

Today's Tutorial

- Maintaining ASQ Certifications
- **Advancement to Senior Grade**
- Nomination For Advancement To The Grade Of Fellow
- Additional Information: Attachments

Maintaining ASQ Certifications

Recertification Methods

Every three years, you must either:

1. Complete Recertification Journal
- Or
2. Retake Exam

The Recertification Journal

- Available in PDF format or hardcopy
- PDF format downloadable from ASQ website:
http://www.asq.org/certification/docs/recert_journal_app.pdf
- May also use original hardcopy journal provided after Certification

Recertification Units

- 18 recertification units (RUs) required within three-year certification period
- Credits are accumulated from professional activities that increase your understanding of the Body of Knowledge or enhance your job
- Document activities in your [Recertification Journal/Application](#)

Typical Journal Non-Conformances

- Signature missing
- Dates missing
- Membership/certification number missing
- Sending in late
 - Cost increase
 - Delay in PO
 - Missing Objective Evidence
 - Too much OE

- **Advancement – Senior Grade**

Advancement – Senior Grade

Requirements--Policy G-2

Achieving Senior membership in ASQ is an indication of professional growth, and accomplishments in quality or the allied arts and sciences. To be eligible for **advancement**, a member shall demonstrate professional growth and significant achievements in his/her profession as indicated by meeting all senior grade requirements

Senior Grade Requirements

1. Have ten (10) years of active professional experience. Up to four (4) years of this vocational requirement maybe satisfied by graduation from an accredited college, university, or similar institution
2. Be an ASQ member in good standing for at least one (1) year prior to the date of application for **advancement**.
3. Have qualified in one of the following ways described below:
 - a. Conducting quality-related engineering, inspection or audit, or statistical work, or applying the methods and principles of quality on the job for at least two (2) years.
 - b. Teaching quality or related arts or sciences at an accredited institution for at least two (2) years.
 - c. Being a Senior member or comparable grade in an American Society for Association Executives' list of recognized organizations.
 - d. Currently holding an ASQ certification that requires recertification

Advancement – Senior Grade

Note: Your individual membership must be paid for the current membership year before Community Care is able to process your **advancement**.

- Senior member benefits continuously evolve; when you renew please customize your membership. In addition to the benefits you are currently receiving, as a Senior member you will also receive:
- A Senior member certificate and card.
- Recognition of your achievement through an announcement in the ASQwire, ASQ's weekly e-newsletter.
- Special Senior member name badge at ASQ events that you attend.
- Your choice of one extra benefit journal, or two forums/divisions, or an additional section, or choose to waive
- additional benefits as part of your Senior member benefit package

Advancement – Senior Grade

Select ONE of FOUR benefit options:

1. A journal
OR
2. Two forums/divisions
OR
3. An additional section
OR
4. Waive all additional benefits

Advancement – Senior Grade

Provide the following information:

- Highest Education Level completed
- Occupational Responsibility and Employment History
- Dates from/to
- Position/Title
- Employer
- Work Description
- Business or Home
- Technical Experience

Advancement – Senior Grade contd.

- List professional certifications and/or registrations. Only current active certifications and registrations should be listed.
- Certification/Registration Title
- Certifying Body/State/Country
- Certificate/Registration No.
- Date Certified
- General description of background, work experience, significant contributions or results achieved, and any specific awards or recognitions that demonstrate the candidate's level of technical achievement. 100 words maximum.

Advancement – Senior Grade Contd.

- Publications, Papers, Talks (quality-related subject matter)
- ASQ Activities
- Professional affiliations other than ASQ. Include industry or government committee memberships and contributions.
- Teaching and consulting (for nonprofessional teachers)
- Consulting services (for professional teachers)
- Date
- Name
- Signature (required)
- Mail or fax to ASQ Customer Care

Nomination For Advancement To The Grade Of Fellow

Nomination For Advancement To The Grade Of Fellow

- Form to be completed by sponsors of the candidate, and the qualifications acted upon by the Examining Committee of the Section, Division, or International Chapter, with which the candidate is affiliated
- Read and study the most recent version of ASQ's Policy/Procedure G-3 for specific information on nominee qualification requirements, available online at <http://www.asq.org/membership/individuals/nominate-fellow.html>

Nomination For Advancement To The Grade Of Fellow (Cont)

- One original and five (5) copies of the completed form and all attachments must go to the address below for further action:

Chair, ASQ Examining Committee
c/o ASQ Membership Services
600 N. Plankinton Avenue
Milwaukee, WI 53203

Nomination For Advancement To The Grade Of Fellow (Cont)

Requirements

- Fellows must be nominated by their section, forum/division or International Chapter
- A Fellow member must first be a Senior member for at least the past five calendar years

Fellow Technical Experience

- If nominee has currently-active professional certifications and/or registrations, identify as appropriate
- If nominee has no active certifications or registrations, or if nominee has additional technical experience which justifies additional points:
 - Identify the one most appropriate category to reflect the nominee's technical experience level.
 - Provide a general description of background, work experience, significant contributions or results achieved which demonstrate that level of technical achievement. 100 words maximum.

Minimum required score for this category is 4 points.

Fellow Occupational Responsibility

Attach a complete resume of the candidate's employment history. Include ALL of the following information for EACH position held:

- Job Title
- Name of employer company, university, government department etc.
- Dates held: From (month / year) to (month / year)
- Description of work, indicating how it qualifies as quality-related (where appropriate)
- Significant accomplishments, unique contributions, formal recognition earned
- Number of employees supervised
- Title and level (e.g., plant, division, corporate) of superior
 - Note: Standard letters of recommendation from employers are not required or desired; only include employer letters that clarify nominee responsibilities specifically in relation to the criteria below..

Step 2. Review each quality-related position the nominee has held.

- If the job title is not explicitly quality related, **complete the table below** to indicate clearly and specifically how that position qualifies as quality-related.
- The quality-related positions held must total a minimum of 15 full calendar years (not necessarily consecutive).
- **Minimum required score for this category is 3 points.**

Fellow Publications, Papers, Presentations — Quality Subject Matter

- List each publication in the appropriate category.
- Provide supporting documentation to substantiate the nominee's highest one or two point levels of activity.
- While a copy of every publication is not required or desired, you may attach a **selection** of sample copies (e.g., title pages, programs listing the candidate as speaker) as needed to substantiate the subject matter as quality-related. Where the nominee is a co-author and/or contributions to several publications are the basis for justification of publication of a book, submit copies of the cover, title page and table of contents for each.
- **Minimum required score for this category is 2 points.**

Fellow ASQ Activities

- List each volunteer position held within ASQ in the appropriate category below
- Attach copies of the relevant organization charts, service certificates, or letters of appreciation to substantiate the candidate's one to two highest point levels of activity.
- **Minimum required score for this category is 2 points**

Fellow Professional Affiliations Other Than ASQ

- List each volunteer position held in the appropriate category below.
- Copies of relevant organization charts, service certificates, or letters of appreciation to substantiate activities, achievements, and impact at the nominee's one to two highest point levels.
- Explanation of each other organization's purpose and its relevance to quality.
- **Minimum required score for this category is 1 point.**

Fellow Teaching -- or -- Consulting

- Note: This section contains two scoring areas, one for Teaching and one for Consulting.
- **ONLY ONE** of these scoring areas, **NOT BOTH**, should be scored when submitting a nomination package.

Minimum required score for this category is 2 points

Nomination For Advancement To The Grade Of Fellow (Cont)

- Sponsors
- For Section, Division, and International Chapter Use Only
- Fellow Nominee Name
- Citation (not more than 50 words)

Nomination For Advancement To The Grade Of Fellow (Cont)

- **Preliminary Point Score Estimates**
- (Complete this before submitting; reference Policy & Procedure G-3)

- **Minimum Scores Required**

- | | |
|--|-----------|
| • Technical Experience | 4 |
| • Occupational Responsibility | 3 |
| • Publications | 2 |
| • ASQ Activities | 2 |
| • Professional Affiliations other than ASQ | 1 |
| • Teaching or Consulting | 2 |
| • TOTAL | 28 |

Nomination For Advancement To The Grade Of Fellow (Cont)

- A nomination for advancement of a Senior Member to the grade of Fellow shall be endorsed by 2 current officers of a Society Operating Unit; preferably the Chair and the Examining Committee Chair.
- Signature of Chair(s) of Nominating Member Unit(s)

Additional Information

Attachments

Downloading the Recertification Journal

- [Recertification Journal and Application](#) (PDF, 428 KB)
- Type directly into the PDF file
- Tab or click on the specific areas where you want to enter your information. Scroll down to reach other areas of the recertification journal.
- Do not type more than the allotted lines for each category.
- As information is entered, each column of the recertification unit credit will auto-tally for you.
- You will not be able to save your entered category items. Be sure to print out two copies—one for submitting and one for your records.
- You may also print out the form and fill it in by hand.

Recertification Units

- Credits accumulated from professional activities that increase understanding of the Body of Knowledge or enhance your job
- Note specific instructions on [how to fill out the journal/application.](#)

Recertification Units, Cont.

- Recertification units can be earned for many different activities—professional development, employment, teaching, taking a course, attending meetings, etc. A list of the activities (and the recertification units associated with each) is contained online and in the Journal.
- Upon completion, Journal/Application information and fees must be sent to the appropriate recertification chair.
- Note specific instructions provided in the Journal and online.

Recertification Units

How to Earn Recertification Units (Cont)

<u>Activity</u>	<u>Recertification Units</u>
• Professional Development	0.1 per hour
• Employment	0.3 per month FT/ 0.15 per month PT
• Instructor	0.15 per hour
• Meetings	0.3 per meeting
• Certifications	1 per initial certification
• Videotapes/Audiotapes	.025 per 15 minutes
• Student	0.1 per hour
• Committees	1.5 per year/per committee
• Proctoring	1 as chief proctor .5 as assistant proctor per exam date administration
• Publishing—Paper	1 RU Credit as author .5 RU Credit as co-author
• Publishing—Book	3 RU Credits as author 1.5 RU Credits as co-author
• Publishing—Presentation	1 RU Credit per presentation

Senior Grade Option 1: Choose one journal

- *Journal of Quality Technology*
- *Quality Engineering*
- *Technometrics*
- *Software Quality Professional*
- *Quality Management Journal*
- *Journal for Quality and Participation*
- *Six Sigma Forum Magazine*

Senior Grade Option 2: Choose two forums/divisions

- 27 total
- May select two from the list of forums/divisions included in Attachments at the end of this presentation

Senior Grade Option 3

Choose an additional section

Enter additional Section Name and
Number

Senior Grade Option 4

- Waive additional benefits

List of Divisions/Forums

- 1. Quality Management
- 2. Aviation, Space and Defense
- 3. Automotive
- 4. Chemical and Process Industries
- 5. Electronics and Communications
- 6. Textile and Needle Trades

List of Divisions/Forums, contd.

- 7. Food, Drug, and Cosmetic
- 8. Reliability
- 9. Inspection
- 10. Biomedical
- 11. Energy and Environmental
- 12. Statistics
- 13. Human Development and Leadership

List of Divisions/Forums, contd.

- 14. Software
- 15. Customer-Supplier
- 16. Service Quality
- 17. Measurement Quality
- 18. Healthcare
- 19. Quality Audit
- 20. Design and Construction

List of Divisions/Forums, contd.

- 21. Education
- 22. Government
- 23. Advanced Manufacturing
- 24. Community Quality Council
- 25. Product Safety
- 26. Six Sigma
- 27. Teamwork and Participation

Policy G-3 Requirements

Every nominee for Fellow must meet the following basic requirements. The sponsor(s) shall:

- Step 1. Check off in the table below either Yes or No with regard to each requirement.
- Step 2. Provide sufficient data that, in their judgment, substantiate the qualifications of the nominee with respect to each of the requirements below.
- Step 3. Obtain signatures of 2 sponsors (ASQ member grade Senior, Fellow or Honorary) and the signature of the chair of the member unit originating the nomination. The chair cannot also sign as one of the 2 sponsors

Policy G-3 Basic Requirement	Nominee Satisfies?		Supporting evidence (reference to location of evidence elsewhere in this Form or its attachments)	
	Yes	No		
15 full calendar years (not necessarily consecutive) of active experience in quality-related positions prior to the date on which the nomination for Fellow is submitted.			Refer to attached resume and table "Quality Related Positions" in Section II	
Senior Member in good standing for at least the past 5 full, consecutive years prior to the date on which the nomination for Fellow is submitted.			Date the nominee became a Senior Member of ASQ	
			Month:	Year:
•Alternate Qualification: Up to 3 years of the Senior Membership requirement may be satisfied through equivalent time earned as a Senior member or comparable grade in another recognized professional association or ASQ international affiliate society.				
Attain distinction in one or more of the following ways:				
•Planning or operation of quality-related work activities.				
•Teaching a major course in a quality-related academic discipline at an accredited school or institution.				
•Developing original theories, principles, or techniques of quality-related work.				
•Expounding useful theories, principles, or methods of quality-related work.				
•Directing work of significant scope in the application of quality-related work.				

Fellow Teaching

Teaching

- This section is ONLY for those who are NOT professional teachers as their primary or full-time employment.
- List each quality-related course taught in the most recent teaching activities first. If the course name and other information requested in the table below does not clearly indicate that the course material is quality related, include appropriate descriptive material to clarify course content, or do not list the course.
- Describe any formal recognition received for especially long and outstanding participation in quality-related teaching activities in category F.
- Attach appropriate documentation for the nominee's one to two highest point levels of activity

Fellow Consulting

Consulting

- This section is ONLY for those whose primary or full-time employment is as a professional teacher.
- List each quality-related consulting engagement in the appropriate category, most recent consulting activities first. If the information requested does not clearly indicate that the activity is quality related, include appropriate descriptive material to clarify, or do not list the activity.
- Describe any formal recognition received for especially long and outstanding participation in quality-related consulting.
- Attach appropriate documentation for the nominee's highest point levels of activity.