

## Successful ASQ Recertification

After obtaining an ASQ Certification, the next most important thing is retaining that certification for the long term. Recertifying every three years is the key to retaining your ASQ Certification. Without recertification the test has to be retaken and passed again.

ASQ requires encourages participation in Quality activities by assigning point values that can be accumulated to gain recertification. You can take training, or attend classes, Section meetings, conferences or complete other qualifying activities any time during the three-year period following certification. ASQ's recertification journal explains in greater detail what activities qualify and how to document completion of that activity. The booklet can be requested by calling ASQ Customer Care at 800-248-1946 or printed from the ASQ website (<http://www.asq.org/certification/recertification/rucredits/index.html>).

ASQ delegates the review and approval to the Sections. The local Section's Recertification Coordinator reviews the packet to verify that at least eighteen (18) recertification units (RU) were earned in the period since the previous certification. The key checks are: a) the activity fits the body of knowledge, b) the activity completion date is within the three year period, c) the activity's units match the RU's claimed, and d) the evidence of attendance or completion of the activity is included. Keep in mind that each activity earns you different amounts of RU's. There are maximums for each category.

An ideal recertification activity provides a certificate of completion describing the activity, listing the individual, including the date it occurred and citing the number of hours or continuing education units earned. Real world experience shows that this isn't true of all events that can be claimed for recertification units. Meetings may involve sign up sheets. Companies may record attendance at meetings. On-line catalogs of training may describe the event content and duration and send an email acknowledging completion. You can combine this information to show that the four criteria in the above paragraph are met. Copies are perfect, originals are not needed.

You can apply for Recertification beginning six months prior to the "Recertify By" date and ending six months after. All RU's earned must be completed by the "Recertify By" date. Early application accepts the months to recertification as completed employment.

The Columbus Section's Recertification Coordinator is identified below. The Recertification Coordinator will receive and check your recertification application and request clarification from you if needed. Only the recertification application form is forwarded to ASQ Headquarters with your form of payment (Credit or Check payable to

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ASQ). Please send your recertification packets to the point of contact listed on the ASQ Columbus Recertification page.