

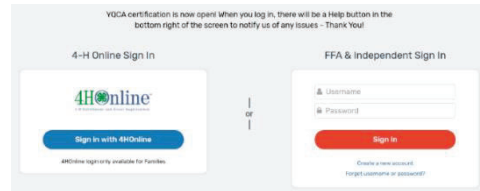


Getting Your YQCA Certification

Creating And Logging Into A YQCA Account

Step 1: Go to <https://yqca.learngrow.io>

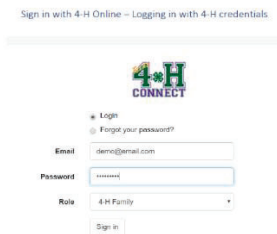
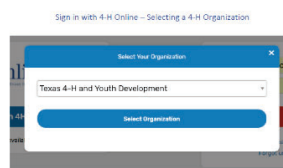
Step 2: Sign in with 4-H Online or FFA & Independent Account



4-H Online Steps

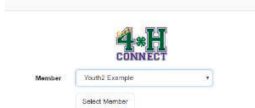
*This is for youth with an active 4-H Online account

1. Select a 4-H Organization
2. Login with 4-H Credentials



Sign in with 4-H Online - Selecting a Family Member

To create an account from a 4-H Online member record, the member's status must be active. If you are not sure of the status for each member, log in to your 4-H Online and view the status of each member on the member list screen. To check on the progress of member activation in 4-H Online, contact your county 4-H office.



3. Select a Family Member

Member's status must be active. If

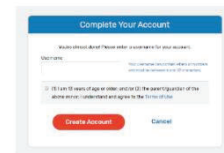
you're not sure of the member's status, log in to 4-H Online to view the status on the member screen. To check the progress of member activation in 4-H Online, contact your county 4-H office.

4. Enter a Username

After creating your account, you can still log in with your 4-H Online credentials. The username will be used if you decide to disconnect your account from 4-H Online.

Sign in with 4-H Online - Enter a Username

After creating your account, you can still log in with your 4-H Online credentials. The username will be used if you decide to disconnect your account from 4-H Online.



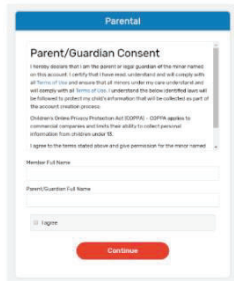
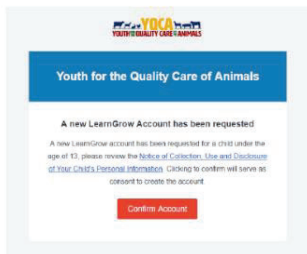
FFA & Independent Steps

1. Enter information for the individual whose name will appear on the certificate

A parent or guardian must create the account (in the child's name) for a member that is 12 or younger.

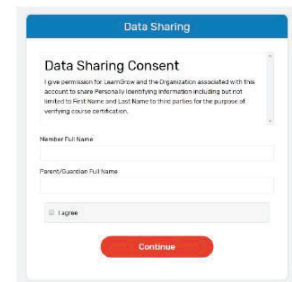
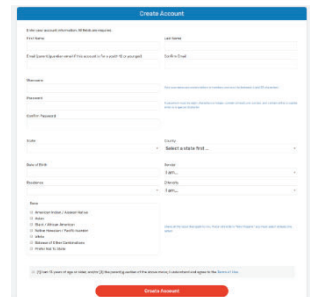
The email entered for a member that is 12 or younger must be that of a parent or guardian

2. Retrieve email from LearnGrow to confirm account



3. Have parent/guardian complete parental consent

4. Have parent/guardian consent to data sharing



Getting Your YQCA Certification

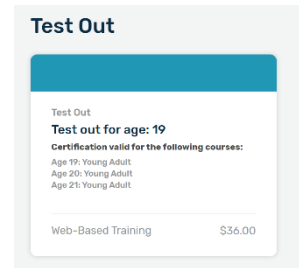
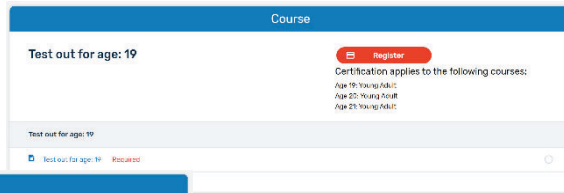
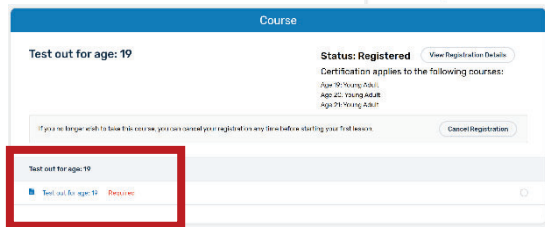
Purchasing A Test-Out Certification

The test-out option is available for youth ages 12, 15, and 19.

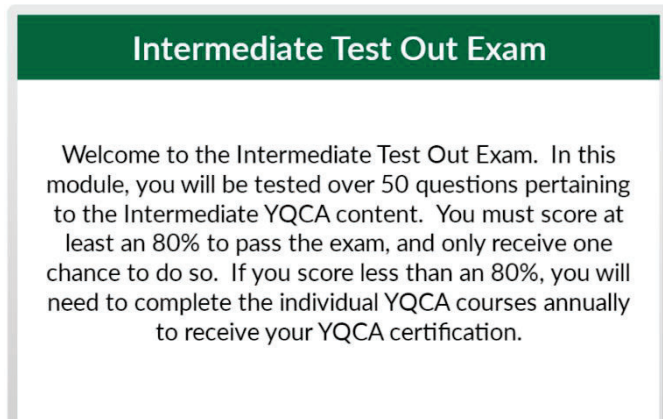
Step 1: Select a course from bottom of “Course List” page

Step 2: Select “Register”

Step 3: Select course to begin test



Step 4: Attempt Course



Step 5a: If youth passes, upon completion of the test, user will be prompted for payment.

Step 5b: If youth fails, they may not attempt again during this age period. No payment is needed. User should follow steps to purchase a web-based training and complete the individual YQCA courses annually.

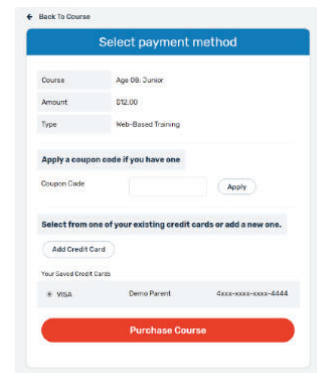
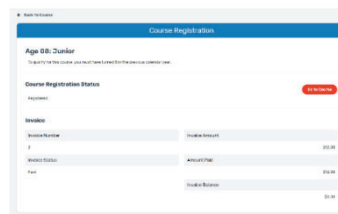
Step 6: Select “Purchase Course”

Step 7: Finalize payment

Step 8: View receipt

To print receipt, right click and select “Print”. Select printer to print, or PDF to save on your computer.

Step 9: After paying for the test-out option, an email will be sent to confirm completion of the certification.





Getting Your YQCA Certification

Registration Cancellation

If the course has not yet started or the instructor-led training date passed, the registration can be cancelled.

Step 1: Select the course from the “Course List” page. In the bottom of the box, it will state the type of training instead of the training options and prices.

The screenshot shows a grid of six course cards under the heading "Course List". Each card displays the course name, a qualification requirement (e.g., "To qualify for this course, you must have turned 8 in the previous calendar year."), and two pricing options: "Web-Based Training" and "Instructor-Led Training". The "Age 11: Junior" card is highlighted with a red border and shows a status of "Registered" at the top left of the card.

Step 2: Confirm the status says “Status: Registered”. If the status says “Complete” or “Failed”, it is too late to cancel the registration.

The screenshot shows the details for the "Age 11: Junior" course. At the top right, the status "Status: Registered" is displayed in a red box. Below the status, there is a "Cancel Registration" button. The page also includes a "When" field (Jun 26 2019 4:00 PM - 6:00 PM), a "Where" field (Black Hills Stock Show Youth Day), and a "Message" field with details about the event.

Step 3: In the box that states, “If you no longer wish to take this course, you can cancel your registration any time before starting your first session”, select “Cancel Registration”.

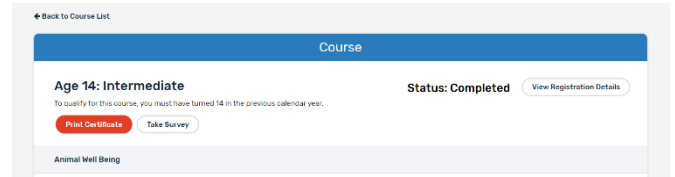
The screenshot shows the "Cancel Registration" confirmation page. It asks, "Are you sure you want to cancel the registration for Age 11: Junior (Rapid City: Black Hills Stock Show Youth Day: Walter Taylor 4-H Building, Central States Fairgrounds, Jun 26, 2019 4:00 PM - 6:00 PM)?" Below this, there is a "Cancel Registration" button highlighted with a red box and a "Cancel" button.

Step 4: Confirm you are canceling the correct course and select “Cancel Registration”.

Getting Your YQCA Certification

Printing Certification

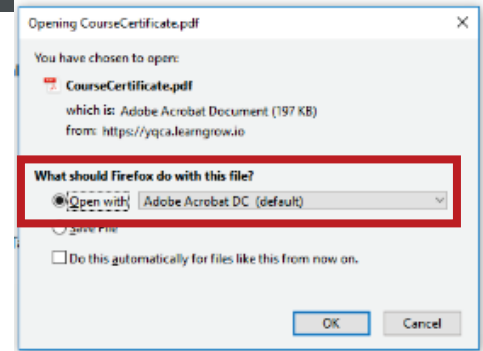
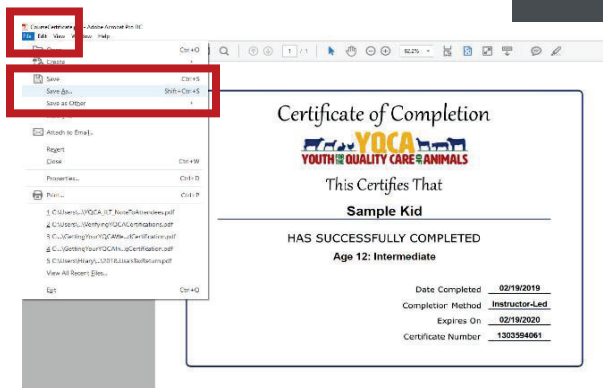
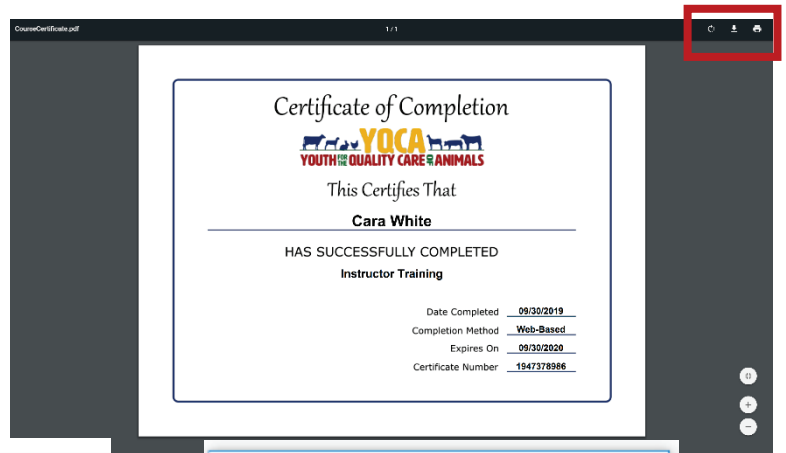
Step 1: Return to course menu screen to access certificate.



Certificate can be downloaded as a PDF to save locally and/or send electronically.

To print PDF, select printer icon and send to local printer.

Once downloaded, use one of the two approaches below to save the file to a designated location on your computer.



Step 2: Select "Take Survey" to access post-course survey.

