims.
2. This complete application, the journal summary on the reverse side, the appropriate worksheets and support documentation are required before recertification will be approved.
3. To apply online, go to **asq.org** and log into your ASQ account, then navigate to the recertification landing page to recertify.

APPLICANT INFORMATION

Name   Member No.

Mailing Address   New Address?   Yes   No

Email   Phone(s)

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

Applicant Signature   Date

Recertification Chair/SEC   Received Date
(Only applicable when applying through a section.)

CERTIFICATION NUMBER(S) AND RECERTIFY BY DATE(S)

	Certificate Number	Recertify by Date
CBA		
CCT		
CHA		
CMBB		
CMQ/OE		
CPGP		
CQA		

	Certificate Number	Recertify by Date
CQE		
CRE		
CSQE		
CSQP		
CSSBB		
ASQ/DON CLSSBB		

Synchronization?   Yes   No   NA   If you hold multiple ASQ certifications you can "synchronize" them and renew them all at once by submitting a single recertification journal instead of separately renewing different certifications with different recertification dates. For information about synchronization please see our **FAQs on page 20**.

FEES (in U.S. $)   Please make check/money order payable to: ASQ

	ASQ Member	Nonmember	
One certification	$69	$109	
Two or more certifications	$89 TOTAL	$109 EACH	# of certifications

Select One: Visa   MasterCard   American Express   Check No.   Total Due $

Credit Card No.   CVV No.   Exp. Date

Card Holder Name (please print)   Signature

Billing Address

    I have read and agree to the **ASQ Code of Ethics**.

YOU MUST INCLUDE PAYMENT: Do not send cash; we accept check, money order, bank draft or credit card. (Payment must be in U.S. dollars drawn on a U.S. financial institution.) Fees subject to change without notice. Priority Code/Coupon Code/ASQ Bucks. If payment amount is incorrect or a price increase occurs, we will bill you accordingly or change your credit card the appropriate amount.

PROFESSIONAL DEVELOPMENT **WORKSHEET (A)**

RU CREDIT	CATEGORY MAXIMUM
0.1 RU per hour 1.0 CEU = 1.0 RU	**9.0 RUs**

- You can claim credit for conferences, seminars, workshops, webinars, and forums sponsored by a company or technical society/organization, or another organization focused on professional development. Credit for massive open online courses (MOOCs) should be taken in Student category (D).
- Pre- and post-conference tutorials are considered separately for RU credit.
- ASQ's World Conference on Quality and Improvement and ASQ forum/division conferences earn 1.0 RU per day.
- For all other conferences, please refer to the individual conference brochure for CEU or credit listings. If none is listed, then you may claim 0.1 RU credit per hour of attendance completion.

DOCUMENTATION REQUIRED:
- » *Proof of Attendance:* Name badge, attendance roster, sign-in sheet, certificate of completion, or travel voucher, PLUS
- » *Activity Description:* Program guide, outline, description, or schedule verifying dates or number of hours

	RU CLAIMED
Date: Sponsor: Activity:	
Date: Sponsor: Activity:	
Date: Sponsor: Activity:	
Date: Sponsor: Activity:	
Date: Sponsor: Activity:	
Date: Sponsor: Activity:	
Date: Sponsor: Activity:	
Date: Sponsor: Activity:	
Date: Sponsor: Activity:	

SEE RU CREDIT SUMMARY ➡

(A) Professional Development Total:
Total will not exceed category maximum

EMPLOYMENT WORKSHEET (B)

RU CREDIT FUll-TIME	RU CREDIT PART-TIME	CATEGORY MAXIMUM
0.3 RU/month *or* 3.6 RUs/year	0.15 RU/month *or* 1.8 RUs/year	**10.8 RUs**

- Employment may be full-time or part-time.
- You may not accrue any RU credits toward employment for any period in which you are unemployed.

DOCUMENTATION REQUIRED:

- » A wage slip or other documentation that verifies employment
- » 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), OR
- » A client listing and/or letters from clients (this pertains to self-employed applicants only)
- » If you are unable to obtain a letter from a past employer, you may use a W2 or a first/last pay stub. You may black out the social security number and income amount from these documents.

	RU CLAIMED
Employer: Job Title: Job Description:	
Employer: Job Title: Job Description:	
Employer: Job Title: Job Description:	
Employer: Job Title: Job Description:	
(B) Employment Total: *Total will not exceed category maximum*	

Dates Employed: (in each employer row)

SEE RU CREDIT SUMMARY ➡

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

COURSES—INSTRUCTOR CREDIT WORKSHEET (C)
CREDIT FOR TEACHING OR LEADING COURSES

	RU CREDIT	EXAMPLE	CATEGORY MAXIMUM
College	1 semester/quarters Credit = 1.5 RUs	3 credits = 4.5 RUs	**10.8 RUs**
Noncollege	1.0 CEU = 1.5 RUs *or* 0.15 RU per hr. of instruction	12-hr. course = 1.8 RUs	
ASQ-Sponsored *or* Company-Sponsored	1.0 CEU = 1.5 RUs *or* 0.15 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.
- Noncollege 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, division, or forum, or by Learning Offerings at ASQ headquarters.

- All courses must be taught in addition to your usual job responsibilities and verified as such in writing by your 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:	
(C) Instructor Total: *Total will not exceed category maximum*	

SEE RU CREDIT SUMMARY ➡

COURSES—STUDENT CREDIT WORKSHEET (D)
CREDIT FOR ATTENDING COURSES

COURSE TYPE	RU CREDIT	EXAMPLE	CATEGORY MAXIMUM
College	1 semester/quarter hour credit = 1.0 RU	3 credits = 3.0 RUs	
Noncollege	1.0 CEU = 1.0 RU *or* 0.1 RU per hour of class *or* 1 contact hour = 0.1 RU per hour	2.0 CEUs = 2.0 RUs 12-hour course = 1.2 RUs 2 contact hours = 0.2 RU	
ASQ-Sponsored *or* Company-Sponsored (in-house and offsite)	1.0 CEU = 1.0 RU *or* 0.1 RU per hour of class *or* 1 contact hour = 0.1 RU per hour	2.0 CEUs = 2.0 RUs 12-hour course = 1.2 RUs 2 contact hours = 0.2 RU	**9.0 RUs**
Home Study	1.0 CEU = 1.0 RU	2.0 CEUs = 2.0 RUs	
Massive Open Online Courses (MOOCs)	1 contact hour = 0.1 RU	2 contact hours = 0.2 RU	

NOTE: This category is for educational courses and does not cover short-duration workshops for which participants do not receive a grade. Workshops should be included in the Professional Development category.

- **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 a university, or a technical or community college.
- Noncollege 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, division, or forum, or by Learning Offerings at ASQ headquarters.
- Home-study courses are offered through independent companies such as MGI.

- Massive open online courses (MOOCs) are offered through a university, a consortium such as Coursera or EDX, or an independent company such as Udacity.
- If no CEU or college credits are assigned, you may claim 0.1 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
> » *Noncollege 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 or credit value
> » *Home-Study Course:* Certificate of completion showing assigned CEUs or credit value
> » *Massive Open Online Course:* Copy of official transcript if grade is offered, or certificate of completion from the course provider showing dates, title, and subject matter. No credit is given for MOOCs that do not have a grade or a verified certificate of completion.

	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:	
Educational Institution: Course Name: Number of Hours: Dates:	
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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) Student Total: *Total will not exceed category maximum*	

SEE RU CREDIT SUMMARY ➡

MEETINGS WORKSHEET (E)

	RU CREDIT	CATEGORY MAXIMUM
Meetings	0.5 RU per meeting	**11.0 RUs**
Workshops/Clinics	0.5 RU per workshop/clinic	

- Monthly membership meetings for ASQ or other technical societies earn RU credit.
- Meetings must be technically or professionally based (e.g., plant tours). Meetings of a social nature do not earn credit. The maximum number of RUs that may be earned for a single meeting is 0.5.
- Clinics and workshops must be held directly before or after the meetings. The maximum number of RUs that may be earned for a clinic or workshop in conjunction with a section meeting is 0.5. Full-day clinics or workshops should be entered in Professional Development category (A).
- Combined with the maximum 0.5 RU earned for a meeting, the total maximum number of RUs that may be earned from a meeting and associated clinics or workshops on a single date is 1.0.

- If you transfer from one ASQ section to another, it is your responsibility to maintain your attendance evidence from the previous section.
- Work-related meetings in your place of employment do not qualify—this is considered part of your employment credit.

DOCUMENTATION REQUIRED:
» Evidence of attendance: roster, statement from a section officer, monthly meeting notice signed by a section officer, monthly meeting tickets, or receipts

	RU CLAIMED
Date:　　　　　　　　　　Section: Meeting/Workshop/Clinic: Topic:	
Date:　　　　　　　　　　Section: Meeting/Workshop/Clinic: Topic:	
Date:　　　　　　　　　　Section: Meeting/Workshop/Clinic: Topic:	
Date:　　　　　　　　　　Section: Meeting/Workshop/Clinic: Topic:	
Date:　　　　　　　　　　Section: Meeting/Workshop/Clinic: Topic:	
Date:　　　　　　　　　　Section: Meeting/Workshop/Clinic: Topic:	
(E) Meetings Total: *Total will not exceed category maximum*	

SEE RU CREDIT SUMMARY ➡

COMMITTEES WORKSHEET (F)

COMMITTEE ROLE	RU CREDIT	CATEGORY MAXIMUM
Elected Officer (Chair, Chair-Elect, Secretary, Treasurer)	2.0 RUs per year of service	
Member leader in appointed position	1.5 RUs per year/per committee	8.0 RUs
Member who performs ad-hoc responsibilities	0.1 RU per hour, up to a max of 0.3 per event/activity, for a total of 0.9 RU per year; 2.7 RUs is MAX for ad-hoc service	

- Committee work encompasses ASQ and other professional associations and must contribute to the advancement of the quality profession.
- Committee work may be done on a section, division, technical, or national level. Examples include: facilitators or liaisons to ASQ volunteer governing groups, Editorial Review Committees for Quality Progress, program planning, or conference planning committee for a section.
- Local, state, and national quality award examiner activities may be used.
- Work-related committees in your place of employment do not qualify—this is considered part of your employment credit.
- If your committee involvement does not encompass a full year, then prorate RU credit to ascertain actual RU credits earned.
- Member leader in an appointed position includes anyone who participates on an organizational leadership team in a volunteer capacity; this may include webmasters (unpaid) or discussion board moderators.
- Service contributed to an ASQ section, division, or forum or interest group on an ad-hoc basis can be considered for RUs provided the following criteria are met:

  » Service is in direct support of an ASQ section, division, forum, or interest group and sanctioned by the section/division/forum/interest group chair.
    - Activities that are not included in this service are: meeting room set-up/arranging chairs and tables, or taking reservations/RSVPs for meetings.
  » 0.3 RU per activity or event for a maximum of three activities/events or 0.9 RU can be requested or awarded in a 12-month period.
- Formal committee service cannot be combined with ad-hoc service in any given year.

DOCUMENTATION REQUIRED:
» A letter or certificate from the appropriate chair stating the committee's mission, frequency of meetings, your duties, and term of service on section/division/forum/interest group letterhead. NO OTHER DOCUMENTATION WILL BE ACCEPTED.

	RU CLAIMED
Committee: Organization: Team Length: Dates Served:	
Committee: Organization: Team Length: Dates Served:	
Committee: Organization: Team Length: Dates Served:	
(F) Committees Total: *Total will not exceed category maximum*	

SEE RU CREDIT SUMMARY ➡

CERTIFICATIONS WORKSHEET (G)

RU CREDIT	CATEGORY MAXIMUM
2.0 RUs per ASQ certification earned; 1.0 RU per certification from another professional organization	**6.0 RUs**

- Credit is given for obtaining additional ASQ certifications, as well as certification from other professional societies.
- RU credit applies to initial certification, *not* recertification.
- Certification must be granted during the current ASQ recertification period.
- Certificate of completion (end of course certificate) is *not* the same as earning an initial certification with a potentially assigned number and possible recertification date.

DOCUMENTATION REQUIRED:
» A copy of the certificate showing the original certification date

	RU CLAIMED
Certification:	
Certification:	
Certification:	
Certification:	
Certification:	
Certification:	
(G) Certifications Total:	

Total will not exceed category maximum

SEE RU CREDIT SUMMARY ➡

EXAM PROCTORING WORKSHEET (H)

RU CREDIT	CATEGORY MAXIMUM
1.0 RU chief proctor/per exam day 0.5 RU assistant proctor/per exam day 0.25 RU registration assistant/per exam day	**5.0 RUs**

- Chief proctor receives 1.0 RU credit per exam day.
- Assistant proctor receives 0.5 RU credit per exam day.
- Registration assistants receive 0.25 RU credit per exam day. Records of registration assistants must be maintained in section records.
- Only proctoring for ASQ certification exams earns credit.

DOCUMENTATION REQUIRED:
» Copy of letter from ASQ Certification Offerings for chief proctor/assistant proctor
» Copy of letter from local section leadership for registration assistant

			RU CLAIMED
Date:	Section:	Exam:	
Date:	Section:	Exam:	
Date:	Section:	Exam:	
Date:	Section:	Exam:	
Date:	Section:	Exam:	
Date:	Section:	Exam:	
		(H) Proctoring Total:	

Total will not exceed category maximum

SEE RU CREDIT SUMMARY ➡

MULTIMEDIA WORKSHEET (I)

RU CREDIT	CATEGORY MAXIMUM
0.025 RU/15 minutes	**3.6 RUs**

- To receive credit in this category, media must be watched or listened to for a minimum of 15 minutes. No credit may be claimed for simply adding media to a quality library.
- Electronic media includes, but is not limited to, audio and video, CD-ROMS, DVDs, podcasts, etc. Webinars should be claimed under the Professional Development category (A).
- 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 Course – Student Credit category (D).
- Double credit will not be awarded for activities associated with the media source. Example: If a video is shown at a local section meeting, credit can be claimed either for the section meeting or for viewing the video—not for both events.

- This credit is not given for reading books, e-books, articles, or written materials.
- Web-based and computer-based courses, including massive open online courses (MOOCs), in degree and nondegree format, may be claimed under the Student category (D).

	RU CLAIMED
Media Source and Title: Organization: Length: Dates Viewed/Listened: BoK Covered: Skill/Knowledge Acquired:	
Media Source and Title: Organization: Length: Dates Viewed/Listened: BoK Covered: Skill/Knowledge Acquired:	
Media Source and Title: Organization: Length: Dates Viewed/Listened: BoK Covered: Skill/Knowledge Acquired:	
Media Source and Title: Organization: Length: Dates Viewed/Listened: BoK Covered: Skill/Knowledge Acquired:	
(I) Electronic Media Total: *Total will not exceed category maximum*	

PUBLISHING **WORKSHEET (J)**

	AUTHOR	EDITOR	CATEGORY MAXIMUM
Media Review	0.5 RU per published review	N/A	**9.0 RUs**
Article	1.0 RU per article	N/A	
Book	4.0 RUs per book	1.0 RU per book	
Presented Paper	1.0 RU per paper	N/A	

- Each work must apply to at least one area of the applicable Body of Knowledge.
- Published reviews of recently released books, instructional DVDs, etc., in an ASQ or other professional society publication, earn 0.5 RU per review.
- Papers must be presented at a professional sponsored activity.
- Editorial Review Board members would claim credit under committee work.

DOCUMENTATION REQUIRED:
- » *Media Review:* Copy of the published review and publication table of contents
- » *Magazines:* Copy of both the article and the table of contents so we may identify the specific issues of the magazine, the title of the article, and the author/co-author
- » *Book:* Copy of the title page showing title and author/co-author PLUS a copy of the table of contents; book editor should submit a letter from the author, co-author, or publisher indicating the work edited and a copy of the table of contents
- » *Presented Paper:* Copy of entire program guide

Media Review   Article   Book   Presented Paper

	RU CLAIMED
Title Article/Book: Date Published/Pesented:	
Title Article/Book: Date Published/Pesented:	
Title Article/Book: Date Published/Pesented:	
(J) Publishing Total: *Total will not exceed category maximum*	

SEE RU CREDIT SUMMARY ➡

ASQ MEMBERSHIP **WORKSHEET (K)**

MEMBERSHIP TYPE	YEAR 1	YEAR 2	YEAR 3	CATEGORY MAXIMUM	TOTAL RU CLAIMED
Full (senior, fellow, and corporate) **Associate** or **Student**	0.5 RU	0.5 RU	0.5 RU	**1.5 RUs** *Total will not exceed category maximum*	

SEE RU CREDIT SUMMARY ➡

- Note: We will not award RUs for membership of another professional organization.
- Partial credit will not be awarded: To claim 0.5 RUs you must have one full year of membership at the time of applying for recertification.

DOCUMENTATION REQUIRED:
- » ASQ will verify your membership status and effective dates based on the credits claimed; therefore, no documentation is required.

ASQ RECERTIFICATION BY EXAM APPLICATION

1. To recertify online, go to **asq.org** and log into your ASQ account, then navigate to the recertification landing page.
2. Postal mailed applications must be postmarked by the exam application deadline. Mail application and payment information to: ASQ, Attn.: Recertification Coordinator, P.O. Box 3005, Milwaukee, WI 53201-3005
3. Those paying with credit card may conveniently fax application and payment to: 414-272-1734.
4. Once we have received and approved your recertification by exam application, you will receive an approval email with details on how to schedule your future exam appointment.
5. From September 1, 2016, onward, all ASQ exams will be administered by computer-based testing only.

For further assistance or to determine exam dates and application deadlines, please contact ASQ at 800-248-1946, 414-272-8575, email help@asq.org, or visit the website at asq.org/cert/dates.

APPLICANT INFORMATION

Name   Member No.

Mailing Address   New Address?   Yes   No

Email   Phone(s)

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

Applicant Signature   Date

CERTIFICATION NUMBER(S) AND RECERTIFY BY DATE(S)

	Number	Recertify by Date		Number	Recertify by Date
CBA			CQA		
CCT			CQE		
CHA			CRE		
CMBB			CSQE		
CMQ/OE			CSQP		
CPGP			CSSBB		

Find details about upcoming exam dates at **asq.org/cert/dates**. Choice of Exam Date

FEES (in U.S. $)   Please make check/money order payable to: ASQ

	ASQ Member	Nonmember		ASQ Member	Nonmember
CCT	$208	$368	CSSBB	$ 338	$ 498
CBA, CHA, CPGP, CQA, CQE, CRE, CSQE, and CSQP			CMQ/OE	$ 368	$ 518
	$298	$448	CMBB	$2,074	$2,179

Select One: Visa   MasterCard   American Express   Check No.   Total Due $

Credit Card No.   CVV No.   Exp. Date

Card Holder Name (please print)   Signature

Billing Address

   I have read and agree to the **ASQ Code of Ethics**.

YOU MUST INCLUDE PAYMENT: Do not send cash; we accept check, money order, bank draft or credit card. (Payment must be in U.S. dollars drawn on a U.S. financial institution.) Fees subject to change without notice. If payment amount is incorrect or a price increase occurs, we will bill you accordingly or change your credit card the appropriate amount.

ASQ RETIREMENT STATUS CERTIFICATION **APPLICATION**

If you are an ASQ certified professional who has retired from active employment and have reached age 59-1/2, you may request that a "retired" status be designated on your certification records. Your certification(s) will then be left in good standing and will not lapse or be deleted from your certification records.

1. If you meet the requirements and desire Retired Certification Status, you may apply up to one year before and after your recertification date(s). In turn you will receive a new certificate(s) showing "retired" status.

2. Apply directly online at **asq.org/cert**, email to **cert@asq.org**, or mail your application and payment information directly to: ASQ, Attn: Recertification Coordinator, P.O. Box 3005, Milwaukee, WI, 53201-3005.

3. If you hold Retired Certification status and wish to return to active, full- or part-time employment, you must contact the ASQ Certification department to reinstate your certification to ACTIVE status and pay the reinstatement fee. The reinstatement fee is the current recertification journal fee minus the current retirement fee. Once reinstated, this will be your new start date for your three-year recertification period. You will then receive a new active status certificate and may begin accruing the required points to recertify again in three years.

4. You are not required to submit a recertification journal or recertify by exam to attain a status of "retired."

APPLICANT INFORMATION

Name _____   Member No. _____

Mailing Address _____ New Address?   Yes   No

Email _____   Phone(s) _____

I affirm that the information contained herein is correct, and, if my application is approved, that I will abide by the ASQ Code of Ethics and ASQ Candidate Testing Agreement.

Applicant Signature _____   Date _____

CERTIFICATION NUMBER(S) AND RECERTIFY BY DATE(S)

	Number	Recertify by Date		Number	Recertify by Date
CBA			CQE		
CCT			CRE		
CHA			CSQE		
CMBB			CSQP		
CMQ/OE			CSSBB		
CPGP			ASQ/DON CLSSBB		
CQA					

FEES (in U.S. $)   Please make check/money order payable to: ASQ

Per Certification:	ASQ Member $20	Nonmember $40	# of certifications

Select One: Visa   MasterCard   American Express   Check No. _____   Total Due $ _____

Credit Card No. _____   CVV No. _____   Exp. Date _____

Card Holder Name (please print) _____   Signature _____

Billing Address _____

☐ I have read and agree to the **ASQ Code of Ethics**.

YOU MUST INCLUDE PAYMENT: Do not send cash; we accept check, money order, bank draft or credit card. (Payment must be in U.S. dollars drawn on a U.S. financial institution.) Fees subject to change without notice. If payment amount is incorrect or a price increase occurs, we will bill you accordingly or change your credit card the appropriate amount.

FREQUENTLY ASKED QUESTIONS

How do I know if a course, conference, or training qualifies for RU credits?

As long as the course, conference, or training lies in at least one area of your certification(s) Body of Knowledge (BoK) or is job-enhancing, then you may use that toward your recertification period.

I do not have enough RU credits to recertify by my recertification date. What are my options?

If you do not have enough RU credits by your recertification date, you must recertify by exam. You are allowed up to one year before and after your recertification date just to recertify by exam.

If there are extenuating circumstances (i.e., health, unemployment, family or personal emergency, military involvement, etc.) you may qualify for a waiver. You must contact the recertification coordinator at ASQ directly for details before your recertification date, either by phone, email, or written letter.

How do I synchronize my certifications?

To initially synchronize two or more certifications that have differing recertification dates, all you need to do is include documentation and the 18.0 RU credits required to recertify the certification that is currently due. On the front cover of the recertification application form, list what other ASQ certifications you wish to have synchronized with the certification that is currently due along with their current recertification dates. You are not required to provide evidence for any of the other certifications when initially synchronizing.

Once the certification that is currently due is approved, then all other certifications, **as indicated on the application form,** will be revised to expire at the same time as the certification that is most currently due. Then for future recertifications you will only need to provide a total of 18.0 RU credits for all synchronized certifications, one application form, and one set of documentation relating to all certifications being recertified that fall within each BoK or that are job-enhancing.

The fees for recertifying two or more certifications are: (this includes initial and already synchronized certifications)
ASQ member: $89.00 **total**
Nonmember: $109.00 **each**

I am unable to obtain past employers' employment verification documentation. What other means of documentation may I use?

If you are unable to obtain past employers' employment verification documentation (because an employer is no longer in business, has moved away, or you are not able to reach an appropriate contact), you may use old pay stubs or W2 tax forms as an alternative for employment documentation. You may obscure any personal information where necessary. However, you MUST include your name, company name, and beginning and end dates for that particular employment period as it relates to your current three-year recertification period. Please also include an old business card, if you have one.

When do I need to submit my recertification journal?

Recertification journal packets may be submitted up to six months before and after your certification recertify by date. If you submit your journal after the six-month period, you will have to recertify by exam, unless special arrangements were made before your recertification date.

Early submittal of your recertification journal does not change your original recertify by date. For example, if your CQA expires June 2016, and you submit your packet in March 2016, your new recertify by date will be June 2019, not March 2019.

What do I include with my recertification journal packet?

Remember to include: copies of documentation supporting your RU credits claimed, a copy of your current certificate(s), the complete recertification application form, the RU credits summary, and any/all corresponding completed worksheets summarizing your activities from within the recertification journal. There are two methods to submit your recertification information. Visit asq.org/cert/recertification for details.

What are the dates I can include completed activities from?

If you are recertifying for the first time, you may use completed activities from the date you initially passed your ASQ certification exam to the ending date on your wallet card/certificate that states "recertify by," which is your recertification date.