

Certification Journals should be sent to:

**Wilson Wright
Section 1202 Examining Chair
16925 Burnet Court
Brookfield, WI 53005**

Tips for prompt processing:

- * Sign your journal and include the signed application and proper payment. Please make sure to sign the line attesting that information provided for recertification is correct and that you will be governed by the ASQ Code of Ethics and related certification rules.
- * For credit, the activity listed must fall in at least one area of their certification(s) body of knowledge OR be job enhancing.
- * Submission of the exact number of RU's required for certification may result in delays if any are disallowed. If you have earned additional credits document them.
- * Journals are filed for one year after receipt. Do not send original materials, they will not be returned.
- * All categories have a MAXIMUM number of credits allowed for the category, this cannot be exceeded.
- * DO NOT require a signature for delivery of your application; this will generally delay delivery, it may result in your application being returned to sender.
- * Member recertification packages sent to National will be forwarded to the section recertification chair. This will delay processing of your package.
**PLEASE SEND YOUR PACKAGE DIRECTLY TO THE SECTION
RECERTIFICATION CHAIR.**
- * **Committee Credit**
A letter from a committee officer or section /division chair stating the committee's mission, frequency of meetings, your duties, and term of service is required. No other documentation is acceptable.

* Procedure for Synchronizing Certifications

To initially synchronize two or more certifications all you need to do is include documentation and the 18 RU credits required to recertify the certification that is currently due. On the front cover recertification application form, indicate what other ASQ certifications you wish to have synchronized with the certification that is currently due. You are no longer required to provide evidence for any of the other certifications you are trying to synchronize and employment credits are no longer prorated. As long as the one certification that is currently due is approved then all other certifications, as indicated on the application form, will be pulled back to expire the same as the certification which is most currently due. For future recertification you will only need to provide a total of 18 RU credits for all synchronized certifications on one application form along with one set of documentation.

* Part-time Employment and Proctoring

Please note the changes listed in the recertification journal under 'Part-time Employment' and 'Proctoring' for chief and assistant proctors. You will see how many RU credits are given for each of these new changes.

* Additional certifications earned during the certification period

Only additional certifications earned during the certification period are eligible for 1.0 RU credit [Changed from 0.5]. Credit applies to initial certification, not recertification.

* Retirement

Request forms and payment may now be submitted directly to ASQ for review and processing.

* Electronic Media

Includes, audiotapes, videotapes, CD rom, satellite conferences, and others as technology evolves. Activities will be categorized under the 'videotapes' section of the recert journal but now is called 'Electronic Media'.

The category max will be 3.6 RU credits over the three year recert period, NO PER YEAR max. The applicant will receive 0.025 RU credits per every 15 minutes of viewing/listening. Electronic media source MUST fall in at least one area of the certification(s) BOK or be job enhancing. IT MUST include a total length of time on the packaging. NO self-paced electronic media will be accepted regardless of the topic unless total length of time is clearly listed on the packaging or within the software program and can be printed onto hardcopy. Documentation required: a copy of the electronic media packaging showing the title, length of time, and the completed written form, from inside the recert journal, showing the date(s) of viewing/listening. If no formal packaging is included, then as alternate documentation, a written letter on company letterhead, signed off by the immediate supervisor/ manager or HR dept, attesting to the electronic media activity completed.

* Reduced RU credit waiver is available to those with extenuating circumstances such as: health issues, unemployment, military service, etc.

* ASQ requires that you recertify the following certifications every three years..

- Manager of Quality / Organizational Excellence
- Quality Auditor
- Quality Engineer
- Reliability Engineer
- Software Quality Engineer
- Six Sigma Black Belt
- ASQ/DON Lean Six Sigma Black Belt
- Biomedical Auditor
- Calibration Technician
- HACCP Auditor
- Pharmaceutical Good Manufacturing Practices (GMP) Compliance Professional

* The following are the current fees for recertification by journal and by exam: (Prices subject to change without notice)

	<u>Members</u>	<u>Non-Member</u>
One Certification	\$30.00	\$50.00
Two or More Certifications	\$50.00 total	\$50.00 each
Certification Retirement	\$20.00/cert.	\$40.00/cert.
	<u>Member</u>	<u>Non-Member</u>
<u>Recert By Exam Fee</u>		
CQA, COE, CRE, CHA, CSQE, & CBA	\$160.00	\$310.00
Certified Quality Manager	\$220.00	\$370.00
CCT	\$105.00	\$255.00
CSSBB	\$190.00	\$340.00

The recertification journal is expected to be revised in the late Spring of 2009 and credits for the elements may be re-aligned at that time.

* If you have additional questions, contact:

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 1202 Examining Chair
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