

ASQ

My Recertification Journal

ASQ Southeast Chapter 1510

PowerPoint information for member
recertification on the ASQ website

Trenton Hudson
RU Coordinator
4/1/16

ASQ

My Recertification Journal

- Make sure to log on to www.ASQ.org
- Please login to the website with your username and password.
- Once logged in please refer to the following slides for additional instructions.



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- Conferences & Events
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The Value of an ASQ Certification

ASQ certification is a formal recognition by ASQ that an individual has demonstrated a proficiency within, and comprehension of, a specific body of knowledge. Nearly 180,000 certifications have been issued to dedicated professionals worldwide.

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Spotlight

- [Find the Certification that's right for you](#)
- [Certification Handbook](#)
- [2014 Salary Survey](#)
- [The Value of Certifications - Audio Interview \(MP3, 1.62 MB, 5:34\)](#)
- [Certificates vs. Certification](#)
- [ASQ Certification: My Competitive Advantage in a Tough Economy Case Study - September 2011 \(PDF, 361 KB\)](#)
- [NAM-Endorsed Manufacturing Skills Certification System](#)

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


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	
Committees	2.0 RUs per committee, per year, elected officer 1.5 RUs per committee, per year, member leader	6.00	0.00	
Certifications	2.0 RUs per ASQ certification 1.0 RU per other certification	4.00	0.00	
Proctoring	0.5 RU assistant proctor per exam day 1.0 RU chief proctor per exam day 0.25 RU for registration assistant		0.00	
Electronic Media	0.025 RU per 15 minutes	3.60	0.00	
Publishing	Media Review 0.5 RU per published review Article 1.0 RU for author, 0.5 RU for co-author Book 4.0 RU for author, 2.0 RU for co-author, 1.0 RU for editor Presented Paper 1.0 RU for author, 1.0 RU for co-author	9.00	0.00	
Total RU Claimed:			0.00	

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Has Corrective Action Become a **ROADBLOCK** to your Quality System?



From the My Recertification Journal page click the “PIN” were the red arrow is pointed. From here you can enter your scanned or documented evidence for any of the listed activities.

Edit Recertification Units

Meetings

RU Credit:

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

Category Maximum: 9.0 RUs

- 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.

Section	Topic	Workshop	Date	RU Claimed	Document
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No Meeting activities have been entered.

- 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: Month Day Year

RU Claimed:

File to Upload: (You will be able to upload this later)

Here is an example of when you click on the pin icon. As you can see there are detailed instructions on what is the accepted information for you to receive RU credits.

Once your documents are uploaded hit the Add Recertification Units button at the bottom of the screen to have your documents transmitted to ASQ.

That's it!!

