



# Recertification *Handbook*



**Your Guide to Recertification.**

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## ASQ Recertification Program - Continuing Competency

Continuing Competency refers to the demonstration of specified levels of knowledge, skills, or abilities not only at the time of initial certification, but throughout an individual's professional career.

ASQ mandates maintenance of one's credential through activities that reinforce continued competence. Maintaining one's ASQ certification is crucial to professional growth, fluency, and status within the industry and is a mandatory requirement of certification. In accordance with ISO 17024 Standards for Conformity Assessment, recertification conditions shall ensure there is impartial evaluation to confirm the continuing competence of the certified person. To maintain the integrity of a certification, ASQ requires that individuals recertify every three years, either by recording and submitting activities or by exam. There is a 60-day period after one's recertification date which is considered a "grace period," allowing additional time to collect documentation and upload the necessary documents to your online journal along with payment. An individual may choose to recertify by exam, they have up to one year before or after their recertification date. If one does not recertify, their certification will lapse and ASQ will no longer recognize them as "certified".

After initial certification, one must carry out specific professional development requirements to recertify every three years and provide documentation in support. All activities must relate or correspond to at least one area of the Body of Knowledge (BoK) for an individual's certification(s).

### Do I Need to Recertify?

ASQ requires recertification of the following certification programs every three years to ensure the individual maintains the same level of knowledge demonstrated from the first exam.

- Certified Calibration Technician (CCT)
- Certified Food Safety and Quality Auditor (CFSQA)
- Certified Medical Device Auditor (CMDA)
- Certified Manager of Quality/Organizational Excellence (CMQ/OE)
- Certified Pharmaceutical GMP Professional (CPGP)
- Certified Quality Auditor (CQA)
- Certified Quality Engineer (CQE)
- Certified Reliability Engineer (CRE)
- Certified Software Quality Engineer (CSQE)
- Certified Six Sigma Black Belt (CSSBB)
- Certified Master Black Belt (CMBB)
- Certified Supplier Quality Professional (CSQP)
- ASQ/DON Lean Six Sigma Black Belt

*The Certified Quality Inspector (CQI), Certified Quality Improvement Associate (CQIA), Certified Quality Process Analyst (CQPA), Certified Quality Technician (CQT), Certified Six Sigma Green Belt (CSSGB), and Certified Six Sigma Yellow Belt (CSSYB) are lifetime certifications. They have no recertification requirements.*

Recertification by journal with recertification units (RUs) requires obtaining a minimum of 18 RUs within a three-year recertification period. The 18 RUs can be accumulated from professional activities that either increase one's knowledge of the BoK or are job enhancing. Activities may be completed before obtaining an ASQ certification and must be completed within the three-year recertification period to qualify.

## Recording and Submitting Recertification Activities

All ASQ credential holders will have a Recertification Application available in their ASQ account online at [www.asq.org](http://www.asq.org). It may be accessed by logging into your asq.org account, navigating to the Recertification tab and accessing MyRu. Your online Recertification Application serves as a repository where you can record your activities and upload supporting documentation throughout your certification cycle. To maintain certification, completion of 18 Recertifications Units (RUs) of employment, professional development and giving back by the end of the 3-year recertification period is required. You may begin recording activities as soon as you become certified; however, the earliest you may submit your application is six-months before you reach the end of your three-year cycle. This is to encourage you to engage in recertification activities throughout your certification cycle. All activities must take place within the 3-year recertification cycle to qualify for recertification credit.

Certified individuals must comply with all recertification requirements to maintain use of the respective credential and its associated acronym. Certified individuals may not make misleading, deceptive, or confusing statements regarding their certification status. If an individual allows their certification to be decertified, they must immediately discontinue use of the associated acronym and are prohibited from stating or implying the certification is current.

### Examples of activities that will not be accepted:

- Specific training not directly related to the industry
- Home schooling, reading, or researching online
- Self-study for professional exams
- Work on business or personal projects
- Other non-professional development activities



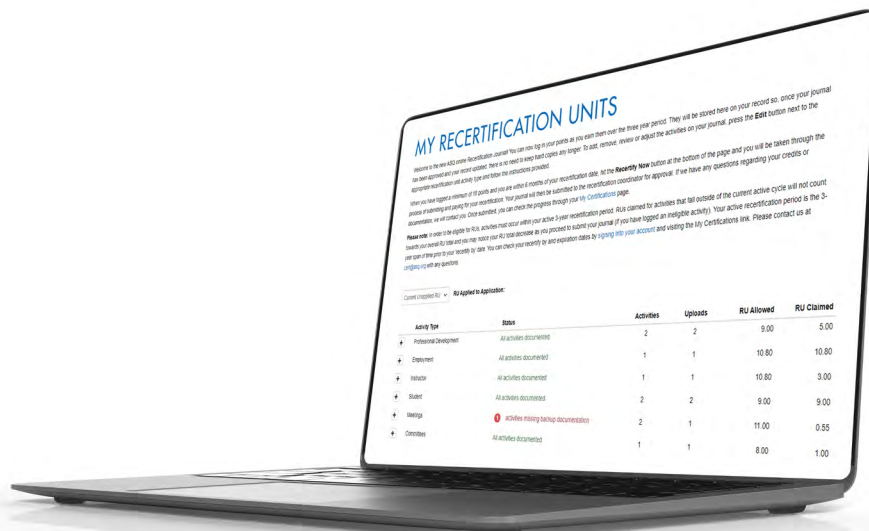
## Process for Recertification

Certified Individuals, if opted into email communication, may receive periodic newsletters on ways to earn recertification units (RUs) through professional development activities and tips on how to use MyRu your [online recertification platform](#). You will receive all communication on recertification via email and will receive several reminders at intervals of one (1) year and (6) months in advance of the recertification due date of your certification(s). Please keep your contact information current in your asq.org account to prevent any communication disruption.

### Earn It - Log it with MyRu! Simple Steps for Your Successful Recertification

- **Step 1** - Your **\*recertification cycle** begins on the day you pass your exam (or start of your next renewal cycle) and lasts for a 3 year period (see specific exam requirements)
- **Step 2** - Participate in professional development activities to earn Recertification Units
- **Step 3** – As you earn RUs, record, and log them within MyRu recertification journal.
- **Step 4** - Fulfill recertification requirements by earning at least 18 RUs.
- **Step 5** - Complete and submit your recertification using MyRu on or before the recertification date and pay recertification fee – then repeat!

\*ASQ maintains two primary recertification due dates annually, June 30th & December 31st. Your **recertification cycle** will sync to one of these two checkpoints based on when you originally sat for your exam. Exams taken from January through June will sync to the June 30th deadline, while exams taken July through December will sync to the December 31st deadline. **An example timeline is displayed on the next page of this handbook.**



Activity Type	Status	Activities	Uploads	RU Allowed	RU Claimed
Professional Development	All activities documented	2	2	9.00	5.00
Employment	All activities documented	1	1	10.00	10.00
Instructor	All activities documented	1	1	10.00	3.00
Student	All activities documented	2	2	9.00	9.00
Learning	Activities missing backup documentation	2	1	11.00	0.55
Conferences	All activities documented	1	1	8.00	1.00

## Recertifying by Exam

If an individual chooses to recertify by exam, they have up to one year before or after their recertification date. To recertify by exam, please complete the online Exam Application.

## Recertifying Early

If an individual recertifies early, their three-year timing for renewal will not change. For example, an individual is due to recertify on December 31, 2025. In April 2025, they realize they have accumulated enough activities to meet recertification requirements and decide to submit them early for review and approval. Their new certification cycle does not change and begins where their previous cycle ended, December 31, 2025.

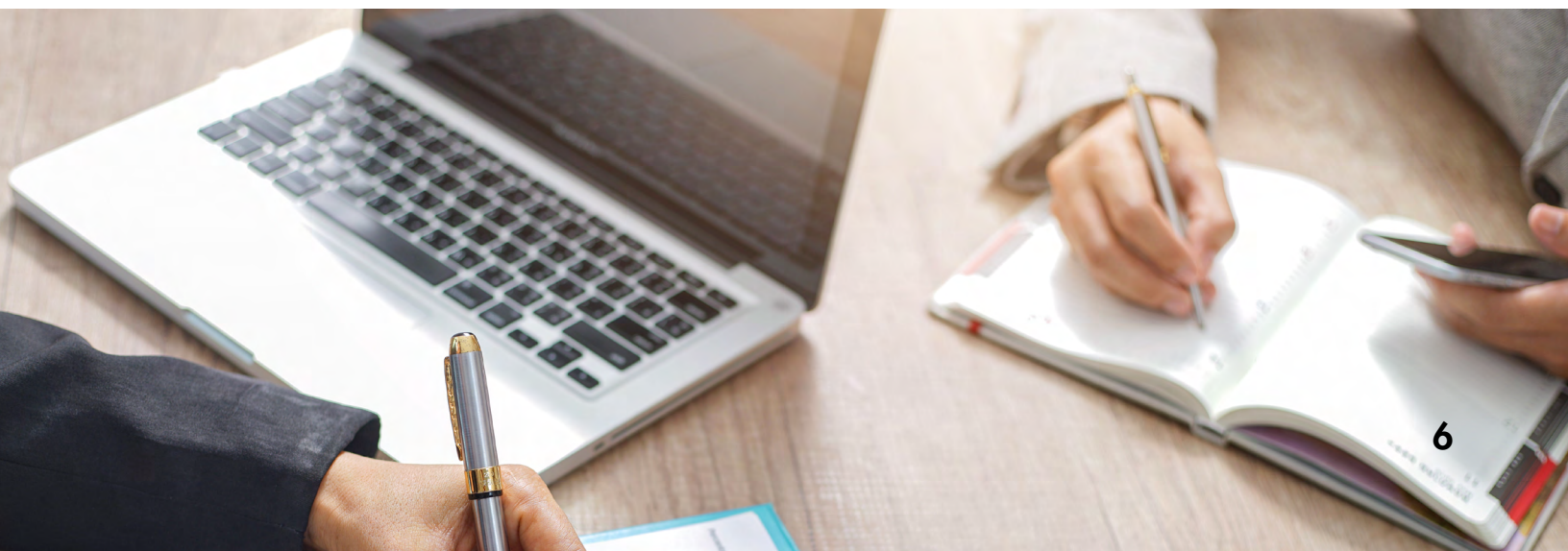
Recertification Timeline Example	
Time	Steps
Year 1	<b>April 3, 2024</b> Initial Certification
Year 3	<b>June 30, 2027</b> Recertification Journal Due Date
Year 3	<b>August 31, 2027</b> 60-Day Grace Period Expires
Year 4	<b>June 30, 2028</b> Decertified if no action taken

Any activities an individual participates in after being recertified, but before their new certification cycle begins, cannot be carried over into their new certification cycle. In the example above, that individual can begin earning recertification credit starting on December 31, 2025. Individuals are encouraged to record their recertification activities and upload supporting documentation as they accumulate them.

## Synchronizing Certifications

If an individual holds multiple ASQ certifications, they can “synchronize” and renew them all at once by submitting a single recertification journal instead of separately renewing different certifications with different recertification dates.

To synchronize two or more certifications, an individual must include documentation of 18 RUs required for their certification that is currently due. Evidence for the other certifications to be synchronized is not required. Once the RUs for the certification that is currently due are approved, all other certifications will be adjusted to recertify at the same time as the currently due certification. Any future recertification after this point will only require a total of 18 RUs for all synchronized certifications.



## Retiring Certifications

A certified professional who has retired from active employment (including part-time and consulting), has been a certification holder in good standing for at least 10 consecutive years, and has reached age 62 years may request a “retired” status be designated on their certification(s). Certifications that are “retired” remain in good standing and do not lapse. Retirement status is not an active status.

Candidates that meet the requirements listed above and desire a “retired” certification status may **apply for retired status** beginning one year before their recertification date(s), but no later than one year after their recertification date(s). Candidates may request a new certificate(s) showing “retired” status. Retirement of certifications is not a substitute for recertifying and no one shall be permitted to retire certification(s) more than twice.

## Reinstating Rules for Retired Certifications

The reinstatement period shall not exceed three years post-retirement. After three years, candidates will need to retake the initial examination. Candidates that return to active, full, or part-time employment, and who wish to reinstate their credentials should contact the ASQ Certification department to request reinstatement of their certification(s) to active status, pay the reinstatement fee, and agree to the terms of recertification. Date of reinstatement will constitute the new start date for the three-year recertification period. A new active status certificate will be issued.



<b>Category</b>	<b>RU Weighting / Formula</b>	<b>Max RUs Allowed</b>
<b>A) Employment</b>	Full-time = 0.3 per month, or 3.6 per year Part-time = 0.15 per month, or 1.8 per year	10.8 RU Max
<b>B) Professional Development</b>	<b>0.1 RU per hour</b>	<b>No Max</b>
1) Certification	2.0 RU per ASQ certification 1.0 RU per other certifications	
2) Continuing Education	Learner = 0.1 RU per hour *Instructor = 0.1 RU per hour	
3) Publishing / Reviewing	Book: Author / Editor = 4.0 RU, Co-Author = 2.0 RU Article: Author = 1.0 RU, Co Author = 0.5 RU Presented Paper / PPT 1.0 RU	
4) Meetings/Events (online or In-person)	Conferences = 1.0 RU per day Workshops = 1.0 RU per day Seminars = 0.1 RU per hour Meetings = 0.1 per hour	
<i>*Can not be duplicated with employment credit.</i>		
<b>C) Giving Back</b>	<b>0.1 Per Hour</b>	<b>6.0 RU</b>
1) Volunteering	0.1 per hour	1.0 RU
2) Professional Membership - All Tiers (One permitted)	0.5 per year	1.5 RU
3) Committees	1.5 per year	4.5 RU
4) Mentoring (mentor & mentee)	0.1 per hour	1.5 RU





## Activities that Qualify for Recertification Units

### Section A - Employment

Employment may be full-time or part-time. Recertification units may not be accrued toward employment for any period in which an individual is unemployed.

- *Full-Time = 0.3 per month or 3.6 per year*
- *Part-Time = 0.15 per month or 1.8 per year*

#### Required Documentation (only one of the following is required):

- A wage slip or other documentation that verifies employment
- A letter from each employer on company letterhead and authored by either a direct supervisor or personnel department that verifies job title, duties, dates of employment, and classification (full-time or part-time)
- A client listing and/or letters from clients (this pertains to self-employed applicants only)
- If one is unable to obtain a letter from a past employer, a W2 or a first/last pay stub may be used. The social security number and income amount from these documents may be blacked out.

### Section B - Professional Development

#### B.1 - Certifications

Credit is given for obtaining additional ASQ certifications, as well as certifications from other professional societies. Recertification units apply to initial certification, not recertification. Certification must be granted during the current ASQ recertification period. Certificate of completion (end of course certificate) is not the same as earning an initial certification with a potentially assigned number and possible recertification date.

- *2.0 RUs per ASQ certification*
- *1.0 RU per other certifications*

#### Required Documentation:

- Copy of certificate or link to digital badge showing the original certification date

## B.2 - Continuing Education

All courses must clearly apply to at least one area of the Body of Knowledge for the certification being recertified or must be job-enhancing. Courses must be taught in addition to the usual job responsibilities and verified as such in writing by an immediate supervisor/manager, personnel department, or from a client. All courses must be completed during the recertification period.

### Course Types:

- College courses are those that are part of a degree program offered through a university, technical society, or community college.
- Noncollege courses are those sponsored by a technical society other than ASQ or sponsored by an independent consultant – this category also includes seminars and workshops.
- ASQ-sponsored courses are those sponsored by a section, division, or forum, or by Learning Offerings at ASQ Headquarters.
- Home-study courses are offered through independent companies such as MGI.
- Massive open online courses (MOOCs) are offered through a university, a consortium such as Coursera or EDX, or an independent company such as Udacity.

### Required Documentation:

- A letter from the college, company, or organization verifying the course title, dates, and hours instructed, OR course outline or description that documents the instructor's name, course title, and dates
- College Course: Copy of official transcript or report card showing semester credit earned, course title, and completion date
- Noncollege Course: Letter or certificate of completion from the course sponsor verifying hours, dates, and subject matter
- ASQ-Sponsored Course: Certificate of completion or letter from the sponsor showing dates, hours, title, and assigned CEU or credit value
- Home-Study Course: Certificate of completion showing assigned CEUs or credit value
- Massive Open Online Course (MOOC): Copy of official transcript if grade is offered, or certificate of completion from the course provider showing dates, title, and subject matter. No credit is given for MOOCs that do not have a grade or a verified certificate of completion.

An audited course (a course that awards no academic credit) earns the same RU credit as a course taken for academic credit – 80% attendance is required. If no CEU or college credits are assigned, you may claim 0.1RU credit per hour of course attendance completion.

## B.3 - Publishing / Reviewing

Each work must apply to at least one area of the applicable Body of Knowledge. Published reviews of recently released books, instructional DVDs, etc., in an ASQ or other professional society publication, earn 0.5 RU per review. Papers must be presented at a professional sponsored activity. Editorial Review Board members would claim credit under committee work.

- *Book: Author / Editor = 4.0 RU, Co-Author = 2.0 RU*
- *Article: Author = 1.0 RU, Co-Author = 1.5 RU*
- *Presented Paper / PowerPoint 1.0 RU*

## Required Documentation:

- Media Review: Copy of the published review and publication table of contents
- Magazines: Copy of both the article and the table of contents so specific issues of the magazine can be identified, the title of the article, and the author/co-author
- Book: Copy of the title page showing title and author/co-author PLUS a copy of the table of contents; book editor should submit a letter from the author, co-author, or publisher indicating the work edited and a copy of the table of contents
- Presented Paper: Copy of entire program guide

## B.4 - Meetings/Events

Credits can be claimed for conferences, seminars, workshops, meetings, webinars, and forums sponsored by a company or technical society, or another organization focused on professional development. Credit for massive open online courses (MOOCs) should be taken in Learner category.

- Pre- and post-conference tutorials are considered separately for RU credit
- For all other conferences, please refer to the individual conference brochure for CEU or credit listings. If none is listed, 0.1 RU per hour of attendance completion may be claimed
- Meetings must be technically or professionally based (e.g., plant tours). Meetings of a social nature do not earn credit. Work-related meetings in a place of employment do not qualify – this is considered part of employment credit. Meetings award 0.1 RU per hour

## Required Documentation:

- Proof of Attendance: Name badge, attendance roster, sign-in sheet, certificate of completion, or travel voucher, PLUS
- Activity Description: Program guide, outline, description, or schedule verifying dates or number of hours



## Section C - Giving Back

### C.1 - Volunteering

Providing volunteer services to non-employer or non-client organizations, or volunteering industry related services to other organizations.

- *0.1 per hour; 1.0 RU max*

#### **Required Documentation:**

Evidence supporting volunteer activity, including any information from activity, dates of discussion and activities.

### C.2 - Professional Membership – All Tiers (One Permitted)

Professional membership with ASQ and other professional associations.

- *0.5 per year; 1.5 RU max*

#### **Required Documentation:**

- Verification of ASQ membership status and effective dates (completed by ASQ)
- For all other organizations, please provide a receipt for membership or other proof of membership

#### **Required Documentation:**

Evidence of attendance: roster, statement from a section officer, monthly meeting notice signed by a section officer, monthly meeting tickets, or receipts

### C.3 - Committees

Committee work encompasses ASQ and other professional associations and must contribute to the advancement of the quality profession. Committee work may be done on a section, division, technical, national, or international level. Examples include facilitators or liaisons to volunteer governing groups, Editorial Review Committees, program planning, or conference planning committee for a section. Local, state, and national quality award examiner activities may be used. Work-related committees in a place of employment do not qualify – this is considered part of employment credit. If committee involvement does not encompass a full year, then prorate RU credit to ascertain actual RU credits earned.

Member leader in an elected/appointed position includes anyone who participates on an organizational leadership team in a volunteer capacity; this may include webmasters (unpaid) or discussion board moderators. Service contributed to an ASQ or other organization's section, division, or forum or interest group on an ad-hoc basis can be considered for RUs provided the following criteria are met: Service is in direct support of an ASQ section, division, forum, or interest group and sanctioned by the section/division/forum/interest group chair. Activities that are not included in this service are: meeting room set-up/arranging chairs and tables or taking reservations/RSVPs for meetings. 0.3 RU per activity or event for a maximum of three activities/events or 0.9 RU can be requested or awarded in a 12-month period. Formal committee service cannot be combined with ad-hoc service in any given year.

- *1.5 per year; 4.5 RU max*

### Required Documentation:

A letter or certificate from the appropriate chair stating the committee's mission, frequency of meetings, duties, and terms of service on section/division/forum/interest group letterhead

### C.4 - Mentoring (Mentor & Mentee)

Sharing skills with others allows the quality profession to grow and enhances the practices that are important to the certification.

- 0.1 per hour; 1.5 RU max

### Required Documentation:

Evidence supporting mentoring agreement, including notes from discussion, dates of discussion, and activities

## Recertification Fees

As soon as an individual becomes certified, they may begin collecting and uploading documents and claim RUs. Once 18 RUs have been achieved, submit the completed application and pay online.

	ASQ Member	ASQ Non-Member
1 Certification	\$90	\$130
2 or more certifications (synchronization)	\$110 total	\$130 each

## Recertifying by Exam

*Fees to recertify by exam.*

Exam	ASQ Member	Non-Member
CMQ/OE, CSSBB, DON LSSBB	\$418	\$518
CQE, CQA, CSQE, CRE, CPGP, CMDA, CFSQA, CSQP	\$383	\$483
CCT	\$297	\$397
CMBB	\$1399	\$1399

*All prices listed are subject to change without notice. Payment is made online by credit card at the time of application. Visa, MasterCard, or American Express are accepted. Questions regarding payment processes can be directed to [cert@asq.org](mailto:cert@asq.org).*

### Alternative Payment Methods

If you are unable pay online with a credit card, we still encourage you to use the online recertification journal to document and track your recertification activities. When all RU activities are logged and you are ready to submit, contact us at [cert@asq.org](mailto:cert@asq.org) for additional support with check or wire payments.

## Recertification Review and Approval

After submitting the online application, an individual will receive an automated confirmation from the online system. If there are questions regarding the application, the individual will be notified and will be able to respond in the application. Failure to respond to any inquiries by the date specified or resolve any deficiencies (such as incomplete or inadequate documentation) may jeopardize one's certified status. The individual will be notified when their recertification application has been approved, and an updated certificate and digital badge will be issued. Their listing in the online directory will be updated. Should an individual fail to submit their recertification application, respond to any inquiries, or resolve any deficiencies on a timely basis, their certification will be subject to non-renewal.

## Decertification of ASQ Credentials

Failure to meet the Recertification criteria will result in decertification of the credential at the respective certification's expiration date. Any individual who does not meet the continuing education recertification requirements or who fails to recertify by successfully passing the examination will be decertified. They may not use the ASQ credential during the interim, and certification can only be obtained by successfully passing the examination.

## Appeals

An applicant who is denied recertification may submit an appeal for reconsideration. The applicant must provide evidence and documentation supporting their claim for recertification. In order for an appeal to be considered, a completed [Appeal Form](#) with supporting evidence must be submitted to [cert@asq.org](mailto:cert@asq.org) within 30 days of the Certification decision occurrence and include (1) Name, (2) Customer ID (if applicable), (3) Email address, (4) Telephone number (if applicable), and (5) Details regarding a specific Certification decision and any related evidence.

## Extenuating Circumstances

If there are extenuating circumstances that prohibit you from completing the certification renewal process on time due to active military deployment or serious illness etc., ASQ may grant an extension for a recertification application, provided the candidate has submitted a request via email within 120 days of the candidate's recertification due date. Please contact us at [cert@asq.org](mailto:cert@asq.org). ASQ will review all claims on a case-by-case basis.

## Questions

For more information, please visit [asq.org/recertification](https://asq.org/recertification) and send any inquiries to [cert@asq.org](mailto:cert@asq.org).

