



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

2018 EXAMINATION DATES

Check the applicable boxes below.

January March September November

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.

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

2018 EXAMINATION DATES

Check the applicable boxes below.

February April June August October December

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.

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 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)

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

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, 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. 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 representatives to be honest and transparent. Avoid conflicts of interest and plagiarism. Do not harm others. Treat them with respect, dignity, and fairness. Be professional and socially responsible. Advance the role and perception of the quality professional.

EXPECTATIONS OF A QUALITY PROFESSIONAL

Act with Integrity and Honesty

1. Strive to uphold and advance the integrity, honor, and dignity of the quality profession.
2. Be truthful and transparent in all professional interactions and activities.
3. Execute professional responsibilities and make decisions in an objective, factual, and fully informed manner.
4. Accurately represent and do not mislead others regarding professional qualifications, including education, titles, affiliations, and certifications.
5. Offer services, provide advice, and undertake assignments only in your areas of competence, expertise, and training.

DEMONSTRATE RESPONSIBILITY, RESPECT, AND FAIRNESS

1. Hold paramount the safety, health, and welfare of individuals, the public, and the environment.
2. Avoid conduct that unjustly harms or threatens the reputation of the Society, its members, or the quality profession.
3. Do not intentionally cause harm to others through words or deeds. Treat others fairly, courteously, with dignity, and without prejudice or discrimination.
4. Act and conduct business in a professional and socially responsible manner.
5. Allow diversity in the opinions and personal lives of others.

SAFEGUARD PROPRIETARY INFORMATION AND AVOID CONFLICTS OF INTEREST

1. Ensure the protection and integrity of confidential information.
2. Do not use confidential information for personal gain.
3. Fully disclose and avoid any real or perceived conflicts of interest that could reasonably impair objectivity or independence in the service of clients, customers, employers, or the Society.
4. Give credit where it is due.
5. Do not plagiarize. Do not use the intellectual property of others without permission. Document the permission as it is obtained.

Return This Application To:

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



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