

SOP No.	CP-12.04	Supersedes SOP No.	CP-01-12.03	Effective Date	16 October 2009		
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## **Re-Registration Requirements**

### **1. Significant Change(s) from Previous Version**

This document has been updated to reflect the revised SOP numbering system.

### **2. Purpose**

This SOP defines the requirements for re-registration of Registered Quality Assurance Professionals (Registrants).

### **3. Scope**

This SOP applies to:

- Council on Professional Registration
- Registered Quality Assurance Professionals
- SQA Headquarters

### **4. Responsibilities**

- 4.1 The Registry of Quality Assurance Professionals (was established by the Society of Quality Assurance (SQA) as a professional enhancement opportunity for individuals working in quality assurance in the disciplines of GLP or GCP. It is essential that Registrants refresh their skills and remain current in the latest regulatory requirements and interpretations. Registrants provide quality assurance expertise within industry, government, academia, and other organizations.
- 4.2 The objective of the RQAP re-registration program is two-fold: first, to encourage and recognize continued participation in the field of regulatory quality assurance, and second, to ensure that quality assurance professionals remain informed and knowledgeable in their profession.

## 5. Procedures

- 5.1 The re-registration program requires that Registrants complete a total of twelve (12) units within the re-registration period. A minimum of six (6) units shall be based on discipline specific activities and the remaining six (6) units may be based on relevant professional activities (e.g., a seminar in a related discipline; a workshop on organizational effectiveness, process improvement or facilitator training; formal education courses; participating in professional committee work; etc.).
- 5.2 Documentation of units earned must be submitted with the re-registration application.
  - 5.2.1 It is the responsibility of the Registrant to provide unequivocal documentation of the units earned. The supporting documentation must be clear, concise, traceable/verifiable and complete. Units without the supporting documentation will not be credited towards re-registration.
  - 5.2.2 Examples of acceptable documentation include agendas, content outline and learning objectives, each supported by enrollment verification or a certificate of participation.
- 5.3 Units in support of re-registration may be earned as follows:
  - 5.3.1 Attendance at professional meetings, seminars or conferences: each ½ day session (4 to 6 hours) = 1 unit and each ¼ day session (3 hours or less) = 0.5 units.
    - 5.3.1.1 SQA Meetings (the units earned based on the length of the meeting); SQA Chapter Meetings; and other professional meetings (JSQA, BARQA, RAPS, DIA, ACS, ACRP, AALAS, etc.). Full day (more than 6 hours) = 2 units.
  - 5.3.2 Instructing, lecturing or training: each unique, non-repetitive session, prepared and presented = 1 unit.
  - 5.3.3 Participating author for published, peer-reviewed articles, books or book chapters: each published work = 1 unit.
  - 5.3.4 Participating author for a poster session: each poster = 1 unit.
  - 5.3.5 Attendance at relevant university course(s): 1 semester/quarter credit = 1 unit.
  - 5.3.6 SQA: Chapter, Committee, Specialty Section membership, or SQA annual membership = 1 unit.
  - 5.3.7 Submission of solicited questions for the RQAP-GLP or RQAP-GCP examination: every 10 questions submitted = 1 unit.

Note: Unsolicited questions will NOT be accepted for credit. Contact the respective Chair of the Examination Committee prior to writing exam questions.

- 5.3.8 SQA Mentoring (SQA Mentoring Program Committee): per mentoring partnership = 2 units; maximum per year = 4 units.
- 5.4 Candidates who pass the examination shall receive a list of re-registration criteria along with a letter informing them of their status. The re-registration process shall operate on the honor system. Fraudulent submission of information will be pursued with a penalty of revocation of registration privileges.
- 5.5 All professional activities applied to re-registration must take place within the re-registration period between successfully taking the examination and applying for re-registration or between re-registration periods.
  - 5.5.1 The first re-registration period begins on 1 April of the exam year and ends on 30 September three years later, e.g., 1 April 2006 – 30 September 2009.
  - 5.5.2 All subsequent re-registration periods begin on October 1 of the re-registration year and end on 30 September three years later, e.g., 1 October 2009 – 30 September 2012.
- 5.6 The completed application for re-registration must be mailed to SQA Headquarters and be postmarked by or before 31 October of the re-registration year. An example application is attached to this Policy (Attachments 1 and 2); an application form may be obtained from the SQA website.
- 5.7 The current re-registration fee (\$US) must be submitted with the application (Attachments 1 and 2). The current re-registration fee is noted on the SQA website.

## **6. Other Documents to Consider**

None

**SOP Reviewed by:**

*Signature on file*

Elliott Graham, RQAP-GLP  
SQA Executive Director

16 October 2009

Date

**SOP Approved by:**

*Signature on file*

James A. Ault, RAC, RQAP-GLP  
SQA Board Liaison

29 September 2009

Date



