

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

CQA \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CQA-Biomedical \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CHA \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CQE \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Certified Quality Manager \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CRE \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CSQE \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CSSBB \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Synchronization:** (yes) \_\_\_\_\_ (no) \_\_\_\_\_ (NA) \_\_\_\_\_

Member No. \_\_\_\_\_ Section No. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

New Address? (yes)  (no)  Telephone Home \_\_\_\_\_

Work \_\_\_\_\_ Fax \_\_\_\_\_

<b>FEES</b>	please make check / money order payable to: ASQ	
	Member	Nonmember
One certification	___ US \$30.00	___ US \$50.00
Two or more certifications	___ US \$50.00	___ US \$50.00 <b>EACH</b>
<b>YOU MUST INCLUDE PAYMENT.</b> 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:	<input type="radio"/> Visa	<input type="radio"/> MasterCard
	<input type="radio"/> American Express	
Card No. _____	Exp. _____	
Cardholder Signature: _____		

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.

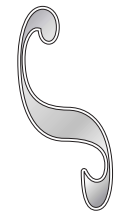
**Applicant** Signature and Date \_\_\_\_\_

**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)	<b>Professional Development</b>	0.1 RU per hour 1 CEU = 1 RU	9.0	
(B)	<b>Employment</b>	<b>FT</b> 0.3 RU per month or 3.6 RUs per year <b>PT</b> 0.15 RU per month or 1.8 RUs per year	10.8	
(C)	<b>Instructor</b>	1 Credit = 1.5 RUs 1 CEU = 1.5 RUs 0.15 RU per hour	10.8	
(D)	<b>Student</b>	1 Credit = 1 RU 1 CEU = 1 RU 0.1 RU per hour	9.0	
(E)	<b>Meetings</b>	0.3 RU per meeting 0.3 RU per workshop	9.0	
(F)	<b>Committees</b>	1.5 RUs per committee, per year	4.5	
(G)	<b>Certifications</b>	1 RU per certificate	3	
(H)	<b>Proctoring</b>	0.5 RU assist. proctor per exam day 1.0 RU chief proctor per exam day	7.0	
(I)	<b>Electronic Media</b>	0.025 RU/15 min.	3.6	
(J)	<b>Publishing</b>	<b>Author</b> <b>Co-author</b>	9.0	
	<b>Paper</b>	1 RU    0.5 RU		
	<b>Book</b>	3 RUs    1.5 RUs		
	<b>Presentation</b>	1 RU    1.0 RU		
		<b>TOTALS:</b>	0.000	



# 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.”

## **“What is recertification by RU credits and what are the requirements for doing it?” you may ask.**

Recertification by RU credits is a simple process of obtaining a minimum of 18 recertification units (RUs) within your three-year certification period. You may accumulate the 18 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. But not too many people prefer that choice, so please read on to find out how easy and convenient recertifying by RU credits can be!

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 conveniently contact us by e-mail at [help@asq.org](mailto: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 Web site, [www.asq.org/cert/recert/rucredits/index.html](http://www.asq.org/cert/recert/rucredits/index.html).

## **See How Simple It Is!**

### **(EXAMPLE)**

Full-time employment	10.8 RU
ASQ World Conference 3-day attendance	3.0 RU
Company-sponsored training (e.g., Project Management, Microsoft Excel 2000, Diversity in the Workplace)	4.0 RU
ASQ section meetings (3 mtgs. per yr.)	<u>2.7 RU</u>
Total:	20.5 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

***Make sure you include a copy of the certification(s) being recertified within your packet.***

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

## (A) PROFESSIONAL DEVELOPMENT

RU CREDIT	CATEGORY MAXIMUM
0.1 RU per hour 1 CEU = 1 RU	9 RUs

- You can claim credit for conferences, seminars, workshops, 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 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

	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: _____	

(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)



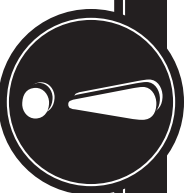
## Certification Makes Sense From Any Perspective!

### *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

	RU CREDIT	EXAMPLE	CATEGORY MAXIMUM
<b>College</b>	1 Semester Credit = 1.5 RUs	3 credits = 4.5 RUs	10.8 RUs
<b>Non-College</b>	1 CEU = 1.5 RUs or 0.15 RU per hr. of instruction	12 hr. course = 1.8 RUs	
<b>ASQ-Sponsored or Company-Sponsored</b>	1 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 (COE, 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 or division 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

Educational Institution: _____	RU Claimed
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**

RU CREDIT	EXAMPLE	EXAMPLE	CATEGORY MAXIMUM
College	1 Semester/ Quarter Semester Credit = 1 RU	3 credits = 3 RUs	9.0 RUs
ASQ-Sponsored <i>or</i> Company-Sponsored (in house and offsite)	1 CEU = 1 RU <i>or</i> 0.1 RU per hr. of class <i>or</i> 1 contact hour = 0.1 RU per hour	2 CEUs = 2 RUs 12 hr. course = 1.2 RUs 2 contact hours = 0.2 RUs	
Home-Study	1 CEU = 1 RU	2 CEUs = 2 RUs	

- **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 (COE, COA, 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 or division/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, then 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: _____	

(E)

## MEETINGS

	RU CREDIT	CATEGORY MAXIMUM
Meetings	0.3 RU	9.0 RUS
Workshops/ Clinics	0.3 RU	

- 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.
- Clinics and workshops must be held directly before or after the meetings.
- 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:**

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*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: _____	





(I)

## ELECTRONIC MEDIA

RU CREDIT	CATEGORY MAXIMUM
0.025 RU/ 15 minutes	3.6 RUS

- Electronic media includes, but is not limited to, audio and videotapes, CD-ROMs, satellite conferences, etc.
- 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.
- 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 both events.
- This does not include reading books, articles, or written materials.
- Web-based and computer-based courses, degree and nondegree format, may be claimed under the “student” 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 & Title: _____ Length: _____ Date Viewed/Listen: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source & Title: _____ Length: _____ Date Viewed/Listen: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source & Title: _____ Length: _____ Date Viewed/Listen: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source & Title: _____ Length: _____ Date Viewed/Listen: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	

(J)

## PUBLISHING

	AUTHOR	CO-AUTHOR	CATEGORY MAXIMUM
Article	1.0 RU per article	0.5 RU per article	9 RUS
Book	3.0 RUS per book	1.5 RUS per book	
Presented Paper	1.0 RU per presentation		

- 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.
- Papers must be presented at a professional sponsored activity.

### **DOCUMENTATION REQUIRED:**

*Magazines:* Copy of both the article and the table of contents so we may identify the specific issue of the magazine, the title of the article, and the author/co-author

*Books:* Copy of the title page showing title and author/co-author PLUS a copy of the table of contents

*Presented Papers:* Copy of entire program guide

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