

Did you know you have an option to Recertify Online Now?

**Currently you are not able to use any PROMO codes online or use it for Initial Synchronization, but later this year (2016) that will also be an option. If you are already set up for synchronization, this will work.

Using this option you will bypass your Section Recertification Chair:

- You have to pay by Credit Card
- All documents must in format indicated below
- Each entry needs its own Upload, not compiled all on one sheet
- This cannot be used for Synchronizing certifications at this time
- Promo Codes can't be used for Online at this time

You can start now and begin to cumulatively add RU during your 3 year period, and it will be stored for you until you have the sum total needed to Recertify.

When you log into the asq.org website under your username and password:
Follow steps below, but the instructions online are very good:

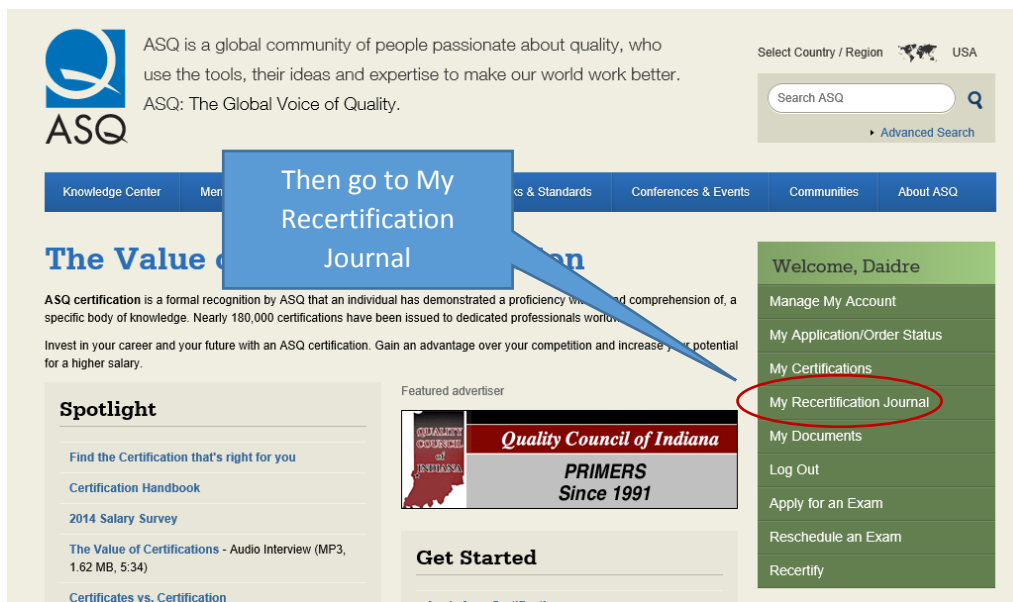
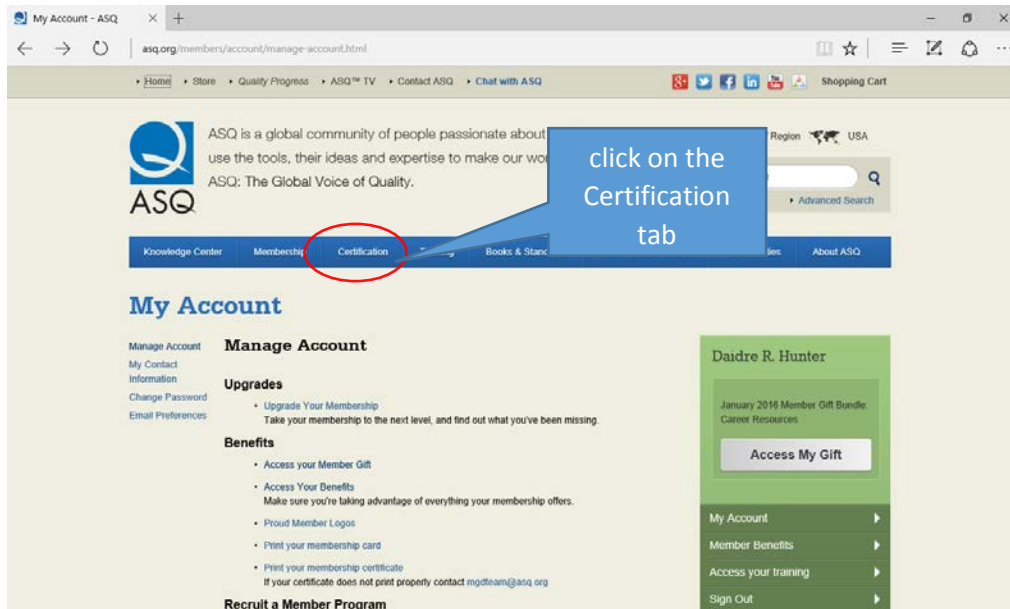
My Recertification Units

ASQ Recertification Units Summary

Welcome to the new ASQ online Recertification Journal! You can now log in your points as you earn them over the three year period. They will be stored here on your record so, once your journal has been approved and your record updated, there is no need to keep hard copies any longer. To add, remove, review or adjust the activities on your journal, press the **Edit** button next to the appropriate recertification unit activity type and follow the instructions provided.

When you have logged a minimum of 18 points and you are within 6 months of your recertification date, hit the **Recertify Now** button at the bottom of the page and you will be taken through the process of submitting and paying for your recertification. Your journal will then be submitted to the recertification coordinator for approval. If we have any questions regarding your credits or documentation, we will contact you. Once submitted, you can check the progress through your [My Certifications](#) page.

If you wish to synchronize any of your certifications, please send in your recertification journal, with appropriate documentation, to your section recertification chair, or to the ASQ recertification coordinator. You will not be able to use the online journal to synchronize.



In each category, you have an option to EDIT, but clicking on the pencil to the right of each Activity:







See below:

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Activity	Details	Allowed	Claimed	
Professional Development	0.1 RU per hour 1.0 CEU = 1.0 RU	9.00	0.00	
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	10.80	0.00	 Edit
Instructor	1 Credit = 1.5 RUs 1.0 CEU = 1.5 RUs 0.15 RU per hour	10.80	0.00	
Student	1 Credit = 1.0 RU 1.0 CEU = 1.0 RU 0.1 RU per hour	9.00	0.00	
Meetings	0.3 RU per meeting 0.3 RU per workshop	9.00	0.00	
Committees	2.0 RUs per committee, per year, elected officer 1.5 RUs per committee, per year, member leader	6.00	0.00	

One nice feature is that once you click on the EDIT (pencil) button, it gives the explanation of how the RU's are credited for that item, what the maximum for that Category and the documentation required.

See Below

The Format of files to be uploaded must be PDF or other listed below. It will not accept a Word or Excel document.

Edit Recertification Units

Professional Development

RU Credit:

- 0.1 RU per hour, 1.0 CEU = 1.0 RU

Category Maximum: 9.0 RUs

- You can claim credit for conferences, seminars, workshops, webinars, 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 1.0 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.

Date	Activity	Sponsor	RU Claimed	Document
No Professional Development activities have been entered.				

- Enter the information about your RU activity in the space below.
- To select electronic or scanned backup documentation to upload for your recertification units:
 - **Format:** We accept PDF files as well as Bitmap, GIF, JPEG or TIFF images through this upload process.
 - **File Size:** Individual files must be 8 MB or less.
 - **To Select a File to Upload:** Click the **Browse** button below to locate a file on your computer and double click on the desired file.
- Press the **Add Recertification Units** button to upload your documentation and add your RU activity to the list above.
- To remove an item from the list above, press the **Remove** button next to the activity you want to remove.
- When you have entered all of your activity in this category, press the **Return to Application** button at the bottom of the screen.

Date:

Activity:

Sponsor:

RU Claimed:

File to Upload: (You will be able to upload this later)

As explained: enter Date, Activity title, Sponsor and RU claimed, Upload file, and the hit the button "Add Recertification Units", once you have added everything at this time you can click Done Editing or Return to Application as directed.