Recertification Journal

- Certified Software Quality Engineer
- Certified Six Sigma Black Belt
- Certified Quality Auditor
- Certified Biomedical Auditor
- Certified HACCP Auditor
- Certified Quality Engineer
- Certified Pharmaceutical GMP Professional
- Certified Manager of Quality/Organizational Excellence
- Certified Master Black Belt
- Certified Reliability Engineer
- Certified Calibration Technician
- ASQ/DON Certified Lean Six Sigma Black Belt

Get Knowledge • Get Noticed • Get Certified...again

ASQ Recertification

ASQ®

The Global Voice of Quality™

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 exam. 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."

Recertification by RU credits is a simple process of obtaining a minimum of 18.0 recertification units (RUs) within your three-year certification period. You may accumulate the 18.0 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.

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 contact us by email at help@asq.org or call our main Customer Care phone number at 800-248-1946 in the United States, Canada, and Mexico. All other international locations please call 414-272-8575. You may also find further information on the recertification program on the ASQ website, www.asq.org.

See How Simple It Is!	**(EXAMPLE)**	
Full-time employment	10.8 RUs	
ASQ World Conference on Quality and Improvement three-day attendance	3.0 RUs	
Company-sponsored training (e.g., Project Management, Microsoft Excel 2000, Diversity in the Workplace)	3.0 RUs	(30 hours of training over three years)
ASQ section meetings (three meetings per year)	2.7 RUs	
Total:	19.5 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

Did you remember to…

1. Sign the recertification journal
2. List the various certifications that you have and their expiration dates
3. Indicate whether you wish to synchronize two or more certifications
4. Check 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

All prices listed in journal are subject to change without notice.

Certification Number(s) and Expiration Date(s)

CQA _____ Exp. Date: _____
CBA _____ Exp. Date: _____
CHA _____ Exp. Date: _____
CQE _____ Exp. Date: _____
CMQ/OE _____ Exp. Date: _____
CRE _____ Exp. Date: _____
CSQE _____ Exp. Date: _____
CSSBB _____ Exp. Date: _____
CCT _____ Exp. Date: _____
ASQ/DON CLSSBB _____ Exp. Date: _____
CPGP _____ Exp. Date: _____
CMBB _____ Exp. Date: _____

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

Member No._____ Section No._____

Name_____

Address_____

_____ Email_____

New Address? (yes) ___ (no) ___ Telephone Home_____

Work_____ Fax_____

FEES please make check/money order payable to: ASQ

	Member	Nonmember
One certification	___U.S. $69.00	___U.S. $109.00
Two or more certifications	___U.S. $89.00	___U.S. $109.00 **EACH**

YOU MUST INCLUDE PAYMENT. Do not send cash; we accept check, money order, bank draft, or credit card: Check No._____
(U.S. dollars drawn on a U.S. financial institution)

Circle one: Visa MasterCard American Express

Card No._____ Exp._____

Card Holder Name:_____
(please print)

Card Holder Signature:_____

Fees subject to change without notice.

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 Received Date & Initials _____

ASQ RECERTIFICATION JOURNAL APPLICATION

18-Point Program

			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**	0.3 RU per meeting 0.3 RU per workshop	9.0		
(F)	**Committees**	2.0 RUs per committee, per year, elected officer 1.5 RUs per committee, per year, member leader	6.0		
(G)	**Certifications**	2.0 RUs per ASQ certification 1.0 RU per other certifications	4.0		
(H)	**Proctoring**	0.5 RU assist. proctor per exam day 1.0 RU chief proctor per exam day 0.25 RU for registration assistant	7.0		
(I)	**Electronic Media**	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			
	Item B0525 Revised: August 2013		**TOTALS:**		

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

Recertification by Exam

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 certification expiration date. However, your renewal date will always be calculated from your expiration date.

Example: Your CQA, which would expire 06/30/09, was recertified by exam 12/08.

The new expiration date will be 06/30/12.

Submission of RU Credits for Recertification

Do not submit individual documentation to ASQ as you complete each activity. Instead, compile your documentation of RU credit activities by recertification journal category, enter the activities claimed on the appropriate log page(s), and complete the front cover recertification application form. **Do not enclose original documentation—copies only.**

Only mail in the appropriate category form(s) you are claiming with the related documentation. You may submit your recertification journal packet up to six months before or after your certification(s) expiration date.

To find out who is your section recertification chair/SEC, please refer to your section newsletter/website, or contact ASQ Customer Care at help@asq.org.

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, the Netherlands, Singapore, South Africa, Spain, Switzerland, Trinidad and Tobago, and the United Arab Emirates (U.A.E.). Please contact the recertification coordinator at ASQ to obtain the international contact for these specific areas. Please have all documentation translated into the English language.

RETIRED CERTIFICATION STATUS FORM

If you are an ASQ-certified professional who has retired from active employment and have reached age 55, 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 certification expiration date(s). In turn you will receive a new wallet card(s) and certificate(s) showing "retired" status.

2.) Submit your application payment directly to: ASQ, Attn: Recertification Coordinator, PO Box 3005, Milwaukee, WI, 53201-3005.

3.) If you hold Retired Status and wish to return to active full- or part-time employment, you must contact the ASQ headquarters recertification coordinator to reinstate your certification to ACTIVE status. Your date of reinstatement will be your new start date for your three-year recertification period. You will then receive a new "active" status wallet card(s) and certificate(s) along with a recertification journal and may begin accruing the required 18.0 RU credits to recertify every three-year cycle.

4.) You are not required to submit a recertification journal or recertify by exam to retire or reinstate your certification(s). There is no fee to reinstate your certification(s).

TO REQUEST RETIREMENT STATUS, COMPLETE AND MAIL IN THIS FORM

Age at time of retirement _____ Member No. _____

Name _____ Telephone _____

Address _____ Apt./Ste. _____

City _____ State _____ Zip _____

Email _____

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 and Date _____

Certification Number(s) and Expiration Date(s):

CQA:_____	**CBA:**_____	**CHA:**_____	**CQE:**_____
DATE_____	DATE_____	DATE_____	DATE_____
CCT:_____	**CRE:**_____	**CSQE:**_____	**CSSBB:**_____
DATE_____	DATE_____	DATE_____	DATE_____
CMQ/OE:_____	**CPGP:**_____	**CMBB:**_____	
DATE_____	DATE_____	DATE_____	

FEES	***Members***	***Nonmembers***
Per Certification	***$20***	***$40***

Payment Method:

❑ Visa ❑ MasterCard ❑ American Express ❑ Check No. _____

Credit Card No. _____ Exp. Date: _____

Card Holder Name: _____
(please print)

Card Holder Signature: _____
(Payment must be in U.S. dollars drawn on a U.S. financial institution)

Total Due: $_____

ITEM B0727
Revised 08/13

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 expiration date. What are my options?

If you do not have enough RU credits by your expiration date, you must recertify by exam. You are allowed up to one year before and after your certification(s) expiration 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 certification expiration date,** either by phone, email, or written letter.

How do I synchronize my certifications?

To **initially** synchronize two or more certifications that have differing expiration 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 expiration 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 Body of Knowledge (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**

Revised: August 2013

FREQUENTLY ASKED QUESTIONS (CONT.)

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 expiration 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 certification expiration date.

Early submittal of your recertification journal does not change your original expiration date. For example, if your CQA expires June 30, 2009, and you submit your packet in March 2009, your new expiration date will be June 30, 2012, **not** March 2012.

What do I include with my recertification journal packet?

Remember to include copies of documentation supporting your RU credits claimed, the completed recertification application form, and any/all corresponding completed pages summarizing your activities from within the recertification journal.

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 expiration date.

RECERTIFICATION BY EXAM REQUEST FORM

ASQ Member No. _____

Name _____ Telephone: _____

Address _____ Fax: _____

City _____ State/Prov.: _____ Zip/Postal Code: _____

Email Address _____

Please indicate which certification(s) you are requesting to recertify by exam:

CQA No. & Exp. Date: _____

CQE No. & Exp. Date: _____

CMQ/OE No. & Exp. Date: _____

CHA No. & Exp. Date: _____

CBA No. & Exp. Date: _____

CPGP No. & Exp. Date: _____

CRE No. & Exp. Date: _____

CSQE No. & Exp. Date: _____

CSSBB No. & Exp. Date: _____

CCT No. & Exp. Date: _____

CMBB No. & Exp. Date: _____

Choice of exam date: _____

Location of exam by section number or international city and country: _____

Current fees for recertification by exam:

	ASQ Member:	Nonmember:
CMQ/OE	$289.00	$439.00
CSSBB	$259.00	$419.00
CBA, CHA, CPGP, CQA, CQE, CRE, and CSQE	$219.00	$369.00
CCT	$129.00	$289.00
CMBB	$1945.00	$2100.00

Payment Method:

❑ Visa ❑ MasterCard ❑ American Express ❑ Check No. _____

Credit Card No. _____ Exp. Date: _____

Card Holder Name: _____
(please print)

Card Holder Signature: _____
(Payment must be in U.S. dollars drawn on a U.S. financial institution)

Mail check payment and application to:
ASQ
attn. Recert Coord.
PO Box 3005
Milwaukee, WI 53201-3005

*Postal mailed applications **must** be postmarked by the exam application deadline.*

Those paying with credit card may conveniently fax application and payment to: 414-298-2500.

You will be notified ONLY if there is a question with your application form. Otherwise, you will be registered once payment and application are approved.

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

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(A) PROFESSIONAL DEVELOPMENT

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.
- 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: _____	Activity: _____ Sponsor: _____	
Date: _____	Activity: _____ Sponsor: _____	
Date: _____	Activity: _____ Sponsor: _____	
Date: _____	Activity: _____ Sponsor: _____	
Date: _____	Activity: _____ Sponsor: _____	
Date: _____	Activity: _____ Sponsor: _____	
Date: _____	Activity: _____ Sponsor: _____	
Date: _____	Activity: _____ Sponsor: _____	
Date: _____	Activity: _____ Sponsor: _____	
Date: _____	Activity: _____ Sponsor: _____	

(B) EMPLOYMENT

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 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

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
Non-College	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.
- 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, division, or forum, or by Learning Offerings at ASQ headquarters.
- All courses must be taught **IN ADDITION** to your usual job responsibility 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: _____	

(D) COURSES—STUDENT CREDIT

CREDIT FOR ATTENDING COURSES

RU CREDIT	EXAMPLE	EXAMPLE	CATEGORY MAXIMUM
College	1 Semester/ Quarter Semester Credit = 1.0 RU	3 credits = 3.0 RUs	9.0 RUs
Non-College	1.0 CEU = 1.0 RU *or* 0.1 RU per hr. of class *or* 1 contact hour = 0.1 RU per hour	2.0 CEUs = 2.0 RUs 12 hr. 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 hr. of class *or* 1 contact hour = 0.1 RU per hour	2.0 CEUs = 2.0 RUs 12 hr. course = 1.2 RUs 2 contact hours = 0.2 RU	
Home-Study	1.0 CEU = 1.0 RU	2.0 CEUs = 2.0 RUs	

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

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 or credit value

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

STUDENT COURSES

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

(E) MEETINGS

	RU CREDIT	CATEGORY MAXIMUM
Meetings	0.3 RU per meeting	9.0 RUs
Workshops/Clinics	0.3 RU per workshop/clinic	

- Monthly membership meetings for ASQ or other technical societies earn RU credit.
- Meetings must be technically or professionally based (example: 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 0.3.
- 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 0.3.
- Combined with the maximum 0.3 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 0.6.***
- If you transfer from one ASQ section to another, it is YOUR responsibility to maintain your attendance record 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.

	Workshop	RU Claimed
Topic:_____ Date:_____ Section: _____		
Topic:_____ Date:_____ Section: _____		
Topic:_____ Date:_____ Section: _____		
Topic:_____ Date:_____ Section: _____		
Topic:_____ Date:_____ Section: _____		
Topic:_____ Date:_____ Section: _____		
Topic:_____ Date:_____ Section: _____		
Topic:_____ Date:_____ Section: _____		
Topic:_____ Date:_____ Section: _____		

(F) COMMITTEES

COMMITTEE ROLE	RU CREDIT	CATEGORY MAXIMUM
Elected Officer (Chair, Chair-Elect, Secretary, Treasurer)	2.0 RUs **per** year of service	6.0 RUs
Member leader in appointed position	1.5 RUs **per** year/**per** committee	
Member who performs ad hoc responsibilities	0.2 RU per event/activity, for total of 0.6 RU **per** year; 1.8 RUs is MAX for ad hoc service	

- Committee work encompasses ASQ and other professional associations.
- The committee must contribute to the advancement of the quality profession.
- Committee work may be done on a section, division, technical, or national level. Examples include: Education & Training Initiative (ETI), facilitators to DAC 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.
- *Elected officers* are chair, chair-elect, secretary, and treasurer, or the organizational equivalent, as elected by the general membership of the organization.
- *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 on an ad hoc basis can be considered for RUs provided the following criteria are met:
  - Service for a single activity or event is for a minimum of three hours.
    - Activities can include: Internet liaison/webmaster, writing an article for a section/division newsletter (work on published journals is covered in the Publishing category (J)).
    - Activities that are **NOT** included in this service are: meeting room set-up/arranging chairs and tables, or taking reservations/RSVPs for meetings.
  - Service is in direct support of an ASQ section or division and sanctioned by the section/division/forum chair.
  - 0.2 RU per activity or event for a maximum of three activities/events or 0.6 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 from the appropriate chair stating the committee's mission, frequency of meetings, your duties, and term of service on section/division/forum 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: _____	

(G) CERTIFICATION

RU CREDIT	CATEGORY MAXIMUM
2.0 RUs per ASQ certification earned; 1.0 RU per certification from another professional organization	4.0 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 expiration date.

DOCUMENTATION REQUIRED:

- A copy of the certificate showing the original certification date

(H) EXAM PROCTORING

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	7.0 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.

Date	Section No.	Exam	RU Claimed	Date	Section No.	Exam	RU Claimed

(I) ELECTRONIC MEDIA

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 videotapes, 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 Courses—Student Credit category (D).
- 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 for both events.
- This credit is not given for reading books, articles, or written materials.
- Web-based and computer-based courses, degree and nondegree format, may be claimed under the Courses—Student Credit 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 and Title: _____ Length: _____ Date Viewed/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source and Title: _____ Length: _____ Date Viewed/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source and Title: _____ Length: _____ Date Viewed/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source and Title: _____ Length: _____ Date Viewed/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source and Title: _____ Length: _____ Date Viewed/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	

(J) PUBLISHING

	AUTHOR	CO-AUTHOR	EDITOR	CATEGORY MAXIMUM
Media Review	0.5 RU per published review	N/A	N/A	9.0 RUs
Article	1.0 RU per article	0.5 RU per article	N/A	
Book	4.0 RUs per book	2.0 RUs per book	1.0 RU per book	
Presented Paper	1.0 RU per paper	1.0 RU per paper	N/A	

- 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.
- 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.

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