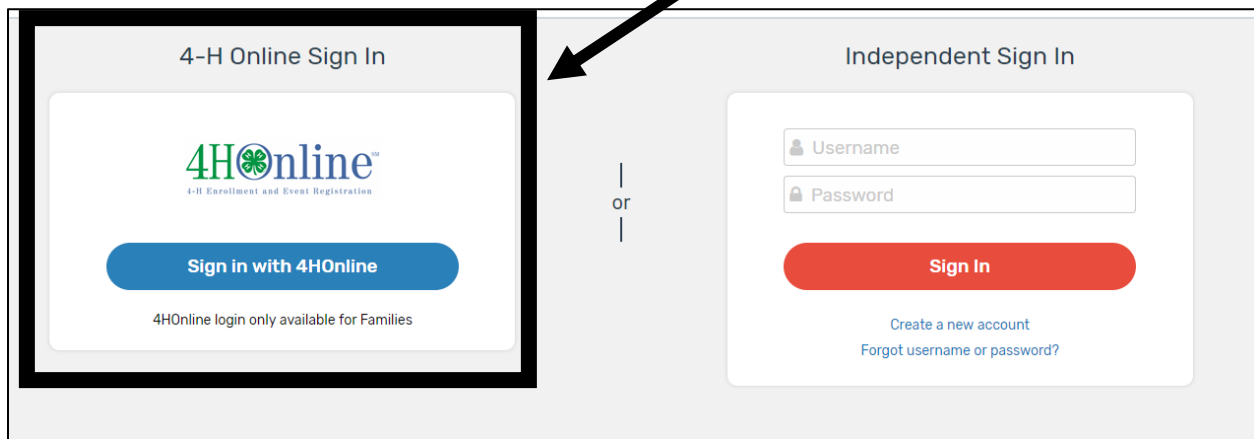


Registering for YQCA Training Sessions

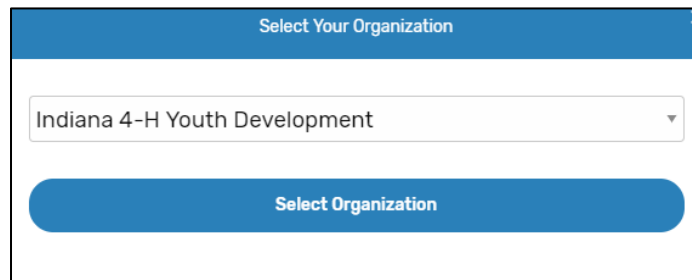
A step-by-step guide

1. Open web browser and go to yqca.learnrow.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.



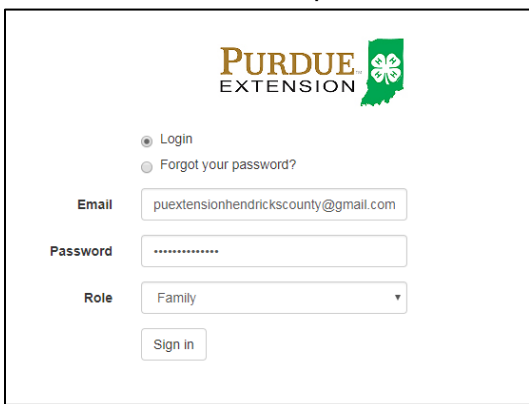
The screenshot shows two sign-in options. On the left, the '4-H Online Sign In' section features the 4HOnline logo and a blue button labeled 'Sign in with 4HOnline'. Below the button, it states '4HOnline login only available for Families'. On the right, the 'Independent Sign In' section has input fields for 'Username' and 'Password', a red 'Sign In' button, and links for 'Create a new account' and 'Forgot username or password?'. A vertical line with 'or' in the middle separates the two options. A black arrow points from the right towards the '4-H Online Sign In' button.

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



The screenshot shows a blue header 'Select Your Organization' with a close button. Below it is a dropdown menu currently displaying 'Indiana 4-H Youth Development'. At the bottom is a blue button labeled 'Select Organization'.

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.”



The screenshot shows the login page with the Purdue Extension logo. It has radio buttons for 'Login' (selected) and 'Forgot your password?'. Below are input fields for 'Email' (containing 'puextensionhendrickscounty@gmail.com'), 'Password' (with dots), and a 'Role' dropdown menu (set to 'Family'). A 'Sign in' button is at the bottom.



The screenshot shows the member selection page with the Purdue Extension logo. It features a 'Member' dropdown menu currently showing 'Judy Jetson'. Below the dropdown is a button labeled 'Select Member', which is highlighted with a black box.

- 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.

Complete Your Account

You're almost done! Please enter a username for your account.

(1) I am 13 years of age or older; and/or (2) the parent/guardian of the above minor; I understand and agree to the [Terms of Use](#)

Create Account

[Cancel](#)

Data Sharing

Data Sharing Consent

I give permission for LearnGrow and the Organization associated with this account to share Personally Identifying Information including but not limited to First Name and Last Name to third parties for the purpose of verifying course certification.

Member Full Name
JUDY JETSON

I agree

Continue

- 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.

Course List

<p>Course Age 08: Junior</p> <p>To qualify for this course, you must have turned 8 in the previous calendar year.</p> <p>Web-Based Training \$12.00 Instructor-Led Training \$3.00</p>	<p>Course Age 09: Junior</p> <p>To qualify for this course, you must have turned 9 in the previous calendar year.</p> <p>Web-Based Training \$12.00 Instructor-Led Training \$3.00</p>	<p>Course Age 10: Junior</p> <p>To qualify for this course, you must have turned 10 in the previous calendar year.</p> <p>Web-Based Training \$12.00 Instructor-Led Training \$3.00</p>
<p>Course Age 11: Junior</p> <p>To qualify for this course, you must have turned 11 in the previous calendar year.</p>	<p>Course Age 12: Intermediate</p> <p>To qualify for this course, you must have turned 12 in the previous calendar year.</p>	<p>Course Age 13: Intermediate</p> <p>To qualify for this course, you must have turned 13 in the previous calendar year.</p>

[← Back to Course List](#)

Web-Based Training	Instructor-Led Training
<p>Course Age 17: Senior \$12.00</p> <p>To qualify for this course, you must have turned 17 in the previous calendar year.</p> <p>Certification for Judy Jetson @</p> <p>Purchase Course</p>	<p>Course Age 17: Senior \$3.00</p> <p>To qualify for this course, you must have turned 17 in the previous calendar year.</p> <p>State [Dropdown]</p> <p>Training Select a state first... [Dropdown]</p> <p>Certification for Judy Jetson @</p> <p>Purchase Course</p>

or

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.”

← Back to Course List

Web-Based Training

Course
Age 17: Senior **\$12.00**

To qualify for this course, you must have turned 17 in the previous calendar year.

Certification for Judy Jetson @

Purchase Course

OR

Instructor-Led Training

Course
Age 17: Senior **\$3.00**

To qualify for this course, you must have turned 17 in the previous calendar year.

State
Indiana

Training
Feb 5, 2018 6:30 PM - 7:30 PM: Danville - Hendr

Certification for Judy Jetson @

Purchase Course

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.”

← Back to Course List

Select payment method

Course Age 17: Senior
Amount \$3.00
Type Instructor-Led Training
Certification for Judy Jetson

Apply a coupon code if you have one

Coupon Code

Select from one of your existing credit cards or add a new one.

Add Credit Card

Add Credit Card

Cardholder Name

Card Number

Expiration Date Jan 2018

Validation (CVV)

Add Credit Card

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

← Back to Course List

Select payment method

Course Age 17: Senior
Amount \$3.00
Type Instructor-Led Training
Certification for Judy Jetson

Apply a coupon code if you have one

Coupon Code

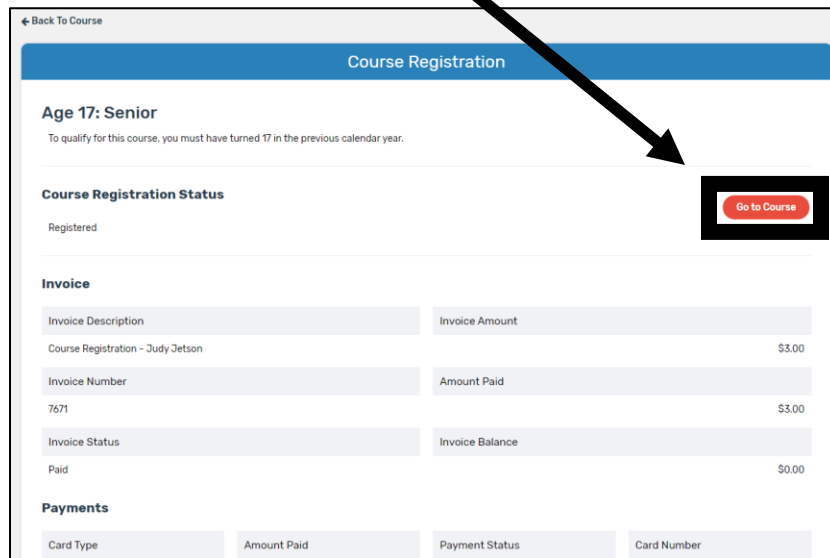
Select from one of your existing credit cards or add a new one.

Your Saved Credit Cards

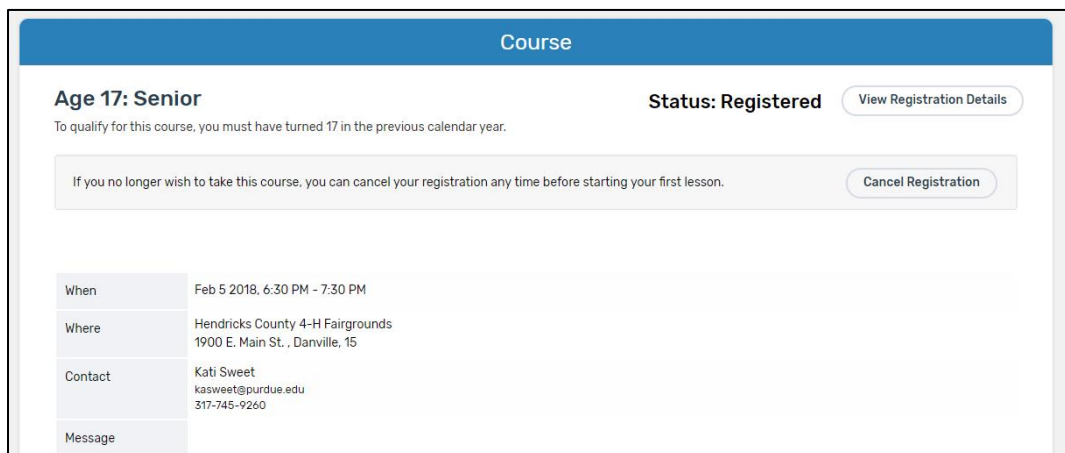
MasterCard

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 web-based 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.

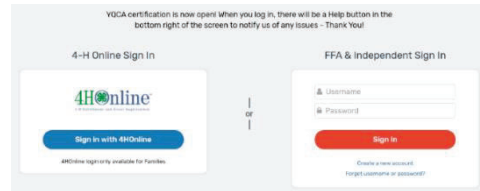


Getting Your YQCA Certification

Creating And Logging Into A YQCA Account

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

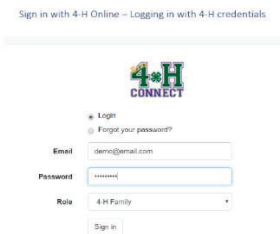
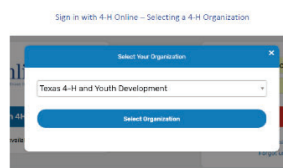
Step 2: Sign in with 4-HOnline or FFA & Independent Account



4-HOnline Steps

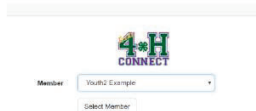
*This is for youth with an active 4-HOnline account

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



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.



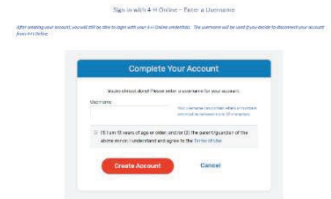
3. Select a Family Member

Member's status must be active. If

you're not sure of the member's status, log in to 4-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.



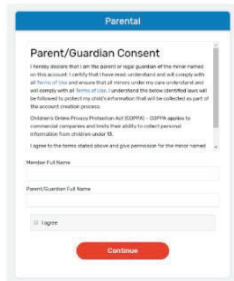
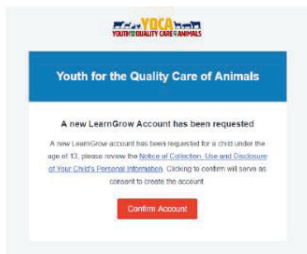
FFA & Independent Steps

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.

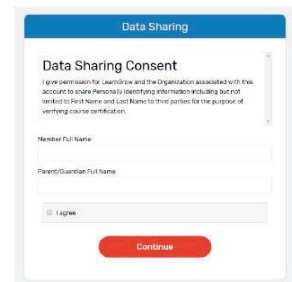
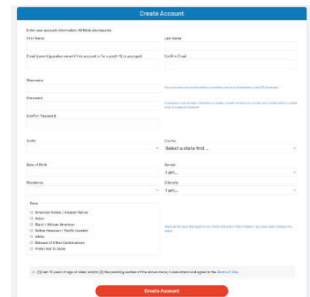
The email entered for a member that is 12 or younger must be that of a parent or guardian

2. Retrieve email from LearnGrow to confirm account



3. Have parent/guardian complete parental consent

4. Have parent/guardian consent to data sharing



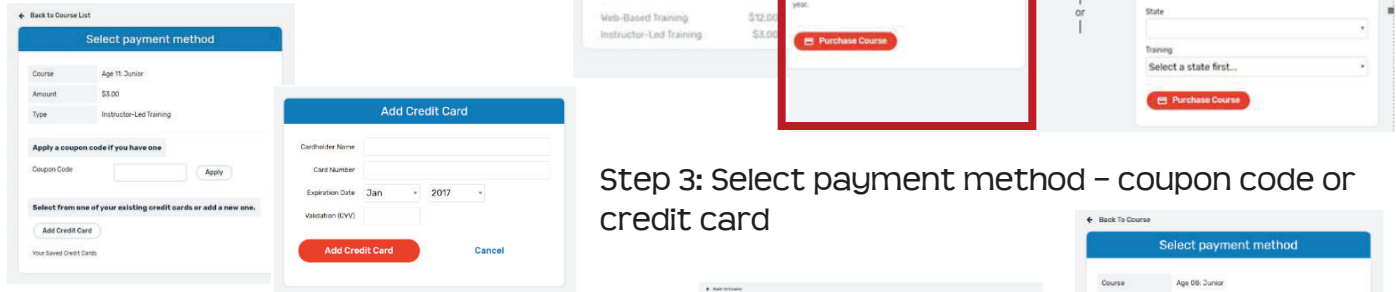


Getting Your YQCA Certification

Purchasing A Web-based Training

Step 1: Select a course

Step 2: Select “Purchase Course”

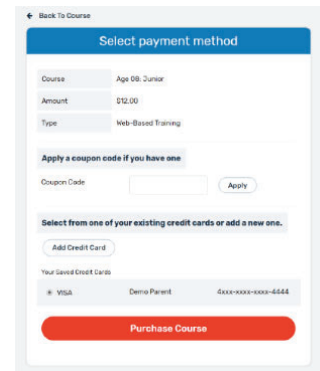
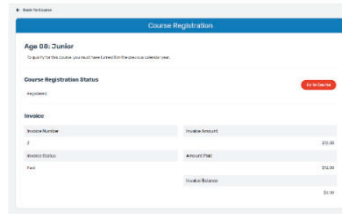


Step 3: Select payment method – coupon code or credit card

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

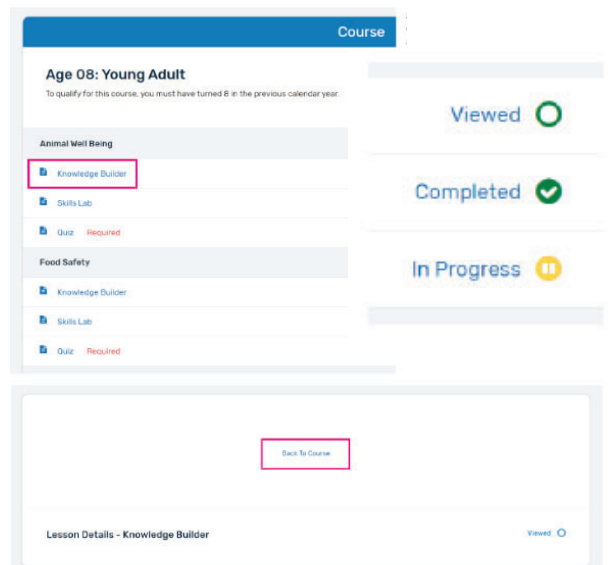
Must pass 3 quizzes - Animal Well-Being, Food Safety, and Life Skills

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.

The screenshot shows a grid of course cards under the heading "Course List". Each card displays course details and pricing. The "Age 11: Junior" card is highlighted with a red box, and its status is "Registered".

Course	Age	Level	Web-Based Training	Instructor-Led Training
Age 08: Junior	08	Junior	\$12.00	\$3.00
Age 09: Junior	09	Junior	\$12.00	\$3.00
Age 10: Junior	10	Junior	\$12.00	\$3.00
Age 11: Junior	11	Junior	-	-
Age 12: Intermediate	12	Intermediate	\$12.00	\$3.00
Age 13: Intermediate	13	Intermediate	\$12.00	\$3.00

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 "Course" page for "Age 11: Junior". The status "Status: Registered" is highlighted with a red box. Below the status, there is a "Cancel Registration" button, also highlighted with a red box.

Course
Age 11: Junior
Status: Registered
If you no longer wish to take this course, you can cancel your registration any time before starting your first lesson.

When: Jun 26 2019 4:00 PM - 6:00 PM
Where: Black Hills Stock Show® Youth Day; Walter Taylor 4-H Building, Central States Fairgrounds, 6018 Center St., Rapid City, SD
Contact: Hilary Rouse, hrouse@sdstate.edu, 605-394-1722
Message: The time listed is in MST. The Youth for the Quality Care of Animals instructor led training is an annual certification program for ages 8 to 18 years old. This certification provides youth exposure to food safety, animal well-being, & life skills for seven species of livestock, including: beef & dairy cattle, sheep, goats, pigs, poultry, & rabbits. All 4-H members exhibiting livestock at a South Dakota 4-H event during the 2018-19 4-H year are required to attend one of these trainings.

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”.

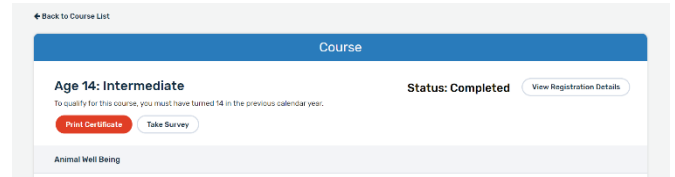
The screenshot shows the "Cancel Registration" page. The "Cancel Registration" button is highlighted with a red box.

Cancel Registration
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)?
If there is a fee associated with this registration, it will be refunded.

Getting Your YQCA Certification

Printing Certification

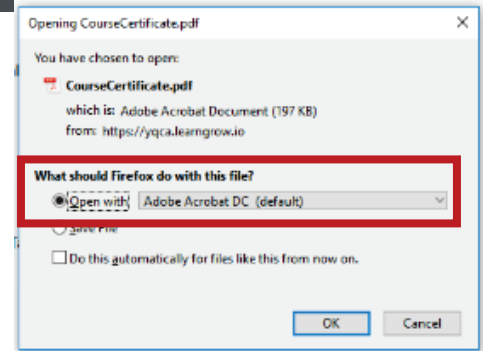
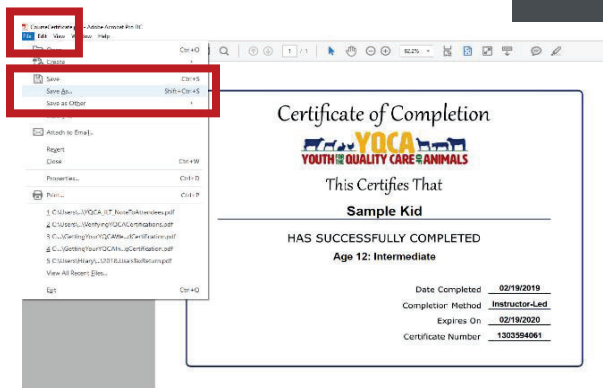
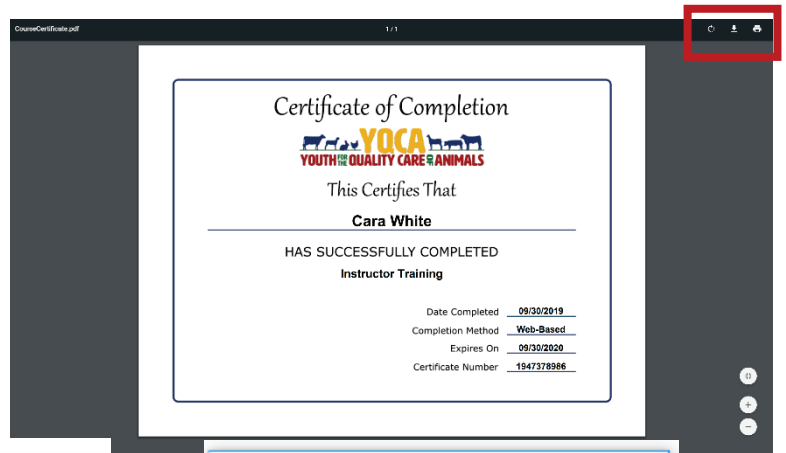
Step 1: Return to course menu screen to access certificate.



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.

