Instructions for RQAP Registrants on Submitting and Referencing Re-Registration Activities in the SQA Online Learning Center

A video tutorial of this process is available at https://youtu.be/rhcPa1gXNIg.

1. Before you begin, assemble all of the information and materials you need to submit your activities. Read thoroughly SOP CP-12.xx, Re-registration Requirements, particularly section 5.3, which describes the types of activities that are acceptable for re-registration along with how to calculate their value and the types of documentation needed as proof of your completion of those activities. You may also want to review the Re-registration section of the RQAP FAQ on the SQA website for further guidance. Keep in mind the following:

   a. If you have attended or participated in any kind of education or training, which is the most common type of activity submission, 1 hour of training earns you 1 re-registration unit. Other types of activities are worth different amounts; see section 5.3 of SOP CP-12.xx for all details on the value of different types of activities.

   b. You must have 48 re-registration units in a 3-year re-registration period to successfully re-register. At least half of your re-registration units (24 units or more) must be in the discipline of your RQAP credential, i.e., if you are an RQAP-GLP, at least 24 re-registration units must be from GLP QA activities.

   c. When determining whether or not an activity should be classified as GCP, GLP, GCP/GLP, or non-GCP/non-GLP, please remember these guidelines from the RQAP FAQ on the SQA website: Any training, conference, instruction, or other activity that a Registrant performs must be specifically related to the regulations and/or guidances addressed by the RQAP exam in question OR pertain to auditing skills in order to qualify for GCP or GLP re-registration units. Any activities pertaining to scientific content, soft skills (other than auditing skills), or any other topic not related to the regulations or guidances covered by the RQAP exam will be granted non-GCP or non-GLP re-registration units only.

   d. If an activity is an SQA Annual Meeting, Quality College course, webinar (live or recorded), online learning course, or Annual Meeting recording, or if it is an SQA Chapter event that awarded certificates via the SQA Online Learning Center, you do not need to submit that activity. Basically, if the activity – and the credits for that activity, and the certificate for that activity – already appear in your Transcript in the SQA Online Learning Center, please do not submit it again, because the Re-registration Committee does not need to review and approve that documentation. It’s approved and documented in your Transcript already; if you submit it and it is accidentally approved, those units will appear in your Transcript twice.
2. To begin submitting your activities, login to the SQA website, www.sqa.org. Use the “Forgot my password” link if you cannot remember your login information.

3. Click on My SQA in the upper right portion of the screen; scroll about halfway down the page and click on the “Access Online Education That I Ordered” button under My SQA Online Education.

4. On the lower right side of the screen, you will see two boxes related to “Non-Transcript RQAP Re-registration Units”. The lower box will show the status at-a-glance of your five most recent submissions, and the upper box has two links in it:
   a. Submit New Request link: For submitting an activity that you have not previously submitted to the Re-registration Committee for review.
   b. View All Requests link: For reviewing the status of activities that you have already submitted to Re-registration Committee for review.

5. If you click the Submit New Request link, you will be taken to a page with instructions at the top. Please read these instructions thoroughly. You will have to complete the following at the bottom of the form:
   a. Activity Title: This is the webinar, training, course, poster, paper, etc. title that you are submitting. For example, you might type “GLP History webinar” in this box.
   b. Activity Category: This is a drop-down selection box, and the activity types are organized to match the activities in section 5.3 of SOP CP-12.xx, Re-registration Requirements. There is a link to this SOP at the top of the page in the form instructions if you aren’t sure, but most of the activity types should be easy to determine (membership, time-bound training, self-paced learning, delivering instruction, etc.).
   c. Date Completed: This should be the date that you completed the activity that you are submitting. If you are submitting an activity today that you completed three months ago, you must enter a date from three months ago in this box.
   d. GCP | nonGLP, etc.: There are four credit types listed that boil down to GCP, GLP, neither, or both. Pick ONE of these four, enter the number of units based on SOP CP-12.xx into the appropriate box, and then enter zero in the other three boxes. No text is allowed in these fields; only numerical entries are allowed.
   e. Description: Enter a description of the event and/or the event agenda. There is no need to paste the agenda here if you include it as an attachment, though.
   f. Number of hours of learning/teaching time: If your activity is awarded re-registration units based on the number of hours it lasted (such as training, a conference, or presenting), please enter the number of relevant hours excluding time for meals (if your training was from 9:00 AM to 5:00 PM but there was a one-hour lunch, please put 7 hours, not 8). If your activity is NOT time-related, simply type “n/a” in this box.
g. Attachment: You must attach documentation of your completion of this activity. You can upload multiple files for each activity. Your documentation may be a certificate, a transcript, an agenda, a copy of a badge, a copy of a sign-in sheet, etc. (see the section 5.3 of SOP CP-12.xx for details on acceptable documentation for various activity types). In addition, if your activity is awarded re-registration units based on time (such as attending a training), your attachment(s) must ALSO include documentation of the length of time of the activity (an agenda, the number of training hours on the certificate, etc.). All documentation must be in English or translated into English.

h. Click the Submit button.

6. Once you have submitted an activity for review, SQA Headquarters is notified by an email. Once several activities are awaiting review, SQA Headquarters will notify the Re-registration Committee and assign Committee members to review activities based on their areas of expertise. It can take the Re-registration Committee 8 weeks or more to review your activity. Inaccurate submittals will cause delay, as will a high volume of submissions (August through January are typically heavy submission times).

7. When an activity has been submitted, it is assigned a status of “Awaiting Review”. Once the Re-registration Committee has reviewed your activity, they will assign it one of three statuses:

   a. More Information Required: If the reviewer needs more information or clarification in order to make a decision, they will attach a note to your activity record and change the status to this.

   b. Approved: Nothing more is needed; this activity has been approved as submitted for the number of re-registration units you indicated and may now be seen, along with your SQA education activities, in the Transcript section of the SQA Online Learning Center.

   c. Denied: This will be used infrequently, but may be necessary in cases where duplicate activities have been submitted, or if an activity is submitted that is not an acceptable activity per the guidelines in SOP CP-12.xx, or in other rare occurrences.

8. When the submission status has changed, you will receive an email notifying you that the status has changed and what that status is. If you need to submit more information, you will need to login and visit the SQA Online Learning Center again, then click the View All Requests link referred to in section 4 above.

9. After clicking View All Requests, you will be taken to a page listing all of your “Open” requests – meaning those needing more information and/or that have not yet been reviewed. (There are also buttons at the top that you can use to view your Approved, Denied and Resubmitted requests.)

   a. Next to the activity, you will see a status of “More Information Required” and a link on the far right that says “Notes”. Click that link to view the feedback from the reviewer.
b. Based on that feedback, you will need to make edits to your submission. There is a gear icon in the row that will allow you to make edits easily (see image below). When your cursor hovers over the gear icon, the word “Edit” will appear. You can find the gear icon at the top of the page you are on when reading the notes, or if you go back to the page listing all of your open activities.

![Notes](image)

c. Press the Save button after you’ve made your edits, and your activity will go back into the list of activities for the Re-registration Committee to review.

10. You can view your Approved requests in your Transcript or by using the View All Requests link referred to in section 4 above, and then clicking the Approved button. You can also sort your Transcript by date if you click the “Complete” column header at the top of the Transcript. Since your Transcript includes all SQA events, webinars and recordings as well as your approved non-Transcript submissions, this can help you track how many units have been awarded and/or approved by date, so that you can be sure you have enough units within your current re-registration period.

11. Questions? Send them to us at sqa@sqa.org!