



# Computer-Based Testing Exam ORDER FORM

## 1. ASQ MEMBERSHIP NUMBER

If you are not an ASQ member, leave blank.

## 2. NAME/ADDRESS INFORMATION

Mr. Ms. Mrs. Dr. (Print clearly or type)

First Name	Middle Initial	Last Name
Home Address		Apt./Ste.
City, State/Prov., Zip/Postal Code		Country
Home Area Code and Telephone Number		
Employer Name	Your Title	
Employer Address		Apt./Ste.
City, State/Prov., Zip/Postal Code		Country
Bus. Area Code and Telephone Number		Fax Number
Email Address		

I understand the name on my application must match the name on the ID I present at the testing center.

I would like hard copies of my exam results sent to the following address: HOME WORK

## 3. FEES AND EXAMINATION DATES

### FEES

Prices are in U.S. dollars. Check the applicable box below.

	Retake	ASQ Member	Nonmember
CQI	\$208	\$268	\$418
CQT	\$208	\$268	\$418
CRE	\$298	\$348	\$498
CMQ/OE	\$368	\$418	\$568
CHA	\$298	\$348	\$498
CBA	\$298	\$348	\$498
CSSBB	\$338	\$388	\$538
CSSYB	\$184	\$244	\$394
CSQP	\$298	\$348	\$498

### EXAMINATION DATES

Check the applicable boxes below.

January	May	September
March	July	November
2017	2018	

The application deadline is 28 days prior to the monthly window. Your application must be postmarked, faxed, or emailed by the application deadline. Applications sent after the deadline will automatically be processed for the next examination date/window. For specific dates within each test month, please go to [asq.org/cert/dates](http://asq.org/cert/dates).

### FEES

Prices are in U.S. dollars. Check the applicable box below.

	Retake	ASQ Member	Nonmember
CPGP	\$298	\$348	\$498
CSQE	\$298	\$348	\$498
CQA	\$298	\$348	\$498
CQE	\$298	\$348	\$498
CQIA	\$184	\$244	\$394
CCT	\$208	\$268	\$418
CQPA	\$184	\$244	\$394
CSSGB	\$238	\$288	\$438

### EXAMINATION DATES

Check the applicable boxes below.

February	June	October
April	August	December
2017	2018	

The application deadline is 28 days prior to the monthly window. Your application must be postmarked, faxed, or emailed by the application deadline. Applications sent after the deadline will automatically be processed for the next examination date/window. For specific dates within each test month, please go to [asq.org/cert/dates](http://asq.org/cert/dates).

## 4. METHOD OF PAYMENT:

Check or money order (U.S. dollars drawn on a U.S. bank)  
Make check payable to ASQ.

Visa MasterCard American Express (Check one)

Cardholder's Name (please print)		
Card Number	CVV Number	Exp. Date
Cardholder's Signature		
Cardholder's Address		
Applicant's Signature	Date	

Fees subject to change without notice. If the payment amount submitted is incorrect or a price increase occurs, we will bill you accordingly or charge your credit card the appropriate amount.

To register online, visit [asq.org](http://asq.org) and click Certification.

Please allow five business days to process your application once received. In order to process your application you **MUST** include the following:

- A completed application filled out (front and back)
- Your application must be signed
- Include payment/provide payment information
- Attach your résumé/CV
- Include your CSSBB affidavit(s) (Affidavits can be found at [www.asq.org/cert](http://www.asq.org/cert))

Once your application is approved, you will be led through exam appointment scheduling through Prometric, including location, date, and time.



If you have special needs that we can address, call ASQ Certification at 800-248-1946 or 414-272-8575.

## 5. EDUCATION

Complete the entire section below showing the **highest** completed educational degree or diploma you have received. Credit is not issued for nondegree education or for partially completed degree programs.

**International applicants must provide documentation to verify educational equivalency.**

Degree or Diploma \_\_\_\_\_ Year \_\_\_\_\_  
Name of Institution \_\_\_\_\_  
Location of Institution \_\_\_\_\_

Type of degree or diploma (check one)      technical school  
    associate's    bachelor's    master's    doctorate

## 6. WORK EXPERIENCE

**If you do not meet all of the necessary qualifications, you will not be allowed to take this exam.**

**CQIA and CQPA** require TWO years of work experience or an associate's degree or TWO years of equivalent higher education.

**CQI** requires TWO years of work experience. If you do not have a high school diploma or GED, you must have THREE additional years' work experience.

**CQT** requires FOUR years of higher education and/or work experience. If certified through a quality technology program at a community college or vocational school, one year will be waived.

**CRE, CQA, CQE, CSQE, and CSQP** require EIGHT years of higher education and/or work experience including THREE years in a decision-making position.

**CBA and CHA** require FIVE years of work experience including ONE year in a decision-making position.

**CMQ/OE** requires 10 years of higher education and/or work experience including FIVE years in a decision-making position.

**CSSBB** requires two completed projects with signed affidavits or one project with signed affidavit and three years of work experience. No education waivers are given.

**CCT** requires FIVE years of higher education and/or work experience.

**CPGP** requires FIVE years of on-the-job experience including THREE years in a decision-making position. No education waivers are given.

**CSSGB** requires THREE years of work experience. No education waivers are given.

**CSSYB** No experience or education requirements.

All work experience must relate to one or more areas of the body of knowledge of that specific certification.

Work experience must be in a full-time, paid role. Paid intern, co-op, or any other course work cannot be applied toward the work experience requirement.

**"DECISION MAKING" is defined as having the authority to define, execute, or control projects/processes and being responsible for the outcome.**

If you have been certified by ASQ in any of the areas below, please provide your certificate number in lieu of work experience. If you are applying for the manager exam, you'll need to include additional work experience.

CQA    CQE    Manager    CRE    CSQE    CSQP

The following does not apply for CQI, CSSBB, CPGP, CSSGB, or CSSYB.

If you have completed a degree, diploma, or certificate program beyond high school, you may waive some of the required experience as follows:

Certificate/diploma from a technical or trade school

One year, CCT two years

Associate's degree (college or technical school)

Two years, CBA, CHA one year

Bachelor's degree

Four years, CCT two years, CQT, CHA, CBA three years

Master's/doctoral degree

Five years, CCT two years, CQT three years, CBA, CHA four years

### Return This Application To:

ASQ  
P.O. Box 3066  
Milwaukee, WI 53201-3066  
Fax: 414-272-1734



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## 7. CANCELLATION/RESCHEDULE POLICY

**Refunds:** If your application is not approved, you will obtain a partial refund. The \$70 processing fee is not refundable.

**Appointment Reschedule/Cancellation:** If you wish to change your exam appointment date or time, you must do so at least five days prior to your appointment using the Reschedule/Cancel option at [www.prometric.com](http://www.prometric.com), or by contacting Prometric's automated voice response system at 800-369-5949 (in North America) or Prometric's Regional Registration Center (outside North America); the website is available 24 hours a day, seven days a week. There is a \$70 fee for changing an appointment. No change may be made within five days of your appointment without forfeiting the test fee and needing to re-register and repay the test fee.

**Requests for Refund:** If you have canceled your exam appointment with Prometric (or if you have not scheduled your exam appointment) and wish to receive a refund on your exam application fees, you must contact the ASQ Certification workgroup at [cert@asq.org](mailto:cert@asq.org). Requests for a refund must be received prior to the end of your exam eligibility period. Requests received after this date will not be accepted. To apply for a future exam after canceling and receiving a refund, you must submit a new application and pay full costs.

- Please be aware a \$70 processing fee will not be refunded to candidates who did not schedule an exam appointment with Prometric.

## 8. COMPLIANCE WITH RULES

Please read the ASQ Code of Ethics below. Compliance with the Code of Ethics is **mandatory** for all certified individuals, whether or not they are members of ASQ.

I have read, I understand, and I agree to comply with the ASQ Code of Ethics. I agree not to discuss or release in any form the contents of the examination. I affirm that all information contained in this application is correct.

Applicant's Signature

## ASQ CODE OF ETHICS

### FUNDAMENTAL PRINCIPLES

ASQ requires its members and certification holders to conduct themselves ethically by:

- I. Being honest and impartial in serving the public, their employers, customers, and clients.
- II. Striving to increase the competence and prestige of the quality profession, and
- III. Using their knowledge and skill for the enhancement of human welfare.

Members and certification holders are required to observe the tenets set forth below:

### RELATIONS WITH THE PUBLIC

Article 1 — Hold paramount the safety, health, and welfare of the public in the performance of their professional duties.

### RELATIONS WITH EMPLOYERS, CUSTOMERS, AND CLIENTS

Article 2 — Perform services only in their areas of competence.

Article 3 — Continue their professional development throughout their careers and provide opportunities for the professional and ethical development of others.

Article 4 — Act in a professional manner in dealings with ASQ staff and each employer, customer, or client.

Article 5 — Act as faithful agents or trustees, and avoid conflicts of interest and the appearance of conflicts of interest.

### RELATIONS WITH PEERS

Article 6 — Build their professional reputation on the merit of their services and not compete unfairly with others.

Article 7 — Ensure that credit for the work of others is given to those to whom it is due.