



# Computer-Based Testing Exam Application Form

## 1. ASQ MEMBERSHIP NUMBER

If you are not an ASQ member, leave blank.

## 2. NAME/ADDRESS INFORMATION

Mr. Ms. Mrs. Dr. (Print clearly or type)

First Name Middle Initial Last Name

Home Address Apt./Ste.

City, State/Prov., Zip/Postal Code Country

Home Area Code and Telephone Number

Employer Name Your Title

Employer Address Apt./Ste.

City, State/Prov., Zip/Postal Code Country

Bus. Area Code and Telephone Number Fax Number

Email Address

I understand the name on my application must match the name on the ID I present at the testing center.

## 3. FEES AND EXAMINATION DATES

### FEES

Prices are in U.S. dollars. Check the applicable box below.

	Retake	*ASQ Member	Exam Fee
CQI	\$247	\$347	\$447
CQT	\$247	\$347	\$447
CRE	\$333	\$433	\$533
CMQ/OE	\$368	\$468	\$568
CFSQA	\$333	\$433	\$533
CMDA	\$333	\$433	\$533
CSSBB	\$368	\$468	\$568
CSSYB	\$222	\$322	\$422
CSQP	\$333	\$433	\$533

### 2023 EXAMINATION DATES

Check the applicable boxes below.

January 2023 (Application Deadline: Dec. 11, 2022)

March 2023 (Application Deadline: Feb. 5, 2023)

May 2023 (Application Deadline: Apr. 9, 2023)

July 2023 (Application Deadline: Jun. 11, 2023)

September 2023 (Application Deadline: Aug. 6, 2023)

November 2023 (Application Deadline: Oct. 8, 2023)

Applications received after the deadline will automatically be assigned to the next testing window.

### FEES

Prices are in U.S. dollars. Check the applicable box below.

	Retake	*ASQ Member	Exam Fee
CPGP	\$333	\$433	\$533
CSQE	\$333	\$433	\$533
CQA	\$333	\$433	\$533
CQE	\$333	\$433	\$533
CQIA	\$222	\$322	\$422
CCT	\$247	\$347	\$447
CQPA	\$222	\$322	\$422
CSSGB	\$269	\$369	\$469

### 2023 EXAMINATION DATES

Check the applicable boxes below.

February 2023 (Application Deadline: Jan. 8, 2023)

April 2023 (Application Deadline: Mar. 5, 2023)

June 2023 (Application Deadline: May 7, 2023)

August 2023 (Application Deadline: Jul. 9, 2023)

October 2023 (Application Deadline: Sep. 10, 2023)

December 2023 (Application Deadline: Nov. 5, 2023)

Applications received after the deadline will automatically be assigned to the next testing window.

## 4. METHOD OF PAYMENT:

Canadian residents add 5% (ON add 13%; NB, NL, NS, and PE add 15%) of subtotal for Canadian goods and services tax.

Alternating months beginning:

January \$ \_\_\_\_\_ February \$ \_\_\_\_\_ Subtotal: \$ \_\_\_\_\_

Canadian residents add 5%

ON add 13%

NB, NL, NS, and PE add 15%

% GST: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Check or money order (U.S. dollars drawn on a U.S. bank)

Make check payable to ASQ.

Visa MasterCard American Express (Check one)

Cardholder's Name (please print)

Card Number CVV Number Exp. Date

Cardholder's Signature

Cardholder's Address

Applicant's Signature Date

Fees subject to change without notice. If the payment amount submitted is incorrect or a price increase occurs, we will bill you accordingly or charge your credit card the appropriate amount.

Register online at [asq.org/cert](http://asq.org/cert).

Please allow five business days to process your application once received. In order to process your application you MUST include the following:

- A completed application filled out (front and back)
- Your application must be signed
- Include payment/provide payment information
- Attach your résumé/CV
- Include your CSSBB affidavit(s) (Affidavits can be found at [asq.org/cert/six-sigma-black-belt](http://asq.org/cert/six-sigma-black-belt))

Once your application is approved, you will be led through exam appointment scheduling through Prometric, including location, date, and time.

\*ASQ Members receive a \$100 discount, [learn more](#)

If you have special needs that we can address, call ASQ Certification at 800-248-1946 or 414-272-8575.

## 5. EDUCATION

Complete the entire section below showing the **highest** completed educational degree or diploma you have received. Credit is not issued for nondegree education or for partially completed degree programs.

**International applicants must provide documentation to verify educational equivalency.**

Degree or Diploma \_\_\_\_\_ Year \_\_\_\_\_

Name of Institution \_\_\_\_\_

Location of Institution \_\_\_\_\_

Type of degree or diploma (check one)      technical school  
associate's    bachelor's    master's    doctorate

## 6. WORK EXPERIENCE

**If you do not meet all of the necessary qualifications, you will not be allowed to take this exam. ASQE randomly audits exam applications to verify the experience and/or education claimed is in fulfillment of a certification program's eligibility requirements.**

**CQIA and CQPA** require TWO years of work experience or an associate's degree or TWO years of equivalent higher education.

**CQI** requires TWO years of work experience. If you do not have a high school diploma or GED, you must have THREE additional years' work experience.

**CQT** requires FOUR years of higher education and/or work experience. If certified through a quality technology program at a community college or vocational school, one year will be waived.

**CRE, CQA, CQE, CSQE, and CSQP** require EIGHT years of higher education and/or work experience including THREE years in a decision-making position.

**CMDA and CFSQA** require FIVE years of work experience including ONE year in a decision-making position.

**CMQ/OE** requires 10 years of higher education and/or work experience including FIVE years in a decision-making position.

**CSSBB** requires two completed projects with signed affidavits or one project with signed affidavit and three years of work experience. No education waivers are given.

**CCT** requires FIVE years of higher education and/or work experience.

**CPGP** requires FIVE years of on-the-job experience including THREE years in a decision-making position. No education waivers are given.

**CSSGB** requires THREE years of work experience. No education waivers are given.

**CSSYB** No experience or education requirements.

All work experience must relate to one or more areas of the body of knowledge of that specific certification.

**"DECISION MAKING" is defined as having the authority to define, execute, or control projects/processes and being responsible for the outcome.**

If you have been certified by ASQ in any of the areas below, please provide your certificate number in lieu of work experience. If you are applying for the manager exam, you'll need to include additional work experience.

CQA    CQE    Manager    CRE    CSQE    CSQP

**The following does not apply for CQI, CSSBB, CPGP, CSSGB, or CSSYB.**

If you have completed a degree, diploma, or certificate program beyond high school, you may waive some of the required experience as follows:

Certificate/diploma from a technical or trade school  
One year, CCT two years

Associate's degree (college or technical school)  
Two years, CMDA, CFSQA one year

Bachelor's degree  
Four years, CCT two years, CQT, CFSQA, CMDA three years

Master's/doctoral degree  
Five years, CCT two years, CQT three years, CMDA, CFSQA four years

## 7. CANCELLATION/RESCHEDULE POLICY

**Refunds:** If your application is not approved, you will obtain a partial refund. The \$130 processing fee is not refundable.

**Appointment Reschedule/Cancellation:** If you wish to change your exam appointment date or time, you must do so at least five days prior to your appointment using the Reschedule/Cancel option at [www.prometric.com](http://www.prometric.com), or by contacting Prometric's automated voice response system at 800-369-5949 (in North America) or Prometric's Regional Registration Center (outside North America); the website is available 24 hours a day, seven days a week.

There is a \$130 fee for changing an appointment. No change may be made within five days of your appointment without forfeiting the test fee and needing to re-register and repay the test fee.

**Requests for Refund:** If you have canceled your exam appointment with Prometric (or if you have not scheduled your exam appointment) and wish to receive a refund on your exam application fees, you must contact the ASQE Certification workgroup at [cert@asq.org](mailto:cert@asq.org). Requests for a refund must be received prior to the end of your exam eligibility period. Requests received after this date will not be accepted. To apply for a future exam after canceling and receiving a refund, you must submit a new application and pay full costs.

- Please be aware a \$130 processing fee will not be refunded to candidates who did not schedule an exam appointment with Prometric.

## 8. COMPLIANCE WITH RULES

Please read the ASQE Testing Agreement which can be found at [asq.org/cert/faq/agreement](http://asq.org/cert/faq/agreement). Please read the ASQ Code of Ethics below. Compliance with the ASQE Testing Agreement and Code of Ethics is **mandatory** for all certified individuals, whether or not they are members of ASQ.

I have read, I understand, and I agree to comply with the ASQE Testing Agreement and ASQ Code of Ethics. I agree not to discuss or release in any form the contents of the examination. I affirm that all information contained in this application is correct.

Applicant's Signature \_\_\_\_\_

## ASQ CODE OF ETHICS

### FUNDAMENTAL PRINCIPLES

ASQ requires its representatives to be honest and transparent. Avoid conflicts of interest and plagiarism. Do not harm others. Treat them with respect, dignity, and fairness. Be professional and socially responsible. Advance the role and perception of the quality professional.

### EXPECTATIONS OF A QUALITY PROFESSIONAL

#### Act with Integrity and Honesty

1. Strive to uphold and advance the integrity, honor, and dignity of the quality profession.
2. Be truthful and transparent in all professional interactions and activities.
3. Execute professional responsibilities and make decisions in an objective, factual, and fully informed manner.
4. Accurately represent and do not mislead others regarding professional qualifications, including education, titles, affiliations, and certifications.
5. Offer services, provide advice, and undertake assignments only in your areas of competence, expertise, and training.

### DEMONSTRATE RESPONSIBILITY, RESPECT, AND FAIRNESS

1. Hold paramount the safety, health, and welfare of individuals, the public, and the environment.
2. Avoid conduct that unjustly harms or threatens the reputation of the Society, its members, or the quality profession.
3. Do not intentionally cause harm to others through words or deeds. Treat others fairly, courteously, with dignity, and without prejudice or discrimination.
4. Act and conduct business in a professional and socially responsible manner.
5. Allow diversity in the opinions and personal lives of others.

### SAFEGUARD PROPRIETARY INFORMATION AND AVOID CONFLICTS OF INTEREST

1. Ensure the protection and integrity of confidential information.
2. Do not use confidential information for personal gain.
3. Fully disclose and avoid any real or perceived conflicts of interest that could reasonably impair objectivity or independence in the service of clients, customers, employers, or the Society.
4. Give credit where it is due.
5. Do not plagiarize. Do not use the intellectual property of others without permission. Document the permission as it is obtained.

**Return This Application To:**

ASQ  
P.O. Box 3066  
Milwaukee, WI 53201-3066

