


Recertification

*Did you know you can get enough
recert points by just being a Section
volunteer?*

March 24, 2011



Agenda

- ◆ Basic Info
 - ◆ Recert Journal Application
 - ◆ Recertification Unit Categories
 - ◆ Opportunities to earn RUs through the Section
- 

Basic Info

◆ Two ways to recertify*

** You can retire your certificate if >55 and retired*

– Sit for the exam

- ◆ Fill out Recert by Exam Request Form
- ◆ Price dependent on exam and membership

– Recertification Unit (RU) credit

- ◆ Submit Recert Journal Application
- ◆ \$30 if ASQ member, else \$50 (one cert)
- ◆ \$50 for both ASQ member & non-member (two+ certs)

– Reference:

<http://asq.org/certification/recertification/index.html>

Basic Info

- ◆ Recertify every 3 years
- ◆ Recertify 6 months before/after your certification expiration date
- ◆ Obtain application:
<http://asq.org/certification/recertification/rucredits/index.html>
- ◆ If member, send recert application to Section Recert Chair, otherwise to ASQ

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ASQ

Attn: Recertification Coordinator

P.O. Box 3005

Milwaukee, WI 53201-3005

Recert Journal Process

- ◆ 10 categories to earn 18 RUs
- ◆ Compile documentation of credit activities
- ◆ Fill out, attach copies of documentation
- ◆ Send to Recert Chair for review
- ◆ If documentation okay, Recert Chair forwards to ASQ

Recert Journal Process

| Activity | Max RU | Recertification Units |
|--------------------------|---------------|---|
| Professional Development | 9.0 | 0.1 per hour |
| Employment | 10.8 | 0.3 per month FT / 0.15 per month PT |
| Instructor | 10.8 | 0.15 per hour |
| Student | 9.0 | 0.1 per hour |
| Meetings | 9.0 | 0.3 per meeting |
| Committees | 4.5 | 1.5 per year/per committee |
| Certifications | 3.0 | 1 per initial certification |
| Proctoring | 7.0 | 1 as chief proctor / .5 as assistant proctor per exam date administration |
| Electronic Media | 3.6 | .025 per 15 minutes |
| Publishing | 9.0 | 1 RU Credit as paper author / .5 as co-author |
| | | 3 RU Credits as book author / 1.5 as co-author |
| | | 1 RU Credit per presentation |

RU Categories

◆ Professional Development

- Conferences, seminars sponsored by company / technical society
- Name badge, attendance roster, travel voucher, description

◆ Employment

- At least one area of job duties involves body of knowledge
- Company letterhead by supervisor /personnel dept.

◆ *"John Doe has been employed full-time by XYZ Corp as job title in the abc department from July 2003 to June 2006 performing this and that."*

RU Categories

◆ Course Instructor Credit

- Apply to BOK or job enhancing; college, seminar, ASQ
- Letter from college, company, org; title, dates, hours, or outline with name, title, dates

◆ Course Student Credit

- College, non-college, ASQ, home study
- Transcript with credit earned, title, dates; certificate or letter with dates, hours, title, subject matter

RU Categories

◆ Meetings

- ASQ, technically or professionally based, non work related
- Attendance slip, officer statement, receipt

◆ Committees

- ASQ, other committee that contributes to advancement of quality profession
- Letter from officer stating committee mission, duties, dates

◆ Electronic Media

- Audio, Video, CDs, etc.
- Dates viewed, media source, title, hours

RU Categories

◆ Certification

- New ASQ certification or other professional society
- Copy of certificate

◆ Exam Proctoring

- ASQ exams only
- Copy of letter/certificate from ASQ

◆ Publishing

- Papers at professionally sponsored activity
- Copy of article, table of contents, entire program guide

RUs Through Section

- ◆ Section Meetings / Tutorials
 - Attendance slip
 - 0.3 meeting, 0.3 tutorial
 - 9.0 RUs max
- ◆ Proctoring an exam
 - 0.5 assisting, 1.0 chief proctor
 - 7.0 RUs max
- ◆ Committees
 - Committee Chairs 1.5 RU/year
 - 4.5 RUs max

Section Committee Chairs

| Position | Estimated Time |
|-----------------|--|
| Auditing | 1.5 Hr/Yr – Audit annual financial report |
| Certification | 1.5 Hr 4x/Yr – Arrange Site & Proctors |
| Chair | 2 Hr/Mo – Quarterly meeting, e-mails, agenda |
| Education | 0-4 Hr/Mo – Class site, instructor, registration |
| Internet | 3 Hr/Mo – Website, e-Newsletter |
| New Member | 1 Hr 4x/Yr – Contact new member |
| Newsletter | 3 Hr/Mo – Program, letters, courses, jobs, etc. |
| Programs | 2 Hr/Mo – Presenters, location, tutorials |
| Publicity | 0.5 Hr/Mo – Announcements |
| Recertification | 6 Hr 2x/Yr – Review recert applications |
| Secretary | 1 Hr 4x/Yr – Write/distribute minutes |
| SMP | 1 Hr 4x/Yr – Construct, update, submit |
| Treasurer | 2 Hr/Mo – Ledger, budget, 1099, annual report |
| Vice Chair | 1 Hr/Mo – Officer slate |

Questions?

