

SOP No.	CP-12.06	Supersedes SOP No.	CP-12.05	Effective Date	1 January 2012		
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## **Re-Registration Requirements**

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

This document has been updated to simplify the method of awarding re-registration credit for courses, seminars, webinars, conferences and other meetings; to revise the units awarded for professional memberships; and to further clarify and make equal the units awarded for any re-registration activity.

### **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, training workshops/courses, seminars or conferences: 1 hour of classroom time (not including meals or breaks) = 0.25 unit.
    - 5.3.1.1 SQA Meetings (the units earned are based on the length of the meeting); SQA Chapter Meetings; and other relevant professional organization meetings (e.g., JSQA, BARQA, RAPS, DIA, ACS, ACRP, NAICC, AALAS, etc.).
    - 5.3.1.2 If an SQA Chapter or other relevant professional organizations wishes to obtain pre-approval of re-registration credit for a scheduled conference or event, then they must use the standardized form available from SQA (Attachment 3) to make this request.
    - 5.3.1.3 In-house Continuing Education: documentation must include a session description or agenda, duration of the training, and proof of attendance.
    - 5.3.1.4 Web-based seminars: documentation must include a session description or agenda, duration of the seminar, and proof of attendance (i.e., attendance roster, sign-in sheet, e-mail attendance verification, or seminar notes).

- 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 Primary or first author on technical articles for a relevant professional membership association newsletter (SQA, SQA Chapters and other relevant professional organizations) = 0.5 unit.
  - 5.3.5 Primary or first author for a poster presentation: each unique, non-repetitive poster = 1 unit.
  - 5.3.6 Attendance at relevant university course(s): 1 semester/quarter credit = 1 unit (e.g., one 3-credit university course = 3 units).
  - 5.3.7 Membership in a relevant professional membership association (SQA, SQA Chapters and other relevant professional organizations) = 0.25 unit per year (each), not to exceed 1 unit per year from association memberships.
  - 5.3.8 Any member of an ***elected or appointed*** Committee **OR** Board-approved Chair or Vice Chair of a volunteer Committee or special interest group (i.e., Specialty Section) in a relevant professional membership association (SQA, SQA Chapters and other relevant professional organizations) = 1 unit per year (each). A maximum of 3 GLP or GCP discipline specific units may be used from this category. The remainder must be used as non-discipline specific units.
  - 5.3.9 Submission of solicited questions for the RQAP-GLP or RQAP-GCP examination: every 10 questions submitted = 1 unit. (Attendance at item writing workshops will be granted units under section 5.3.1 above for training workshops.)

*Note: Unsolicited questions will NOT be accepted for credit. Contact the respective Chair of the Examination Committee prior to writing exam questions.*
  - 5.3.10 SQA, SQA Chapter and other relevant professional organizations' Mentoring Programs (Mentors, Mentees and Peer Partners): per mentoring partnership = 2 units; maximum per year = 4 units.
- 5.4 Re-registration policy for dual registrants (RQAP-GLP/RQAP-GCP) will be as follows:
- 5.4.1 Two separate applications and fees are required.

- 5.4.2 Of the required 6 GLP + 6 GCP discipline specific units, GCP units may be used as non-GLP and GLP units may be used as non-GCP units for a total of 12 units. During a re-registration cycle, 6 units of each will provide sufficient credit for both registrations.
- 5.4.3 The same units cannot be used for discipline specific credit for both disciplines (e.g., one meeting cannot be used for both GLP and GCP units).
- 5.4.4 Non-discipline specific units can be used for both re-registrations.
- 5.5 The CPR reserves the right to determine applicability of re-registration items submitted for credit that are outside of the items described in the SOP. The CPR's decision regarding re-registration credit will be final.
- 5.6 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.
- 5.7 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.
  - 5.7.1 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.
  - 5.7.2 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.
- 5.8 The completed application for re-registration must be submitted (by e-mail, fax or mail) to SQA Headquarters on or before 31 October of the re-registration year; if the application is submitted by mail, the application must be postmarked on or before the due date. Late applications shall be accepted within a 31-day window following the due date. Example applications are attached to this Policy (Attachments 1 and 2); an application form may be obtained from the SQA website.
- 5.9 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.

- 5.10 If a Registrant submits documentation of a professional development activity that is not accepted by the Council for re-registration, leaving the Registrant short of the re-registration requirements, an opportunity shall be provided for the Registrant to supplement his or her application with additional activities to meet the minimum requirements for re-registration by the deadline stated in the notification.

## 6. Other Documents to Consider

None

### SOP Reviewed by:\*

*Signature on file*

Elliott Graham, RQAP-GLP  
SQA Executive Director

1 January 2012

Date

### SOP Approved by:

*Signature on file*

Tammy White Barkalow, RQAP-GLP  
SQA Treasurer

1 January 2012

Date

*\*Reviewed and approved by SQA Board of Directors as of 24 January 2012.*





