



# Recertification Journal

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

# Congratulations and Welcome to Recertification!

Maintaining your ASQ certification is crucial to your professional growth. It demonstrates your continuing commitment to quality initiatives and methodologies, provides you with enhanced career opportunities, and in some cases, could be a requirement from your current employer. ASQ makes it easy for you to manage your recertification activities and ensure your certification stays current, thus giving you a competitive edge in the employment marketplace.

To maintain the integrity of your certification, ASQ requires that you recertify every three years—either by journal or by exam. If you do not recertify, your certification will lapse and ASQ will no longer recognize you as “certified.”

Recertification by RU credits is a simple process of obtaining a minimum of 18.0 recertification units (RUs) within your three-year certification period. You may accumulate the 18.0 RU credits from professional activities that either *increase* your knowledge of the Body of Knowledge (BoK), or that are job enhancing. All activities can start before you initially obtain your ASQ certification, and must be completed within your three-year recertification period to qualify.

## Did you remember to ...

1. Sign the recertification journal
2. List the various certifications that you have and their recertification dates
3. Indicate whether you wish to synchronize two or more certifications
4. Check to make sure you have at least 18.0 RU credits
5. Include payment—either credit card or personal/company check
6. Attach only the documentation for the sections where you claim credit

### See How Simple It Is!

Full-time employment	10.8 RUs
ASQ World Conference on Quality and Improvement three-day attendance	3.0 RUs
Company-sponsored training (e.g., project management, Microsoft Excel 2013, diversity in the workplace)	3.0 RUs <i>(30 hours of training over three years)</i>
ASQ section meetings (three meetings per year)	2.7 RUs
<b>Total:</b>	<b>19.5 RUs</b> <i>claimed over 3-yr. recertification period</i>

To apply online, go to [asq.org](http://asq.org) and log into your ASQ account, then navigate to the recertification landing page to recertify.

### (EXAMPLE)

### This journal includes helpful recertification tips and tools.

For more information, contact us:

North America:  
800-248-1946  
(United States and Canada only)

Mexico:  
001-877-442-8726

All other locations:  
+1-414-272-8575

Fax: 414-272-1734

Email: [help@asq.org](mailto:help@asq.org)

Web: [asq.org/cert/recertification](http://asq.org/cert/recertification)

**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  
P.O. Box 3005  
Milwaukee, WI 53201-3005

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

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

## **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 recertification date. However, your renewal date will always be calculated from your recertify by date.

*Example:* Your CQA, which would expire 06/30/16, was recertified by exam 12/15.

The new recertification date will be 06/30/18.

## **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.**

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 recertification date(s).

To find out who is your section recertification chair/SEC, please refer to your section newsletter/website, or contact ASQ Customer Care at [help@asq.org](mailto: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. Please have all documentation translated into the English language.

### **Did You Know ...**

**You can apply for recertification online; it's simple, it's fast, and it's easy.**

**Step 1.** Go to [asq.org](http://asq.org) and log into your ASQ account, then navigate to the recertification landing page.

**Step 2.** Click on the recertify link in the right-hand column and then begin.

#### **Benefits include:**

- Saves time – faster turnaround time of about two weeks or less
- Saves money – no need to pay to ship all the documents; simply scan and upload online
- More convenient – user-controlled document upload and submission
- More reliable – reduces risk of lost packages

### **Do You Need RU Points?**

**The Society offers many ways to earn points to help you with your recertification. Below are some useful examples.**

#### **Benefits include:**

- Become a member – earn 0.5 RUs per year for a total of 1.5 RUs; visit **ASQ Membership**
- Attend a local ASQ section or division network event – 0.3 per meeting – held monthly; visit **ASQ Communities**
- Take a refresher course – ASQ offers online or self-paced courses that are easy ways to earn RU credits; visit **ASQ Learning**
- Attend an ASQ conference or event – check out future events at **ASQ Conferences**
- Volunteer for ASQ test development – active certification and membership required; contact us at: [cert@asq.org](mailto:cert@asq.org)

**Certification Number(s) and Recertify by Date(s)**

CBA \_\_\_\_\_ Recertify by Date: \_\_\_\_\_  
 CCT \_\_\_\_\_ Recertify by Date: \_\_\_\_\_  
 CHA \_\_\_\_\_ Recertify by Date: \_\_\_\_\_  
 CMBB \_\_\_\_\_ Recertify by Date: \_\_\_\_\_  
 CMG/OE \_\_\_\_\_ Recertify by Date: \_\_\_\_\_  
 CPGP \_\_\_\_\_ Recertify by Date: \_\_\_\_\_  
 CQA \_\_\_\_\_ Recertify by Date: \_\_\_\_\_  
 CQE \_\_\_\_\_ Recertify by Date: \_\_\_\_\_  
 CRE \_\_\_\_\_ Recertify by Date: \_\_\_\_\_  
 CSQE \_\_\_\_\_ Recertify by Date: \_\_\_\_\_  
 CSQP \_\_\_\_\_ Recertify by Date: \_\_\_\_\_  
 CSSBB \_\_\_\_\_ Recertify by Date: \_\_\_\_\_  
 ASQ/DON CLSSBB \_\_\_\_\_ Recertify by Date: \_\_\_\_\_

**Synchronization:**  Yes  No  NA

Member No. \_\_\_\_\_ Section No. \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_ Email \_\_\_\_\_  
 New Address?  Yes  No Home phone \_\_\_\_\_  
 Work phone \_\_\_\_\_ Fax \_\_\_\_\_

**FEES** please make check/money order payable to: ASQ

Member Nonmember  
 One certification  U.S. \$69.00  U.S. \$109.00  
 Two or more certifications  U.S. \$89.00  U.S. \$109.00 **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)

Select one:  Visa  MasterCard  American Express  
 Card No. \_\_\_\_\_ CVV No. \_\_\_\_\_ Exp. \_\_\_\_\_  
 Card Holder Name: \_\_\_\_\_ (please print)  
 Credit Card Billing Address: \_\_\_\_\_  
 Card Holder Signature: \_\_\_\_\_  
*Fees subject to change without notice. Priority Code/Coupon Code/ASQ Bucks*

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 and Initials \_\_\_\_\_

**ASQ RECERTIFICATION JOURNAL APPLICATION**  
**18-Point Program**

	<b>18-Point Program</b>	<b>MAXIMUM RU CREDIT ALLOWED</b>	<b>Total RU Credits Claimed</b>	<b>Recert. Chair/SEC Initials</b>
<b>(A) Professional Development</b>	0.1 RU per hour 1.0 CEU = 1.0 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		
<b>(C) Instructor</b>	1 Credit = 1.5 RUs 1.0 CEU = 1.5 RUs 0.15 RU per hour	10.8		
<b>(D) Student</b>	1 Credit = 1.0 RU 1.0 CEU = 1.0 RU 0.1 RU per hour	9.0		
<b>(E) Meetings</b>	0.3 RU per meeting 0.3 RU per workshop	10.8		
<b>(F) Committees</b>	2.0 RUs per committee, per year, elected officer 1.5 RUs per committee, per year, member leader	8.0		
<b>(G) Certifications</b>	2.0 RUs per ASQ certification 1.0 RU per other certifications	6.0		
<b>(H) Proctoring</b>	0.5 RU assist. proctor per exam day 1.0 RU chief proctor per exam day 0.25 RU for registration assistant	5.0		
<b>(I) Electronic Media</b>	0.025 RU/15 min.	3.6		
<b>(J) Publishing</b>	<b>Author</b> <b>Co-author</b> <b>Editor</b> 0.5 RU per published review 1.0 RU 0.5 RU N/A 4.0 RUs 2.0 RUs 1.0 RU per book 1.0 RU 1.0 RU N/A	9.0		
<b>(K) ASQ Membership Type</b>	<b>Year 1</b> <b>Year 2</b> <b>Year 3</b> 0.5 RU 0.5 RU 0.5 RU 0.5 RU 0.5 RU 0.5 RU 0.5 RU 0.5 RU 0.5 RU	1.5		
<b>TOTALS:</b>				

Item B0525 Revised: April 2017

## 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 recertification 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 Certification 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 Certification 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 18.0 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 \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Apt./Ste. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*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 Recertify by Date(s):***

<b>CBA:</b> _____ RECERTIFY BY DATE _____	<b>CMQ/OE:</b> _____ RECERTIFY BY DATE _____	<b>CQE:</b> _____ RECERTIFY BY DATE _____	<b>CSQP:</b> _____ RECERTIFY BY DATE _____
<b>CCT:</b> _____ RECERTIFY BY DATE _____	<b>CPGP:</b> _____ RECERTIFY BY DATE _____	<b>CRE:</b> _____ RECERTIFY BY DATE _____	<b>CSSBB:</b> _____ RECERTIFY BY DATE _____
<b>CHA:</b> _____ RECERTIFY BY DATE _____	<b>CQA:</b> _____ RECERTIFY BY DATE _____	<b>CSQE:</b> _____ RECERTIFY BY DATE _____	<b>ASQ/DON</b> <b>CLSSBB:</b> _____ RECERTIFY BY DATE _____
<b>CMBB:</b> _____ RECERTIFY BY DATE _____			

**Payment Method:** **FEES Per Certification: Members \$20 Nonmembers \$40**

Select One:  Visa  MasterCard  American Express  Check No. \_\_\_\_\_ **TOTAL DUE: \$** \_\_\_\_\_

Credit Card No. \_\_\_\_\_ CVV No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_  
(please print)

Card Holder's Billing Address \_\_\_\_\_

Fees subject to change without notice. If payment amount is incorrect or a price increase occurs, we will bill you accordingly or change your credit card the appropriate amount.  
 (Payment must be in U.S. dollars drawn on a U.S. financial institution.)

## FREQUENTLY ASKED QUESTIONS

### **How do I know if a course, conference, or training qualifies for RU credits?**

As long as the course, conference, or training 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.

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

If you do not have enough RU credits by your recertification date, you must recertify by exam. You are allowed up to one year before and after your recertification date **just** to recertify by exam.

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 recertification date**, either by phone, email, or written letter.

### **How do I synchronize my certifications?**

To **initially** synchronize two or more certifications that have differing recertification dates, all you need to do is include documentation and the 18.0 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 recertification 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 18.0 RU credits for all synchronized certifications, one application form, and one set of documentation relating to all certifications being recertified that fall within each BoK or that are job-enhancing.

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

ASQ member: \$89.00 **total**

Nonmember: \$109.00 **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.

### **When do I need to submit my recertification journal?**

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

Early submittal of your recertification journal does not change your original recertify by date. For example, if your CQA expires June 2016, and you submit your packet in March 2016, your new recertify by date will be June 2019, **not** March 2019.

### **What do I include with my recertification journal packet?**

Remember to include copies of documentation supporting your RU credits claimed, include a copy of your current certificate(s), 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 recertification date.



# RECERTIFICATION BY EXAM REQUEST FORM

ASQ Member No. \_\_\_\_\_  
 Name \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address \_\_\_\_\_ Fax: \_\_\_\_\_  
 City \_\_\_\_\_ State/Prov.: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
 Email Address \_\_\_\_\_

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

CBA No. and Recertify by Date: \_\_\_\_\_ CQA No. and Recertify by Date: \_\_\_\_\_  
 CCT No. and Recertify by Date: \_\_\_\_\_ CQE No. and Recertify by Date: \_\_\_\_\_  
 CHA No. and Recertify by Date: \_\_\_\_\_ CRE No. and Recertify by Date: \_\_\_\_\_  
 CMBB No. and Recertify by Date: \_\_\_\_\_ CSQE No. and Recertify by Date: \_\_\_\_\_  
 CMQ/OE No. and Recertify by Date: \_\_\_\_\_ CSQP No. and Recertify by Date: \_\_\_\_\_  
 CPGP No. and Recertify by Date: \_\_\_\_\_ CSSBB No. and Recertify by Date: \_\_\_\_\_  
 Choice of exam date: \_\_\_\_\_

**Current fees for recertification by exam:**

	ASQ Member:	Nonmember:
CMQ/OE	\$368.00	\$518.00
CSSBB	\$338.00	\$498.00
CBA, CHA, CPGP, CQA, CQE, CRE, CSQE, and CSQP	\$298.00	\$448.00
CCT	\$208.00	\$368.00
CMBB	\$2,024.00	\$2,179.00

**Payment Method:**

Select One:  Visa  MasterCard  American Express  Check No. \_\_\_\_\_ **TOTAL DUE: \$** \_\_\_\_\_  
 Credit Card No. \_\_\_\_\_ CVV No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Card Holder Name: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_  
 (please print)  
 Card Holder Billing Address \_\_\_\_\_

Fees subject to change without notice. If payment amount is incorrect or a price increase occurs,  
 we will bill you accordingly or change your credit card the appropriate amount.  
 (Payment must be in U.S. dollars drawn on a U.S. financial institution.)

*Mail check payment and application to:*

**ASQ**  
 Attn.: Recertification Coordinator  
 P.O. 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: 414-272-1734.*

*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 determine exam dates and application deadlines, please contact ASQ at 800-248-1946, 414-272-8575, email [help@asq.org](mailto:help@asq.org), or visit the website at [asq.org](http://asq.org).*



## (A) PROFESSIONAL DEVELOPMENT

<b>RU CREDIT</b>	<b>CATEGORY MAXIMUM</b>
0.1 RU per hour 1.0 CEU = 1.0 RU	<b>9.0 RUs</b>

- You can claim credit for conferences, seminars, workshops, webinars, and forums sponsored by a company or technical society/organization, or another organization focused on professional development. Credit for massive open online courses (MOOCs) should be taken in Student category (D).
- 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 1.0 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:	
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Date:	Activity:	
	Sponsor:	

## (B) EMPLOYMENT

<b><u>RU CREDIT</u> FULL-TIME</b>	<b><u>RU CREDIT</u> PART-TIME</b>	<b>CATEGORY MAXIMUM</b>
0.3 RU/month <i>or</i> 3.6 RUs/year	0.15 RU/month <i>or</i> 1.8 RUs/year	<b>10.8 RUs</b>

- 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)

Employer:	Dates Employed:
Job Title:	
Job Description:	

Employer:	Dates Employed:
Job Title:	
Job Description:	

Employer:	Dates Employed:
Job Title:	
Job Description:	

Employer:	Dates Employed:
Job Title:	
Job Description:	

## 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  
CREDIT FOR TEACHING OR LEADING COURSES**

	<b>RU CREDIT</b>	<b>EXAMPLE</b>	<b>CATEGORY MAXIMUM</b>
<b>College</b>	1 semester/quarters Credit = 1.5 RUs	3 credits = 4.5 RUs	<b>10.8 RUs</b>
<b>Noncollege</b>	1.0 CEU = 1.5 RUs <i>or</i> 0.15 RU per hr. of instruction	12-hr. course = 1.8 RUs	
<b>ASQ-Sponsored or Company-Sponsored</b>	1.0 CEU = 1.5 RUs <i>or</i> 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.
- Noncollege 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, division, or forum, or by Learning Offerings at ASQ headquarters.
- All courses must be taught **in addition** to your usual job responsibilities 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

		<b>RU Claimed</b>
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  
CREDIT FOR ATTENDING COURSES**

COURSE TYPE	RU CREDIT	EXAMPLE	CATEGORY MAXIMUM
<b>College</b>	1 semester/quarter hour credit = 1.0 RU	3 credits = 3.0 RUs	<b>9.0 RUs</b>
<b>Noncollege</b>	1.0 CEU = 1.0 RU or 0.1 RU per hour of class or 1 contact hour = 0.1 RU per hour	2.0 CEUs = 2.0 RUs 12-hour course = 1.2 RUs 2 contact hours = 0.2 RU	
<b>ASQ-Sponsored or Company-Sponsored (in-house and offsite)</b>	1.0 CEU = 1.0 RU or 0.1 RU per hour of class or 1 contact hour = 0.1 RU per hour	2.0 CEUs = 2.0 RUs 12-hour course = 1.2 RUs 2 contact hours = 0.2 RU	
<b>Home Study</b>	1.0 CEU = 1.0 RU	2.0 CEUs = 2.0 RUs	
<b>Massive Open Online Courses (MOOCs)</b>	1 contact hour = 0.1 RU	2 contact hours = 0.2 RU	

**NOTE: This category is for educational courses and does not cover short-duration workshops for which participants do not receive a grade. Workshops should be included in the Professional Development category.**

- **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 a university, or a technical or community college.
- Noncollege 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, division, or forum, or by Learning Offerings at ASQ headquarters.
- Home-study courses are offered through independent companies such as MGI.
- Massive open online courses (MOOCs) are offered through a university, a consortium such as Coursera or EDX, or an independent company such as Udacity.
- If no CEU or college credits are assigned, 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

*Noncollege 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

*Massive Open Online Course:* Copy of official transcript if grade is offered, or certificate of completion from the course provider showing dates, title, and subject matter. No credit is given for MOOCs that do not have a grade or a verified certificate of completion.

## 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:
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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 per meeting	10.8 RUs
Workshops/Clinics	0.3 RU per workshop/clinic	

- Monthly membership meetings for ASQ or other technical societies earn RU credit.
- Meetings must be technically or professionally based (e.g., plant tours). Meetings of a social nature do not earn credit. The maximum number of RUs that may be earned for a single meeting is 0.3.
- Clinics and workshops must be held directly before or after the meetings. The maximum number of RUs that may be earned for a clinic or workshop in conjunction with a section meeting is 0.3. Full-day clinics or workshops should be entered in Professional Development category (A).
- Combined with the maximum 0.3 RU earned for a meeting, the total maximum number of RUs that may be earned from a meeting and associated clinics or workshops on a single date is 0.6.
- If you transfer from one ASQ section to another, it is **your** responsibility to maintain your attendance evidence 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:		

## (F) COMMITTEES

COMMITTEE ROLE	RU CREDIT	CATEGORY MAXIMUM
Elected Officer (Chair, Chair-Elect, Secretary, Treasurer)	2.0 RUs <b>per</b> year of service	<b>8.0 RUs</b>
Member leader in appointed position	1.5 RUs <b>per</b> year/ <b>per</b> committee	
Member who performs ad-hoc responsibilities	0.1 RU per hour, up to a max of 0.3 per event/activity, for a total of 0.9 RU per year; 2.7 RUs is MAX for ad-hoc service	

- Committee work encompasses ASQ and other professional associations and must contribute to the advancement of the quality profession.
- Committee work may be done on a section, division, technical, or national level. Examples include: facilitators or liaisons to TCC groups, Editorial Review Committees for *Quality Progress*, program planning, or conference planning committee for a section.
- 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 prorate RU credit to ascertain actual RU credits earned.
- *Elected officers* are chair, chair-elect, secretary, and treasurer, or the organization’s equivalent, as elected by the general membership of the organization.
- *Member leader in an appointed position* includes anyone who participates on an organizational leadership team in a volunteer capacity; this may include webmasters (unpaid) or discussion board moderators.
- Service contributed to an ASQ section, division, or forum or interest group on an ad-hoc basis can be considered for RUs provided the following criteria are met:
  - Service is in direct support of an ASQ section, division, forum, or interest group and sanctioned by the section/division/forum/interest group chair.
    - Activities that are **not** included in this service are: meeting room set-up/arranging chairs and tables, or taking reservations/RSVPs for meetings.
  - 0.3 RU per activity or event for a maximum of three activities/events or 0.9 RU can be requested or awarded in a 12-month period.
- Formal committee service cannot be combined with ad-hoc service in any given year.

**DOCUMENTATION REQUIRED:**

A letter or certificate from the appropriate chair stating the committee’s mission, frequency of meetings, your duties, and term of service on section/division/forum/interest group 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:	



## (G) CERTIFICATION

RU CREDIT	CATEGORY MAXIMUM
2.0 RUs per ASQ certification earned; 1.0 RU per certification from another professional organization	<b>6.0 RUs</b>

- 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 the current ASQ recertification period.
- Certificate of completion (end of course certificate) is **not** the same as earning an initial certification with a potentially assigned number and possible recertification date.

**DOCUMENTATION REQUIRED:**

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- A copy of the certificate showing the original certification date

## (H) EXAM PROCTORING

RU CREDIT	CATEGORY MAXIMUM
1.0 RU chief proctor/per exam day 0.5 RU assistant proctor/per exam day 0.25 RU registration assistant/per exam day	<b>5.0 RUs</b>

- Chief proctor receives 1.0 RU credit per exam day.
- Assistant proctor receives 0.5 RU credit per exam day.
- Registration assistants receive 0.25 RU credit per exam day. Records of registration assistants must be maintained in section records.
- Only proctoring for ASQ certification exams earns credit.

**DOCUMENTATION REQUIRED:**

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- Copy of letter from ASQ Certification Offerings for chief proctor/assistant proctor
- Copy of letter from local section leadership for registration assistant

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

- To receive credit in this category, media must be watched or listened to for a minimum of 15 minutes. No credit may be claimed for simply adding media to a quality library.
- Electronic media includes, but is not limited to, audio and video, CD-ROMS, DVDs, podcasts, etc. Webinars should be claimed under the Professional Development category (A).
- 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 Course – Student Credit category (D).
- Double credit will not be awarded for activities associated with the media source. Example: If a video is shown at a local section meeting, credit can be claimed either for the section meeting **or** for viewing the video—not for both events.
- This credit is not given for reading books, e-books, articles, **or** written materials.
- Web-based and computer-based courses, including massive open online courses (MOOCs), in 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 and Title:		
Length:	Date Viewed/Listened:	
BoK Covered:		
Skill/Knowledge Acquired:		
Media Source and Title:		
Length:	Date Viewed/Listened:	
BoK Covered:		
Skill/Knowledge Acquired:		
Media Source and Title:		
Length:	Date Viewed/Listened:	
BoK Covered:		
Skill/Knowledge Acquired:		
Media Source and Title:		
Length:	Date Viewed/Listened:	
BoK Covered:		
Skill/Knowledge Acquired:		

## (J) PUBLISHING

	AUTHOR	CO-AUTHOR	EDITOR	CATEGORY MAXIMUM
Media Review	0.5 RU per published review	N/A	N/A	<b>9.0 RUs</b>
Article	1.0 RU per article	0.5 RU per article	N/A	
Book	4.0 RUs per book	2.0 RUs per book	1.0 RU per book	
Presented Paper	1.0 RU per paper	1.0 RU per paper	N/A	

- Each work must apply to at least one area of the applicable Body of Knowledge.
- Published reviews of recently released books, instructional DVDs, etc., in an ASQ or other professional society publication, earn 0.5 RU per review.
- Papers must be presented at a professional sponsored activity.
- Editorial Review Board members would claim credit under committee work.

### DOCUMENTATION REQUIRED:

Media Review: Copy of the published review and publication table of contents

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

Book: Copy of the title page showing title and author/co-author PLUS a copy of the table of contents; book editor should submit a letter from the author, co-author, or publisher indicating the work edited and a copy of the table of contents

Presented Paper: Copy of entire program guide

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

## (K) ASQ MEMBERSHIP

MEMBERSHIP TYPE	YEAR 1	YEAR 2	YEAR 3	CATEGORY MAXIMUM
Full (senior, fellow, and corporate)	0.5 RUs	0.5 RUs	0.5 RUs	<b>1.5 RUs</b>
Associate	0.5 RUs	0.5 RUs	0.5 RUs	
Student	0.5 RUs	0.5 RUs	0.5 RUs	

- Note: We will not award RUs for membership of another professional organization.
- ASQ will verify your membership status and effective dates based on the points claimed; therefore, no documentation is required.
- Partial credit will not be awarded: To claim 0.5 RUs you must have one full year of membership at the time of applying for recertification.



## Enjoy the Benefits of an ASQ Membership

ASQ members are building the future of quality. Join the ASQ global quality community and set yourself apart. As a valued ASQ member, you receive many benefits that help you meet tomorrow's challenges:

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- Full access to information, tools, case studies, and more
- Career development
- Networking
- Exclusive monthly member gifts

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