



## Purpose

ASQE randomly audits exam applications to verify that the experience and/or education claimed is in fulfillment of the certification program's eligibility requirements. This process maintains the integrity of our exams and complies with internationally recognized accreditation standards.

## Process

This audit form must be completed and returned to ASQE Certification within 30 days of the initial application to be reviewed for approval. The Certification Applicant will complete Section 1 of this form, and a verifying party (Certification Applicant's manager, supervisor, or colleague) who has firsthand knowledge of the experience listed in this form must complete Section 2. The most recent or current work experience claimed in the application needs to be verified. Once both sections have been completed, the Certification Applicant will submit this form and any supporting documentation of work experience claimed to ASQE Certification. If you are unable to obtain a signature from a verifying party to confirm work experience, you may submit a letter from the respective Human Resources department confirming employment or a copy of a W2 tax form from the organization. Applicants claiming education waivers for eligibility **must** supply proof (transcript or diploma) of obtaining claimed degree.

To submit this form and any relevant documentation, please log into your ASQ.com account, click "My Account" at the top of the page, and navigate to "My Certifications" in the left menu. Click the upload icon next to the corresponding application to upload the documentation.

Please be aware we may contact the verifying party listed on this audit form to confirm work experience or request additional documentation if necessary.

## Timeframe

Certification Applicants will have 30 days from their initial application to complete and return this audit form and any necessary supporting documentation. ASQE Certification Staff will review the completed audit materials within 7 business days of receipt. Certification Applicants will receive a reminder email after 15 days if the documentation is outstanding.

## Audit Outcomes

- **Application Approved** – Applicant will receive approval and eligibility email notifications and be able to schedule their exam appointment.
- **Application Declined** – Eligibility requirements were deemed unfulfilled, and the Applicant will be refunded their exam fee minus a \$130 application fee.
- **Additional Information Needed** – Insufficient information or proof provided; deadline for audit completion will be extended by 15 days and Applicant must provide requested information.
- **No Response Received** – Applicant's certification application will be declined, and the Applicant will be refunded their exam fee minus a \$130 application fee.



## ASQE Certification Exam Program Eligibility Requirements

The eligibility requirements for ASQE Certification exams are listed below. If the eligibility requirements for the certification applied for are fulfilled by the education waiver alone (CQIA, CQPA), only proof of education is required to be submitted.

- **Experience** – Candidates must have worked in a full-time, paid role relevant to one or more areas of the certification program’s respective Body of Knowledge.
- **Decision-making Position** – A “decision-making” position is defined as the authority to define, execute, or control projects/processes and to be able to be responsible for the outcome. This may or may not include management or supervisory positions.
- **Education Waivers** – Candidates who have completed a degree from a college, university, or technical school may have part of their experience requirement waived.

Exam	Eligibility Requirements (years)		Education Waivers (years)			
	Work Exp.	Decision-making	Technical / Trade Dip.	Associate's Deg.	Bachelor's Deg.	Master's or Higher
CCT	5	--	2	2	2	2
CFSQA	5	1	1	1	3	4
CMQOE	10	5	1	2	4	5
CMDA	5	1	--	1	3	4
CPGP	5	3	--	--	--	--
CQA	8	3	1	2	4	5
CQE	8	3	1	2	4	5
CQIA***	2	--	--	2	2	2
CQI	3	--	2	2	2	2
CQPA***	2	--	--	2	2	2
CQT	4	--	1	2	3	3
CRE	8	3	1	2	4	5
CSSBB	3**	--	--	--	--	--
CSSGB	3	--	--	--	--	--
CSQE	8	3	1	2	4	5
CSQP	8	3	1	2	4	5

\*\***CSSBB** – Requires 3 years of experience and a signed affidavit of project completion or 2 completed projects with signed affidavits

\*\*\***CQIA, CQPA** – If claimed education waiver covers the required eligibility requirement, supplying proof of obtaining claimed degree (transcript or diploma) can be uploaded in lieu of attestation of work experience in this form.



## Section 1: To be completed by Applicant

### Applicant Information

ASQ ID #:	
Applicant Name:	
Applicant Email:	
Applicant Phone #:	
Exam Applied For:	

### Work Experience (current or most recent work experience claimed)

Organization name:	
Applicant's Title:	
Applicant's Start Date:	
Applicant's End Date (if current, enter "Current"):	
Decision-making Position (Yes or No):	

## Section 2: To be completed by Verifying Party

(manager, supervisor, or colleague who has firsthand knowledge of the experience claimed)

Organization's Name:	
First / Last Name:	
Title in Organization:	
Email:	

I hereby verify that the work experience claimed above is correct and provide consent to be contacted for follow-up if needed.

Signature:	
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To sign, open this document in Adobe Reader and click the cell above. For more information on how to digitally sign a PDF, please visit [Adobe's instructions](#). This form may also be manually signed and uploaded.

If you have any questions, please contact [cert@asq.org](mailto:cert@asq.org)