



ASQ

AMERICAN SOCIETY
FOR QUALITY®

RECERTIFICATION

Recertification Journal

18-Point Program

- Certified Software Quality Engineer
- Certified Six Sigma Black Belt
- Certified Quality Auditor
- Certified Biomedical Auditor
- Certified HACCP Auditor
- Certified Quality Engineer
- Certified Manager of Quality/Organizational Excellence
- Certified Reliability Engineer
- Certified Calibration Technician
- ASQ/DON Certified Lean Six Sigma Black Belt

Get Knowledge

Get Noticed

Get Certified

...again

ASQ Recertification



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 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.

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.

Certification Number(s) and Expiration Date(s)

CQA _____ Exp. Date: _____
 CBA _____ Exp. Date: _____
 CHA _____ Exp. Date: _____
 CQE _____ Exp. Date: _____
 CMQ/OE _____ Exp. Date: _____
 CRE _____ Exp. Date: _____
 CSQE _____ Exp. Date: _____
 CSSBB _____ Exp. Date: _____
 CCT _____ Exp. Date: _____
 ASQ/DON CLSSBB _____ Exp. Date: _____

Synchronization: (yes) _____ (no) _____ (NA) _____

Member No. _____ Section No. _____

Name _____

Address _____

E-mail _____

New Address? (yes) ___ (no) ___ Telephone Home _____

Work _____ Fax _____

FEES			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	EACH		

YOU MUST INCLUDE PAYMENT. 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: Visa MasterCard American Express

Card No. _____ Exp. _____

Card Holder Name: _____
(please print)

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

Please note that the CQI, CQT, CQIA, CQPA, and CSSGB do not require recertification, as these are lifetime certifications.

Certified Six Sigma Black Belt (CSSBB), Certified Calibration Technician (CCT), Certified HACCP Auditor (CHA), Certified Biomedical Auditor (CBA), and ASQ/DON Certified Lean Six Sigma Black Belt (ASQ/DON CLSSBB) certifications will follow the same format requirements for recertification as the CQA, CQE, CMQ/OE, CRE, and CSQE.

Recertification by Exam

You may also recertify by taking the entire examination. Please note that if you fail the exam, you will be decertified, and must then reapply as a new applicant.

You may recertify by exam up to one year before or after your certification expiration date. However, your renewal date will always be calculated from your expiration date.

Example: Your CQA, which would expire 06/30/07, was recertified by exam 12/06.

The new expiration date will be 06/30/10.

Submission of RU Credits for Recertification

Do not submit individual documentation to ASQ as you complete each activity. Instead, compile your documentation of RU credit activities by recertification journal category, enter the activities claimed on the appropriate log page(s), and complete the front cover recertification application form. **Do not enclose original documentation—copies only.**

Please mail all documentation in one envelope. Only mail in the appropriate category form(s) you are claiming with the related documentation. You may submit your recertification journal packet up to six months before or after your certification(s) expiration date—**no sooner or later.**

To find out who is your section recertification chair/SEC, please refer to your section newsletter/Web site, or contact ASQ Customer Care at help@asq.org.

The ASQ recertification program has limited contacts for international sites. Currently we have recertification contacts for Argentina, Australia, Austria, Brazil, Germany, Israel, Japan, Korea, Malaysia, the Netherlands, Singapore, South Africa, Spain, Switzerland, Trinidad and Tobago, and the United Arab Emirates (U.A.E.). Please contact the recertification coordinator at ASQ to obtain the international contact for these specific areas.

***To help expedite your recertification process, please have all documentation translated into the English language prior to submitting your recertification journal packet if submitting it to ASQ. You may also contact your local section recertification chair/SEC for help and information.*

Documentation to save (including, but not limited to):

- Conference name badges, program agendas, attendance registration sheets, travel receipts/vouchers
- Past and present employment verification letters
- Professional society meeting attendance receipts
- Letters of participation and/or continuing service on professional society committees
- Student transcripts
- Training records—certificates, course outlines, employee training records, attendance rosters
- Instructor records of courses taught (for instructor credit)
- Letters from clients for whom you have provided service (for self-employed)

RETIRED CERTIFICATION STATUS FORM

If you are an ASQ-certified professional who has retired from active employment and have reached age 55, you may request that a "retired" status be designated on your certification records. Your certification(s) will then be left in good standing and will not lapse or be deleted from your certification records.

- 1.) If you meet the requirements and desire Retired Certification Status, you may apply up to one year before and after your certification expiration date(s). In turn you will receive a new wallet card(s) and certificate(s) showing "retired" status.
- 2.) Submit your application payment directly to: ASQ, Attn: Recertification Coordinator, P.O. Box 3005, Milwaukee, WI, 53201-3005.
- 3.) If you hold Retired Status and wish to return to active full or part-time employment, you must contact the ASQ headquarters recertification coordinator to reinstate your certification to ACTIVE status. Your date of reinstatement will be your new start date for your three-year recertification period. You will then receive a new "active" status wallet card(s) and certificate(s) along with a recertification journal and may begin accruing the required 18 RU credits to recertify every three-year cycle.
- 4.) You are not required to submit a recertification journal or recertify by exam to retire or reinstate your certification(s). There is no fee to reinstate your certification(s).

TO REQUEST RETIREMENT STATUS, COMPLETE AND MAIL IN THIS FORM

Age at time of retirement _____ Member No. _____
 Name _____ Telephone _____
 Address _____ Apt./Ste. _____
 City _____ State _____ Zip _____
 E-mail _____

I affirm that the information contained herein is correct, and, if my application is approved, that I will be governed by the ASQ Code of Ethics and related certification rules.

Applicant Signature and Date _____

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

CQA: _____	CBA _____	CHA: _____	CQE: _____	CCT: _____
DATE _____	DATE _____	DATE _____	DATE _____	DATE _____
CRE: _____	CSQE: _____	CSSBB: _____	CMQ/OE _____	ASQ/DON
DATE _____	DATE _____	DATE _____	DATE _____	CLSSBB: _____
				DATE _____

FEES	Members	Nonmembers
Per Certification	\$20	\$40

Payment Method:

Visa MasterCard American Express Check No. _____

Credit Card No. _____ Exp. Date: _____

Card Holder Name: _____
(please print)

Card Holder Signature: _____

(Payment must be in U.S. dollars drawn on a U.S. financial institution)

Total Due: \$ _____

FREQUENTLY ASKED QUESTIONS

How do I know if a program qualifies for RU credits?

As long as the program lies in at least one area of your certification(s) Body of Knowledge (BOK) **OR** is job enhancing, then you may use that toward your recertification period. You may begin a course/activity before you are certified or are due to recertify. However, activities must be completed after the date you initially became certified, or within your three-year recertification period and by the expiration date of your certification(s). To receive the employment RU credits, at least one area of your job duties, responsibilities, and/or functions must fall in at least one area of your certification(s) BOK to be applicable. Job enhancing means that an activity is directly related to your current job duties, function, and responsibilities or is training for new ones.

I do not have enough RU credits to recertify by my expiration date. What are my options?

If you do not have enough RU credits by your expiration date, you must recertify by exam. You are allowed up to one year before and after your certification(s) expiration date **just** to recertify by exam. You are still considered certified because you are intending to recertify within the allotted one-year time frame.

If there are extenuating circumstances (i.e., health, unemployment, family or personal emergency, military involvement, etc.) you **may** qualify for a waiver.

You **must** contact the recertification coordinator at ASQ directly for details **before your certification expiration date**, either by phone, e-mail, or written letter.

How and where do I calculate my CBT (computer-based training) course?

CBT courses that qualify for CEU credits or other credit format will earn the same RU credits as traditional classroom classes. But if no other credit format is awarded, then as long as the CBT course has the number of hours listed in writing (either in the materials or from the provider/facilitator) indicating the length of time it would typically take an individual to complete the CBT course you are claiming, you will earn 0.1 RU credit per hour of course attendance and completion.

Web-based and computer-based courses, degree and nondegree format, may be claimed under the "student" category (D).

How do I synchronize my certifications?

To **initially** synchronize two or more certifications that have differing expiration dates, all you need to do is include documentation and the 18 RU credits required to recertify the certification that is currently due. On the front cover of the recertification application form, list what other ASQ certifications you wish to have synchronized with the certification that is currently due along with their current expiration dates. You are not required to provide evidence for any of the other certifications when initially synchronizing.

Once the certification that is currently due is approved, then all other certifications, **as indicated on the application form**, will be revised to expire at the same time as the certification that is most currently due. Then for future recertifications you will only need to provide a total of 18 RU credits for all synchronized certifications, one application form, and one set of documentation relating to all certifications being recertified that fall within each body of knowledge (BOK) or that are job enhancing.

The fees for recertifying two or more certifications are:
(this includes initial and already synchronized certifications)

ASQ member: \$50.00 **total**
Nonmember: \$50.00 **each**

FREQUENTLY ASKED QUESTIONS (cont.)

I am unable to obtain past employers' employment verification documentation.

What other means of documentation may I use?

If you are unable to obtain past employers' employment verification documentation (because an employer is no longer in business, has moved away, or you are not able to reach an appropriate contact), you may use old pay stubs or W2 tax forms as an alternative for employment documentation. You may obscure any personal information where necessary. However, you **MUST** include your name, company name, and BEGINNING and END DATES for that particular employment period as it relates to your current three-year recertification period. Please also include an old business card, if you have one.

Do local, state, and national quality award activities qualify for recertification credit?

Yes, activities performed for local, state, and national quality awards will receive RU credits. RU credits will be granted at .1 RU credit per hour of training under the "student" portion of the Recertification Journal when you complete any pre-examiner training (whether you are accepted or not) for either a local, state, or national quality award examining committee. If you are accepted onto any local, state, or national quality award committee, you then receive, in addition to the pre-examiner training, 1.5 RU credits per year/per committee of active involvement, under the "committees" portion of the Recertification Journal. No additional RU credits will be granted for the auditing functions/site visits performed on the local, state, or national quality award committees, as this will fall under the "committees" portion for RU credits. Work-related quality awards do not qualify.

When do I need to submit my recertification journal?

Recertification journal packets may be submitted **up to six months before and after** your certification expiration date. Any journal submitted before the six-month period will be returned. If you submit your journal after the six-month period you will have to recertify by exam, unless special arrangements were made **before** your certification expiration date.

Early submittal of your recertification journal does not change your original expiration date. For example, if your CQA expires June 30, 2007, and you submit your packet in March 2007, your new expiration date will be June 30, 2010, **not** March 2010.

If you submit your journal early, you may include your employment period up to your certification expiration date (up to six months' credit) when calculating your total RU credits. For example, if your CQA expires June 30, 2007, and you submit your journal May 2007 you may still include the time until your certification expiration date when you calculate your credits (e.g., 6 months x 0.3 RU credits).

If you submit your recertification journal packet before your certification expiration date but have completed additional activities still within your current three-year recertification period, these additional activities **cannot** be carried over into your next three-year recertification period.

What do I include with my recertification journal packet?

Remember to include copies of documentation supporting your RU credits claimed, the completed recertification application form, and any/all corresponding completed pages summarizing your activities from within the recertification journal.

What are the dates I can include completed activities from?

If you are recertifying for the first time, you may use completed activities from the date you initially passed your ASQ certification exam to the ending date on your wallet card/certificate that states 'recertify by', which is your expiration date.

Once you have recertified, then your future three-year recertification cycle is rounded up to either July 1, (year) through June 30, (year) or January 1, (year) through December 31, (year). These will be the dates for which completed activities may be used toward your recertification.

RECERTIFICATION BY EXAM REQUEST FORM

ASQ Member No. _____
 Name _____ Telephone: _____
 Address _____ Fax: _____
 City _____ State/Prov.: _____ Zip/Postal Code: _____
 E-mail Address _____

Please indicate which certification(s) you are requesting to recertify by exam:

CQA No. & Exp. Date: _____ CRE No. & Exp. Date: _____
 CQE No. & Exp. Date: _____ CSQE No. & Exp. Date: _____
 CMQ/OE No. & Exp. Date: _____ CSSBB No. & Exp. Date: _____
 CHA No. & Exp. Date: _____ CCT No. & Exp. Date: _____
 CBA No. & Exp. Date: _____ ASQ/DON CLSSBB No. & Exp. Date: _____
 Choice of exam date: _____
 Location of exam by section number or international city and country: _____

Current fees for recertification by exam:

	ASQ Member:	Nonmember:
CMQ/OE	\$220.00	\$370.00
CSSBB	\$190.00	\$340.00
CBA, CHA, CQA, CQE, CRE, and CSQE	\$160.00	\$310.00
CCT	\$105.00	\$255.00
ASQ/DON CLSSBB	\$190.00	\$340.00

Payment Method:

Visa MasterCard American Express Check No. _____
 Credit Card No. _____ Exp. Date: _____
 Card Holder Name: _____
(please print)
 Card Holder Signature: _____
(Payment must be in U.S. dollars drawn on a U.S. financial institution)

Mail check payment and application to:

ASQ
 attn. Recert Coord.
 PO Box 3005
 Milwaukee, WI 53201-3005

*Postal mailed applications **must** be postmarked by the exam application deadline.*
Those paying with credit card may conveniently fax application and payment to: 414-298-2500.
You will be notified ONLY if there is a question with your application form. Otherwise, you will be registered once payment and application are approved.
For further assistance or to find out exam dates and application deadlines, please contact ASQ at 800-248-1946, 414-272-8575, e-mail help@asq.org , or visit the recertification Web site at www.asq.org .

(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 verifying dates or number of hours

		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: _____	
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
College	1 Semester Credit = 1.5 RUs	3 credits = 4.5 RUs	10.8 RUs
Non-College	1 CEU = 1.5 RUs or 0.15 RU per hr. of instruction	12 hr. course = 1.8 RUs	
ASQ-Sponsored or Company-Sponsored	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 (CQE, 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

	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: _____	

(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
Non-College	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	
ASQ-Sponsored or 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 (CQE, CQA, 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: _____	
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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:

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: _____		
Topic: _____ Date: _____ Section: _____		
Topic: _____ Date: _____ Section: _____		
Topic: _____ Date: _____ Section: _____		

(F)

COMMITTEES

RU CREDIT	CATEGORY MAXIMUM
1.5 RU per year/per committee	4.5 RUs

- Committee work encompasses ASQ and other professional associations.
- The committee must contribute to the advancement of the quality profession.
- Committee work may be done on a section, division, technical, or national level.
- Local, state, and national quality award examiner activities may be used.
- Work-related committees in your place of employment **DO NOT** qualify—this is considered part of your employment credit.
- If your committee involvement does not encompass a full year, then divide total months by 1.5 RU credit to ascertain actual RU credits earned.

DOCUMENTATION REQUIRED:

A letter from a committee officer or from the section/division chair stating the committee's mission, frequency of meetings, your duties, and term of service on committee letterhead. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

	RU Claimed
Committee: _____ Organization: _____ Term Length: _____ Dates Served: _____	
Committee: _____ Organization: _____ Term Length: _____ Dates Served: _____	
Committee: _____ Organization: _____ Term Length: _____ Dates Served: _____	
Committee: _____ Organization: _____ Term Length: _____ Dates Served: _____	
Committee: _____ Organization: _____ Term Length: _____ Dates Served: _____	

(G)

CERTIFICATION

RU CREDIT	CATEGORY MAXIMUM
1 RU per certificate earned	3 RUs

- Credit is given for obtaining additional ASQ certifications, as well as certification from other professional societies.
- RU credit applies to initial certification, **not** recertification.
- Certification must be granted during current ASQ recertification period.
- Certificate of completion is **not** the same as earning an initial certification with a potentially assigned number and possible expiration date.

DOCUMENTATION REQUIRED:

- A copy of the certificate showing the original certification date

(H)

EXAM PROCTORING

RU CREDIT	CATEGORY MAXIMUM
1 RU chief proctor/per exam day 0.5 RU assist. proctor/per exam day	7.0 RUs

- Chief proctor receives 1 RU credit per exam day.
- Assistant proctor receives 0.5 RU credit per exam day.
- Only proctoring for ASQ certification exams earns credit.

DOCUMENTATION REQUIRED:

- Copy of letter or certificate from ASQ Certification Offerings.

Date	Section No.	Exam	RU Claimed

Date	Section No.	Exam	RU Claimed

(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/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source & Title: _____ Length: _____ Date Viewed/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source & Title: _____ Length: _____ Date Viewed/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source & Title: _____ Length: _____ Date Viewed/Listened: _____ BOK Covered: _____ Skill/Knowledge Acquired: _____	
Media Source & Title: _____ Length: _____ Date Viewed/Listened: _____ 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

	RU Claimed
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: _____	
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: _____	

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www.asq.org
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