



# ASQ Baltimore Section 502 Recertification:

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## Do and Don't Do

Joan Richter, CQA, CQPA

Recert Chair

09March2010



## QUESTION:

- When should you look at your recert packet?
  - A. Right after recert
  - B. Once a year
  - C. Six months before Cert expires
  - D. When Cert expires
  - E. Six months after Cert expires

(Answer: All of the above)



## QUESTION:

- When can you submit your recert packet?
  - A. Anytime after my last recert
  - B. Once a year
  - C. Six months before Cert expires
  - D. When Cert expires
  - E. Six months after Cert expires

(Answer: C, D, and E)



## QUESTION:

- How do I submit my recert packet?

A. Scan and send pdf to

[jrichter@asqbaltimore.org](mailto:jrichter@asqbaltimore.org)

B. Mail to:

ASQ Recert

128 Truckhouse Road

Severna Park, MD 21146

# Section 502 Certifications

<b>Recert Required</b>	<b>379</b>	<b>Lifetime Cert (No Recert needed)</b>	<b>67</b>
Quality Auditor (CQA)	136	Quality I (CQI)	20
Quality Engineer (CQE)	93	Quality Improvement Associate (CQIA)	17
Manager of Quality (CMQ/OE)	59	Six Sigma Green Belt (CGB)	13
Software Quality Engineer (CSQE)	39	Quality Technician (CQT)	12
Six Sigma Black Belt (CSSBB)	23	Quality Process Analyst (CPA)	5
Reliability Engineer (CRE)	12		
HACCP Auditor (CHA)	7		
Calibration Technician (CCT)	6		
Biomedical Auditor (CBA)	2		
Lean Six Sigma Black Belt (CLSSBB)	2		
Pharmaceutical GMP Professional (CPGP)	0		

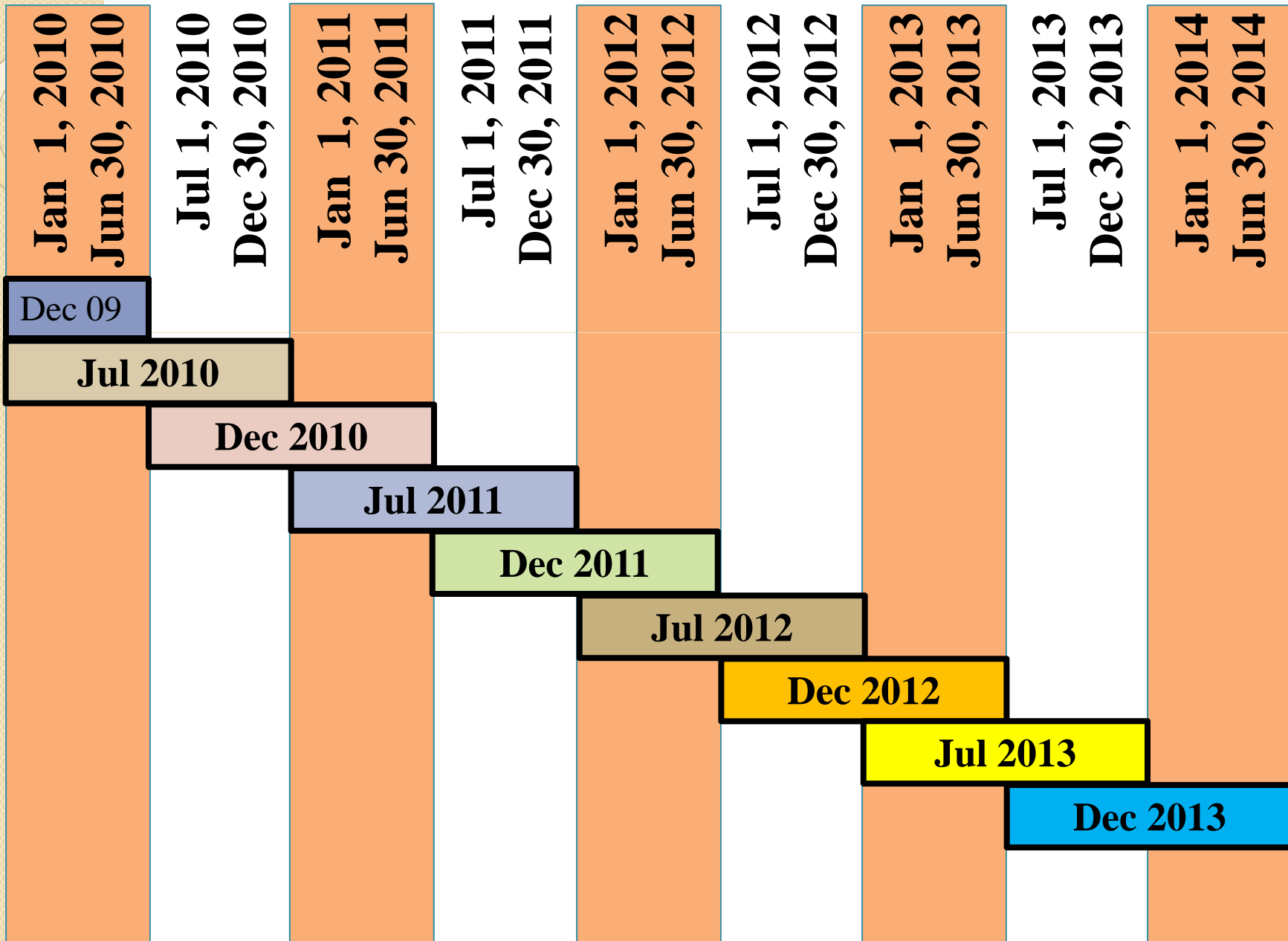
# Membership Level

	Student	Assoc.	Regular	Senior	Fellow	Org Mem	Total
<b>Total</b>	<b>1</b>	<b>5</b>	<b>83</b>	<b>199</b>	<b>5</b>	<b>1</b>	<b>294</b>
<b>1</b>	1	2	69	113	2	0	187
<b>2</b>	0	2	11	57	2	1	73
<b>3</b>	0	1	2	24	0	0	27
<b>4</b>	0	0	0	2	1	0	3
<b>5</b>	0	0	1	3	0	0	4
	CSSB	CCT CQA CQE CSQE CSSB CMQ/OE	CGB CQIA CQI CQPA CQT CCT CQA CQE CRE CSQE CSSB Lean HACCP CMQ/OE	CGB CQIA CQI CQPA CQT CBA CCT CQA CQE CRE CSQE CSSB HACCP CMQ/OE	CQA CQE CRE CSQE CSSB CMQ/OE	CQA CSQE	

# Joining Year of Members with Cert(s)

Year	#		Year	#		Year	#		Year	#
1972	3		1980	2		1990	6		2000	9
1973	2		1981	1		1991	8		2001	11
1975	2		1982	1		1992	9		2002	6
1977	3		1983	3		1993	6		2003	13
1978	1		1984	1		1994	11		2004	17
1979	1		1985	1		1995	8		2005	16
			1986	6		1996	6		2006	17
			1987	3		1997	9		2007	12
			1988	3		1998	7		<b>2008</b>	<b>21</b>
			1989	5		1999	14		2009	9

# RECERTIFICATION TIMELINE



**Certification Number(s) and Expiration Date(s)**

CQA \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 CBA \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 CHA \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 CQE \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 CMQ/OE \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 CRE \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 CSQE \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 CSSBB \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 CCT \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 ASQ/DON CLSSBB \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 CPGP \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Synchronization: (yes) \_\_\_\_\_ (no) \_\_\_\_\_ (NA) \_\_\_\_\_

Member No. \_\_\_\_\_ Section No. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

New Address? (yes)  (no)  Telephone Home \_\_\_\_\_

Work \_\_\_\_\_ Fax \_\_\_\_\_

**FEES**

please make check/money order payable to: ASQ

	Member	Nonmember
One certification	US \$30.00	US \$50.00
Two or more certifications	US \$50.00	US \$50.00 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)

Circle one:  Visa  MasterCard  American Express

Card No. \_\_\_\_\_ Exp. \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

(please print)

Card Holder Signature: \_\_\_\_\_

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 & Initials \_\_\_\_\_

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

		MAXIMUM RU CREDIT ALLOWED	Total RU Credits Claimed	Recert. Chair/SEC Initials
(A)	Professional Development 0.1 RU per hour 1.0 CEU = 1.0 RU	9.0		
(B)	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	10.8		
(C)	Instructor 1 Credit = 1.5 RUs 1.0 CEU = 1.5 RUs 0.15 RU per hour	10.8		
(D)	Student 1 Credit = 1.0 RU 1.0 CEU = 1.0 RU 0.1 RU per hour	9.0		
(E)	Meetings 0.3 RU per meeting 0.3 RU per workshop	9.0		
(F)	Committees 2.0 RUs per committee, per year, elected officer 1.5 RUs per committee, per year, member leader	6.0		
(G)	Certifications 2.0 RUs per ASQ certification 1.0 RU per other certifications	4.0		
(H)	Proctoring 0.5 RU assist. proctor per exam day 1.0 RU chief proctor per exam day 0.25 RU for registration assistant	7.0		
(I)	Electronic Media 0.025 RU/15 min.	3.6		
(J)	Publishing Media Review Article Book Presented Paper	Author Co-author Editor 0.5 RU per published review N/A 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>TOTALS:</b>			0.000	

Item 80525

Revised: January 2010



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CQA	_____	Exp. Date:	_____
CBA	_____	Exp. Date:	_____
CHA	_____	Exp. Date:	_____
CQE	_____	Exp. Date:	_____
CMQ/OE	_____	Exp. Date:	_____
CRE	_____	Exp. Date:	_____
CSQE	_____	Exp. Date:	_____
CSSBB	_____	Exp. Date:	_____
CCT	_____	Exp. Date:	_____
ASQ/DON CLSSBB	_____	Exp. Date:	_____
CPGP	_____	Exp. Date:	_____

Synchronization: (yes) \_\_\_\_\_ (no) \_\_\_\_\_ (NA) \_\_\_\_\_

Member No. \_\_\_\_\_ Section No. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

New Address? (yes)  (no)  Telephone Home \_\_\_\_\_

Work \_\_\_\_\_ Fax \_\_\_\_\_



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

	Member	Nonmember
One certification	US \$30.00	US \$50.00
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**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)

Circle one:  Visa     MasterCard     American Express

Card No. \_\_\_\_\_ Exp. \_\_\_\_\_

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## ASQ RECERTIFICATION JOURNAL APPLICATION

### 18-Point Program

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(G)	<b>Certifications</b> 2.0 RUs per ASQ certification 1.0 RU per other certifications	4.0		
(H)	<b>Proctoring</b> 0.5 RU assist. proctor per exam day 1.0 RU chief proctor per exam day 0.25 RU for registration assistant	7.0		
(I)	<b>Electronic Media</b> 0.025 RU/15 min.	3.6		
(J)	<b>Publishing</b> <b>Author</b> <b>Co-author</b> <b>Editor</b>	9.0		
	<b>Media Review</b> 0.5 RU per published review		N/A	
	<b>Article</b> 1.0 RU    0.5 RU    N/A			
	<b>Book</b> 4.0 RUs    2.0 RUs    1.0 RU per book			
	<b>Presented Paper</b> 1.0 RU    1.0 RU    N/A			
Item B0525    Revised: January 2010		<b>TOTALS:</b>	0.000	



# PROFESSIONAL DEVELOPMENT (9 RUs)

- 0.1 RU/hour (1 CEU = 1 RU)
- WHAT: Conferences, seminars, webinars, forums (Sponsored by Company/Technical Org)
- ASQ Conferences = 1 RU/day
- All other conferences: either noted CEUs or 0.1 RU/hour of attendance
- Include any Workshops (where NO grade is given)
- DOCUMENTATION:
  - Proof of Attendance (Badge, certificate, etc) PLUS
  - Program guide, outline, schedule verifying dates, etc



## EMPLOYMENT (10.8 RUs)

- Full-time: 0.3 RU/month (3.6 RUs/year)
- Part-time: 0.15 RU/month (1.8 RUs/year)
- No RU credits if unemployed
- **DOCUMENTATION:**
  - Letter from each employer on letterhead (either direct supervisor or personnel department)
    - Verifies job title, duties, dates of employment and classification (full-time or part-time)
  - For self-employed applicants: client listing or letters from clients



# COURSES (Instructor) (10.8 RUs)

CREDIT FOR TEACHING OR LEADING COURSES

	RU CREDIT	EXAMPLE	CATEGORY MAXIMUM
College	1 Semester/Quarters Credit = 1.5 RU	3 credits = 4.5 RUs	10.8 RUs
Non-College	1 CEU = 1.5 RUs or 0.15 RU per hr. of instruction	12 hr. course = 1.8 RUs	
ASQ-Sponsored or Company-Sponsored	1 CEU = 1.5 RUs or 0.15 RU per hr. of instruction	12 hr. course = 1.8 RUs	

- Course must clearly apply to at least one Body of Knowledge (BoK) being recertified or be job-enhancing
- Non-college courses are sponsored by a technical society other than ASQ
- Taught in addition to normal job responsibilities
- Must be completed during the recertification period
- **DOCUMENTATION**
  - Letter from the college, company or organization (verifying course title, dates, hours and instructor)
  - Course outline with instructor's name, course title and dates



# COURSES (Student) (9.0 RUs)

RU CREDIT	EXAMPLE	EXAMPLE	CATEGORY MAXIMUM
College	1 Semester/ Quarter Semester Credit = 1 RU	3 credits = 3 RUs	9.0 RUs
Non-College	1 CEU = 1 RU or 0.1 RU per hr. of class or 1 contact hour = 0.1 RU per hour	2 CEUs = 2 RUs 12 hr. course = 1.2 RUs 2 contact hours = 0.2 RU	
ASQ-Sponsored or Company-Sponsored (in house and offsite)	1 CEU = 1 RU or 0.1 RU per hr. of class or 1 contact hour = 0.1 RU per hour	2 CEUs = 2 RUs 12 hr. course = 1.2 RUs 2 contact hours = 0.2 RU	
Home-Study	1 CEU = 1 RU	2 CEUs = 2 RUs	

- 1 Credit = 1RU; 1 CEU = 1RU; 0.1 RU/hour (completed within the recert period)
- Completed within the recert period with at least one BOK (applied)
- Web-based and computer-based courses are included
- Self-paced studying/preparation does not apply
- DOCUMENTATION
  - College: **COPY** of official transcript
  - Non-College: Letter or Certificate of completion
  - ASQ-Sponsored: Certificate or letter from sponsor
  - Home-Study: Certificate of completion



## MEETINGS (9.0 RUs)

- Monthly meetings (0.6 RUs)
- **MAXIMUM CREDIT for a SINGLE DAY: 0.6 RUs**
- Work-related meetings do **NOT** count
- If you transfer from one section to another, you are responsible maintain your attendance
- **DOCUMENTATION:**
  - Evidence of attendance (receipt, meeting ticket, signed notice, etc)



# CERTIFICATIONS (4.0 RUs)

RU CREDIT	CATEGORY MAXIMUM
2 RUs per ASQ certification earned; 1 RU per certification from another professional organization	4.0 RUs

- **ONLY NEW INITIAL** certifications (ASQ) that have been earned **DURING** the recertification period can be counted
- **DOCUMENTATION**
  - Copy of the new certificate showing the original certification date



# PROCTORING (7.0 RUs)

RU CREDIT	CATEGORY MAXIMUM
1 RU chief proctor/per exam day 0.5 RU assist. proctor/per exam day 0.25 RU registration assist./per exam day	7.0 RUs

- **ONLY** proctoring for ASQ certification exams earns credit
- **DOCUMENTATION**
  - Copy of letter from the Chief proctor



## ELECTRONIC MEDIA (3.6 RUs)

RU CREDIT	CATEGORY MAXIMUM
0.025 RU/15 minutes	3.6 RUs

- Media must be watched or listened to for a minimum of 15 minutes
- Include (but not limited to): CDs, DVDs, podcasts, etc
- Topic must directly apply to the BoK
- **DOCUMENTATION**
  - Letter from supervisor (or personnel dept) attesting to: title, length of time, etc)



# Publishing (9.0 RUs)

	AUTHOR	CO-AUTHOR	EDITOR	CATEGORY MAXIMUM
Media Review	0.5 RU per published review	N/A	N/A	9.0 RUs
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	N/A		

- Each work claimed only ONCE per recert period
- At least one area of BoK
- Papers must be presented at a professional sponsored activity
- DOCUMENTATION
  - Media Review: **Copy** published review and table content (TOC)
  - Magazine: **Copy** of article and TOC
  - Book: **Copy** of title page, letter from publisher, and TOC
  - Presentation: **Copy** of program guide



# COMMITTEES (6.0 RUs)

(F)

## COMMITTEES

COMMITTEE ROLE	RU CREDIT	CATEGORY MAXIMUM
Elected Officer (Chair, Chair-Elect, Secretary, Treasurer)	2.0 RUs per year of service	6.0 RUs
Member leader in appointed position	1.5 RU per year/per committee	
Member who performs ad hoc responsibilities	0.2 RU per event/activity, for total of 0.6 RU per year; 1.8 RUs is MAX for ad hoc service	

- Committee work for ASQ or other professional association
- Quality Award Examiner activities may be included
- Work-related committee – DO NOT qualify
- Documentation
  - Letter from Section Chair (ONLY documentation accepted)