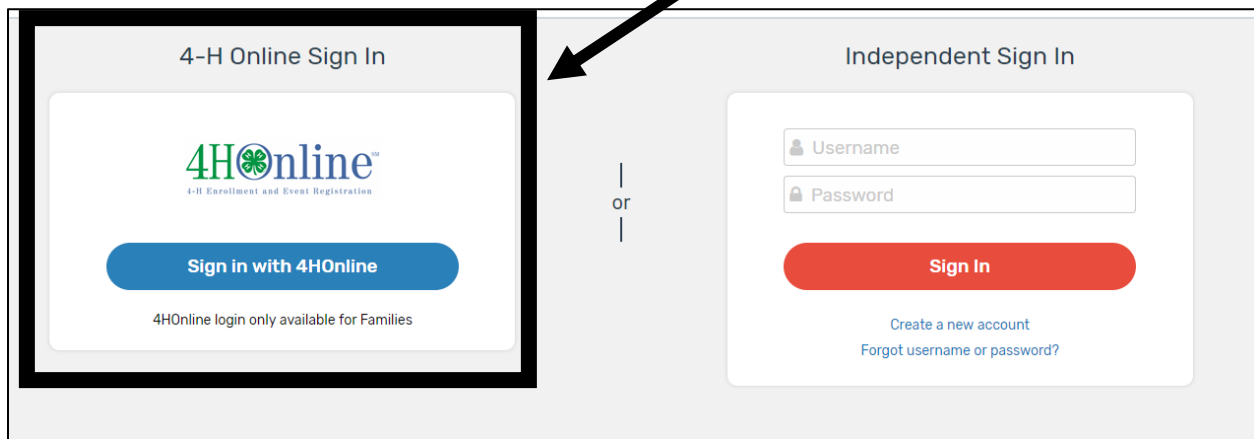# Registering for YQCA Training Sessions
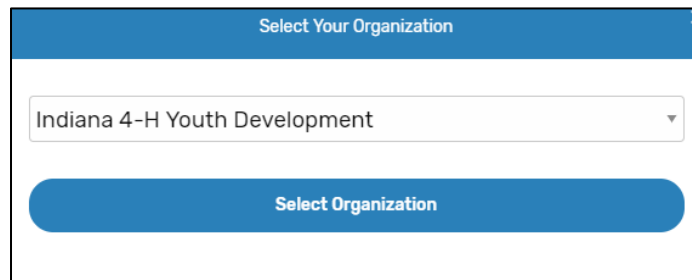## A step-by-step guide

1. Open web browser and go to yqca.learngrow.io. There will be two parts to registering for a YQCA training. The first will be to connect your 4-HOnline profile with the YQCA website. There will be two options to register your YQCA profile online – through 4-HOnline and through an Independent Sign In. As a Montgomery County 4-H Member, you will want to select "Sign in with 4HOnline" on the left side of the screen.
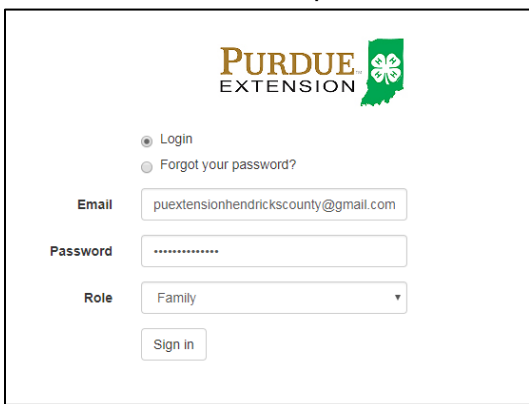

2. Once you have hit the "Sign in with 4HOnline" Button, a dropdown menu will appear. Select Indiana 4-H Youth Development.

3. You will be redirected to a screen where you will log in with the same information you use to log in to 4-HOnline. (email and password). After logging in, you will select which member you would like to create a YQCA profile for. Once you have the member in the dropdown menu, click "select member."

4. You will then have to click a statement saying you are old enough to create your YQCA Account or that you are a parent/guardian of the member. Once you have clicked the button next to the statement, select "create account." You will then type your name and click to sign the YQCA Data Sharing Consent Form.

5. The second part of registering for a YQCA Training is to sign up for the actual training. On this page you will click on the class you would like to register for. Once you have selected the class, you will be able to sign up to take the training online or in person.

6. To take a course **online**, you will select "purchase course" under "Web-Based" Training. In order to sign up for an **in-person training**, you will fill in information on the right hand side of the screen under the title "Instructor-Led Training." Use the dropdown menus to find the date and location you wish to go to the training on. Then click "Purchase Course."

OR

7. Once selected, you will be able to select your payment method to pay online. Click "add credit card" to pay online. Here you will enter your credit card information. After everything is entered, select "Add Credit Card."

8. You will then have a chance to review your course information before purchasing. Once you are ready, select "Purchase Course."

9. After you have purchased your course, you will see your "Invoice" information. You can print this for your records or refer back to it by logging back into your account. If you click to "go to course" button on the top right of the screen, you will be able to review information about the training you have registered for.
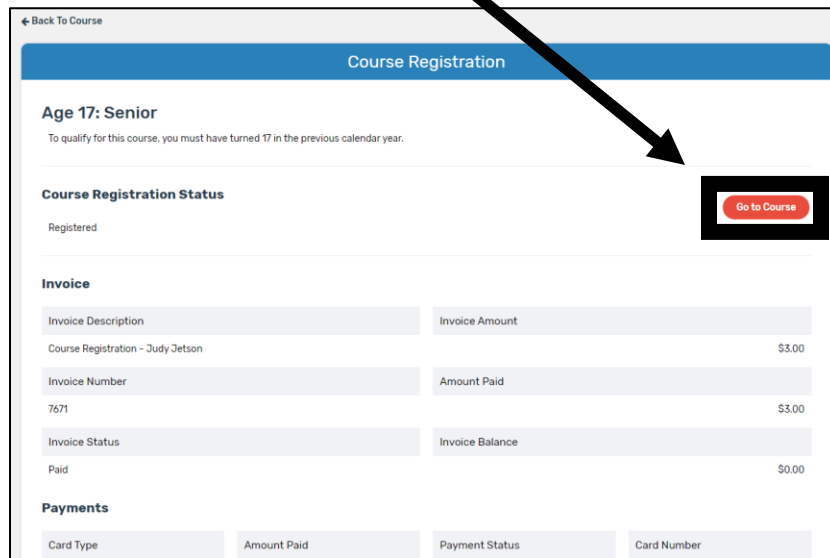
10. From here, you can review course information, cancel registration, view registration details, or go back to your profile.
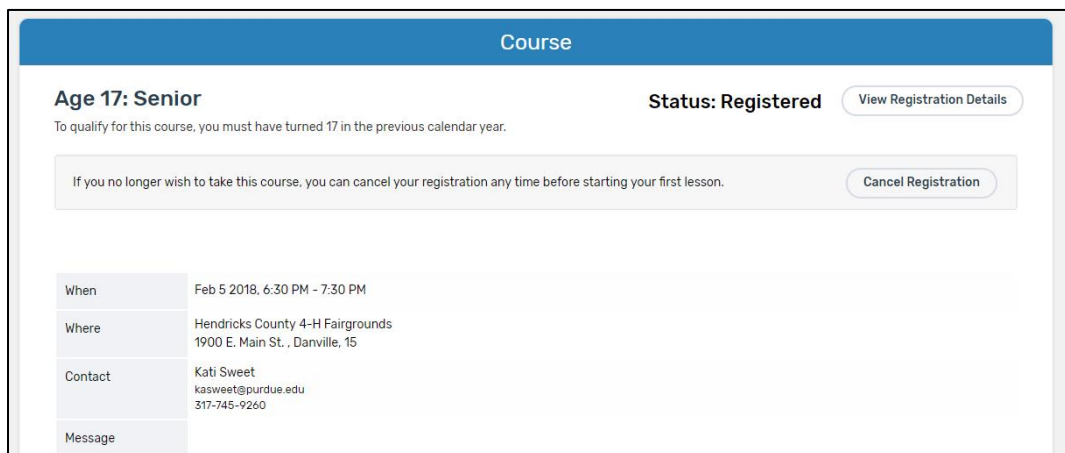
11. Once training is complete (either online or in-person), you will be given access to a certificate that will show you have successfully completed the YQCA training. If doing an in-person training, it may take a few days for the certificate to show in your account.

Note on <u>web-based</u> training: *You must pass three quizzes to get certified (animal well-being, food safety, and life skills). You will follow the prompts on the screen once you have purchased your course to complete your online training.*

Questions? Need Help? Contact the Montgomery County Extension Office – (765)364-6363 or email asweet@purdue.edu

YQCA Frequently Asked Questions

1. **When do I need to have my certification complete?** You must complete your certification prior to checking in your animal at the Montgomery County 4-H Fair. Barn superintendents will have a list of all youth who have successfully completed the trainings at the time of check-in. This is also an exhibit requirement for the Indiana State Fair.

2. **How do I register?** Check out the YQCA "Step by Step" guide in the Related Files section to learn how to register. Payment is due at time of registration. _DO NOT_ bring money to the Extension office. We cannot accept payment for YQCA workshops.

3. **What age or course level do I select?** When signing up for a training, YQCA will prompt you to sign up for your appropriate age category within the course. _This is your age as of January 1, 2020_!

4. **What if I show multiple animal species?** You only need to complete the certification once per year, and that will apply to each of your animals.

5. **How long does the in-person class take?** It is approximately one hour and fifteen minutes.

6. **Can I attend a YQCA In-Person Training in another county?** Yes, if our schedule does not work for you, you can attend a class in any other county.

7. **What if I still have a valid PQA Certification?** Currently, if you have a valid PQA Certification, it will be honored until it expires, even if you show multiple species. _However_, if your certificate expires July 31st, 2020 and you are planning on attending the Indiana State Fair OR expires before the Montgomery County 4-H Fair, you will need to complete YQCA this year.

8. **When should I register for a class?** As soon as possible! Space is limited in each class, and we recommend registering at least a week prior to the class being offered.

9. **What if I do not remember my 4HOnline email address?** Contact our office, and we can tell you what it is. If you do not sign in with 4HOnline, we cannot guarantee that we will be able to gain access to your completion information. If you do not remember your password, you can reset that yourself using the "Forgot Password" option at https://in.4honline.com

10. **How long is my certification valid?** In-person trainings are valid for 1 year. New for this year, YQCA will offer an online ONLY test-out option. See the document "YQCA Online Test-Out Guide" for more information.

11. **What if I am not selling my animal in the Auction?** This is not an auction requirement, it is an exhibit requirement, so to show your animal, you _must_ complete the certification.

12. **Do Mini 4-H Members need a YQCA Certification?** No, this is for 4-H members in grades 3-12.
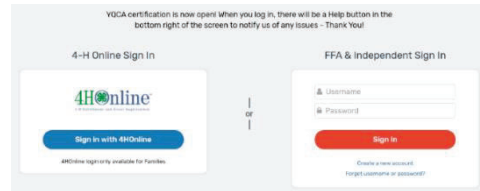
Getting Your YQCA Certification

Creating And Logging Into A YQCA Account
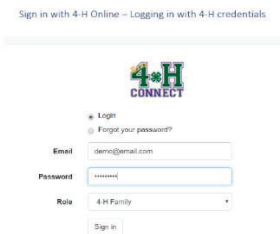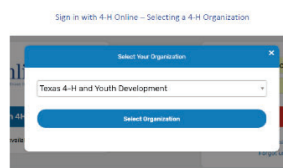
Step 1: Go to https://yqca.learngrow.io

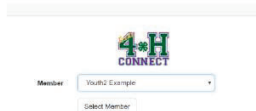Step 2: Sign in with 4-HOnline or FFA & Independent Account

4-HOnline Steps
*This is for youth with an active 4-HOnline account
1. Select a 4-H Organization
2. Login with 4-H Credentials

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-HOnline to view the status on the member screen. TO check the progress of member activation in 4-HOnline, contact your county 4-H office.

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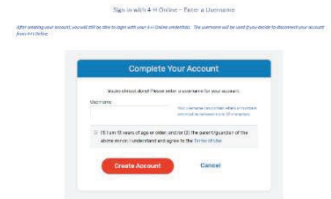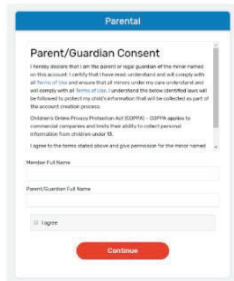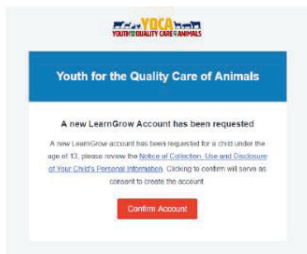

FFA & Independent Steps
1. Enter information for the individual whose name will appear on the certificate
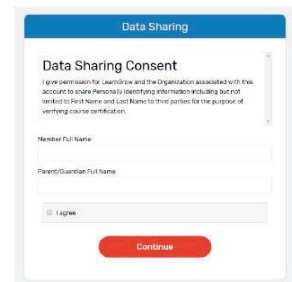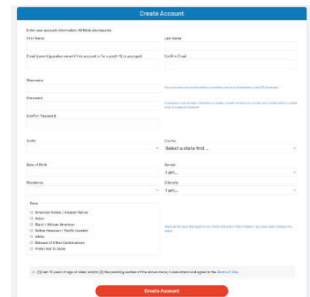A parent or guardian must create the account (in the child's name) for a member that is 12 or younger.

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

2. Retrieve email from LearnGrow to confirm account

3. Have parent/guardian complete parental consent

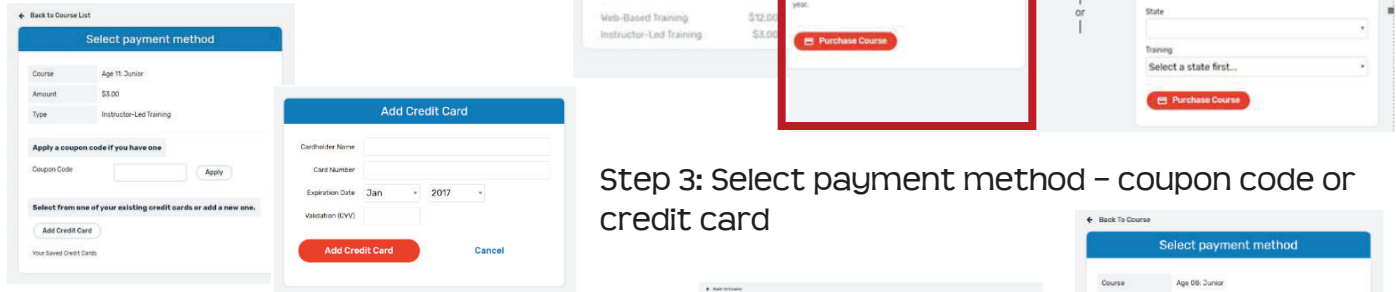4. Have parent/guardian consent to data sharing

Getting Your YQCA Certification

Purchasing A Web-based Training

Step 1: Select a course
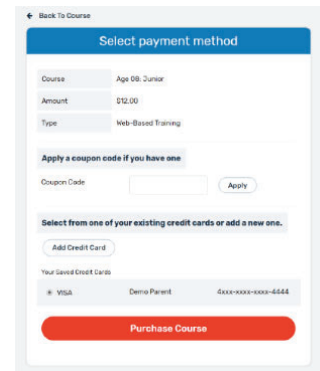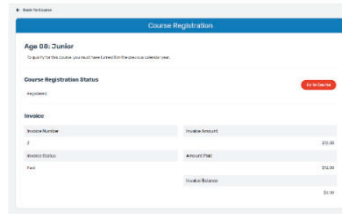
Step 2: Select "Purchase Course"

Step 3: Select payment method – coupon code or credit card

Step 4: Select "Purchase Course"

Step 5: View receipt
To print receipt, right click and select "Print". Select printer to print, or PDF to save on your computer.

Step 6: Use the email sent after the course is purchased to access the pre-course survey
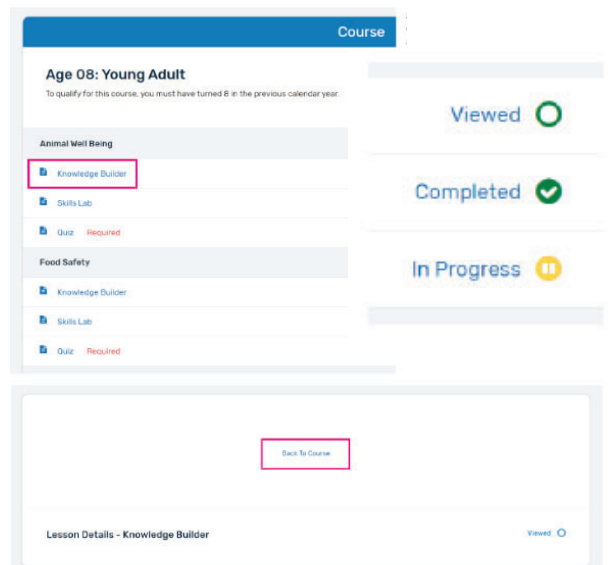
Completing A Web-based Training

Must pass 3 quizzes - Animal Well-Being, Food Safety, and Life Skills

Select a Knowledge Builder and Skills Lab to gain knowledge and test your skill

Status will show throughout to track progress

Back to Course:
Will return user to menu page to select another Knowledge Builder, Skills Lab or Quiz

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.

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

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".

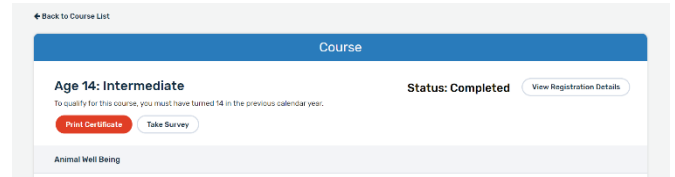Step 4: Confirm you are canceling the correct course and select "Cancel Registration".

Getting Your YQCA Certification
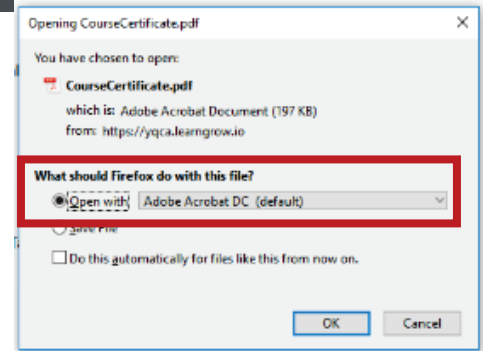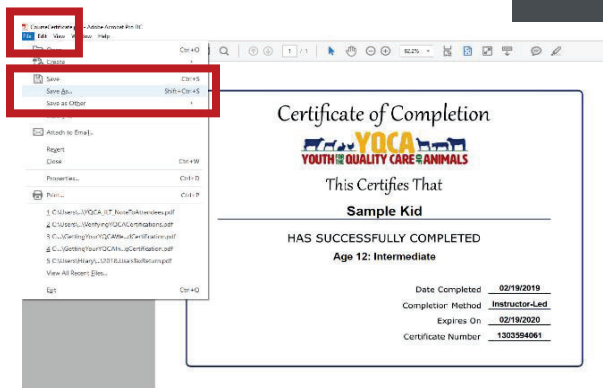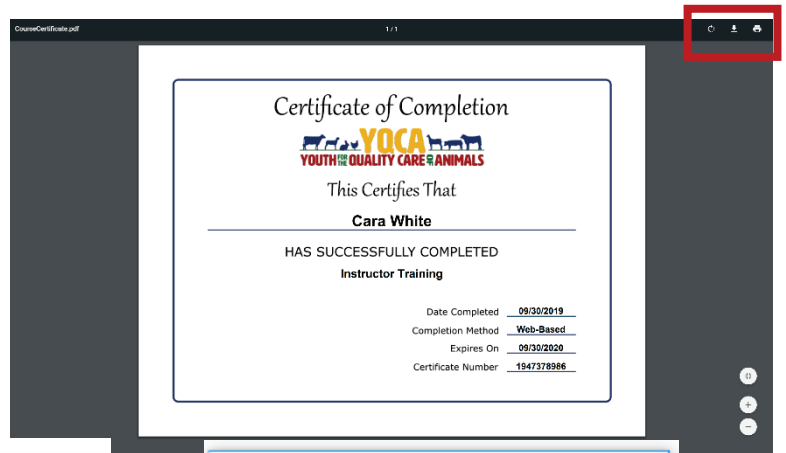
Printing Certification

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.