

ASQ RECERTIFICATION GUIDELINES

Have three years passed so quickly that you're ready to recertify your ASQ Certifications? Some points to consider that will make the process quick and easy for everyone:

1. Provide corroborating documents for the recertification units (RUs) that you claim in your journal application.
2. Make sure that the RUs claimed were earned BEFORE the expiration of your certification – if not, they will apply to the *next* certification but not the *current* certification.
3. If you're synchronizing two or more certifications, be sure to have enough RUs accumulated for the *shortest* period, i.e., the certification that expires *latest* (that you're "pulling in" to the same date as the *first* of the certifications that are expiring).
4. **SIGN THE ETHICS STATEMENT** on the Recertification Journal application! This is critical – without your signature, the application will not be processed.
5. Enclose payment, made out to "ASQ" not to Section 1510, not to any person. If you wish to make payment by credit card, sign the credit card section AND ALSO BE SURE TO SIGN THE ETHICS STATEMENT – there are TWO different signatures for two different purposes.
6. Please DO NOT send your application by private carrier (DHL, UPS, FedEx, etc.) – private carriers cannot deliver to Post Office boxes.
7. Please DO NOT send your application by Certified Mail or by Express Mail. Certainly these deliver to PO Boxes, but they require in-person signature for receipt which may delay your application. If you feel you must have delivery confirmation, pay the much smaller cost (less than a dollar) and get delivery confirmation through the post office.
8. CALL OR EMAIL Jim Carbone, CQA, CQE, CBA, CMQ/OE, ASQ Southeast Florida Section 1510 Recertification Chair if you have any questions: james.carbone@gmail.com or (954) 817-9797.
9. Send your Recertification Journal Packages in either of TWO OPTIONS:
 - a. Hardcopy – mail to: James Carbone, PO Box 4343, Fort Lauderdale, FL 33338-4343
 - b. Electronic – email PDF scan of ALL DOCUMENTATION to james.carbone@gmail.com

IMPORTANT: You MUST sign the "Applicant Signature and Date" affirming your adherence to the ASQ Code of Ethics and the accuracy of your application along with applicable rules related to recertification. If you fail to sign your Recertification Journal Application, your recertification cannot be approved and will be delayed until you provide a signed application.