

RECERTIFICATION – TIPS AND PROCEDURE

Why

- Demonstration of Personal Competence
- Demonstrates Your Continuous Improvement
- Benefits the ASQ Community
 - It does enhance the value of ASQ to the world at large
 - It does advance the quality profession
- Easier than retaking the test

THE APPLICATION – AN AUDIT

- Obtained from ASQ either by request or downloaded
 - The booklet can be requested by calling ASQ Customer Care at 800-248-1946 or downloaded/printed from the ASQ website (<http://www.asq.org/certification/recertification/rucredits/index.html>).
- Submit to local section for review and approval
 - Application +Payment Option +Claimed RU's +Supporting documentation
- Reviewed/audited by Section to verify claimed RU's forwarded to ASQ

ELEMENTS – Where RU's are earned

- Professional Development
- Employment
- Instructor
- Student
- Meetings
- Committees
- Certifications
- Proctoring
- Electronic Media
- Publishing

PROFESSIONAL DEVELOPMENT

- Conferences, Seminars, Workshops, Forums
- Company or Technical society/organization
 - Mini-tab, ASQ, AIChE, Covey, APICS
- Pre and Post tutorials counted separately
- ASQ World and forum/division conferences are 1 RU/day!!
- Must have badge or proof of attendance –
 - Proof of Registration is not proof of attendance
- Or Travel voucher and program guide or schedule
- Must Relate to Body of knowledge

EMPLOYMENT-includes employment and self-employment

COMPANY

Full or part time

- Count in ½ month increments – Not days
- Employer documentation
- By Whom, How long and what you did, job title and duties
- Full or Part time (what fraction of full time)
- One duty, at least, in Body of Knowledge

SELF EMPLOYED

- Probably ½ month increments
- Business documentation – your card or copy of website home page, etc.
- Client documentation - Enough to show Time claimed
- For Whom, How long and what you did (Roles and responsibilities)
- Must Relate to Body of knowledge

INSTRUCTOR

- Courses are taught in addition to your usual job classifications.
- College - accredited institution
- Non-College - Non ASQ
- ASQ or Company
- Letter of verification with specific course description and credits including your designation as Instructor

STUDENT

- College Courses are part of degree program
- College - accredited institution
- Non-College - Non ASQ
- ASQ or Company
- Home Study
- Does not include studying or preparing
- Transcript, letter, certificate - hours and dates, body of knowledge, Assigned credits to CEU's

MEETINGS

- Our Section monthly meetings
- The Clinics, tutorials and workshops held in conjunction with the meeting
- Keep the little slips
- Attendance summaries from other sections count
- Not meetings at your job
- Can be Body of knowledge related meetings of other professional associations – APICS, AMA...

COMMITTEES

- ASQ or other professional
- The committees efforts must advance the Quality profession
- Not work, not quality award examiner
- Proportional to the length or service – year or partial year
- Columbus Section has opportunities, apply now – See Andy or John

CERTIFICATION

- Count that new Certification double!!!
- First time earned not recertified
- Synchronize all your certifications and one recertification renews all

EXAM PROCTORING

- ASQ only

ELECTRONIC MEDIA

- Credit based on increments of 15 minutes
- Must document – company letter or copy of media’s documentation-
”standard” time not actual time
- If “video” is part of another package used for recertification – can’t
double up
- If you see it at a meeting – can’t double up
- Media based “courses’ are under STUDENT

PUBLISHING

- Must address Body of knowledge
- Papers must have been presented
- Documentation to verify presented/published
- Program, table of contents, magazine (article and table of contents)

SUMMARY

DON’T FORGET TO SIGN YOUR NAME AND THE DATE THE APPLICATION

PAY ASQ – fill in Credit Card section or attach check

IDENTIFY YOUR EXPIRATION DATE AND CERTIFICATE NUMBER

DOCUMENT not DESCRIBE

- Send to point of contact on ASQ Columbus Recertification page.