

SOP No.	CP-12.14	Supersedes SOP No.	CP-12.13	Effective Date	12 May 2026		
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## Re-Registration Requirements

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

Revised to update the table of Re-Registration Activities to include review of written materials relevant to Quality Assurance as an eligible 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 (Council)
- RQAP Re-Registration Committee (Committee)
- Registered Quality Assurance Professionals (RQAP)
- 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.
- 4.3 The members of the Council are required to also be members of the Committee, though the membership of the Committee will also include Registrants who are not

members of the Council. The Committee is responsible for reviewing all activities submitted for re-registration units that have not been pre-approved by the Council.

- 4.4 SQA Headquarters is responsible for reviewing the re-registration units from Council pre-approved and Committee approved activities for each individual who applies to re-register, to ensure the Registrant has sufficient units for re-registration that were earned during the correct time frame.

**5. Procedures**

- 5.1 The re-registration program requires that Registrants complete a total of forty-eight (48) units within the re-registration period. A minimum of twenty-four (24) units shall be based on regulatory education or activities within the discipline of the registration. These are classified as discipline-specific activities, i.e., GCP or GLP education or activities. The remaining twenty-four (24) units may be based on either discipline-specific activities (as defined above), or non-discipline-specific activities (defined as education or activities related to the facilitation of quality systems and procedures, as well as related and generic professional education or activities which are considered to be non-GCP or non-GLP education or activities). Section 5.2 of this SOP provides examples of acceptable documentation required to be submitted for these activities.
- 5.2 Units in support of re-registration (including required documentation) may be earned as follows (most of the following activities may be completed with SQA, an SQA Regional Chapter, any other relevant professional association/society, and in some cases, with your company or a consultant):

ACTIVITY	UNITS EARNED	DOCUMENTATION
<b><i>Membership Activities: Membership in an association, society, or other professional organization</i></b>		
Membership in a relevant professional membership association/society (SQA, SQA Chapters and other relevant professional associations/societies)	1 unit per year of membership per organization (maximum claim of 12 units for professional memberships in one re-registration period)	<ul style="list-style-type: none"> <li>• Invoice from each professional membership association/society showing the applicable year and payment or other documentation such as an annual certificate or card of membership indicating the Registrant’s name, the organization, and the membership year</li> </ul>

ACTIVITY	UNITS EARNED	DOCUMENTATION
<b><i>Educational Attendance Activities: Conferences, training/workshops, webinars, online education, university courses, etc.</i></b>		
<p>Time-bound education relevant to Quality Assurance (unique, non-repetitive live events or recordings that take the same amount of time for all participants, such as conferences, workshops, in-house company/consultant training or educational webinars)</p> <p><b>NOTE:</b> Training on your institution's SOPs is NOT relevant quality assurance training.</p>	<p>1 unit per 1 hour of education (minus meal and break times), rounded to the nearest quarter-hour</p>	<p><b><i>Pre-approved by SQA:</i></b></p> <ul style="list-style-type: none"> <li>• Certificate with name, date, and RQAP units</li> </ul> <p><b><i>Not pre-approved by SQA:</i></b></p> <ul style="list-style-type: none"> <li>• Event/course/webinar title, date and description or objectives</li> <li>• Agenda or other documentation demonstrating length of time/duration of activity (with meal and break times clearly delineated, if applicable)                             <ul style="list-style-type: none"> <li>• Any activity for which no duration documentation is available may be claimed for up to 1 units.</li> </ul> </li> <li>• Proof of attendance, such as a certificate, copy of badge, final transcript, sign-in sheet, attendance roster, email attendance (not registration, but attendance) verification, session notes, etc.</li> </ul> <p><b><i>OR</i></b> Registrant may mark the attestation that they attended on the submission form as proof of attendance if no other proof of attendance documentation can be obtained.</p>

ACTIVITY	UNITS EARNED	DOCUMENTATION
<p>Self-paced education relevant to Quality Assurance (onlinecourse, typically)</p>	<p>1 unit per 1 hour of education acknowledged by course (many courses indicate how many hours a course is likely to take) <b>OR</b> 1 unit per 1 hour of education actually completed</p>	<p><b><i>Pre-approved by SQA:</i></b></p> <ul style="list-style-type: none"> <li>• Certificate with name, date, and RQAP units</li> </ul> <p><b><i>Not pre-approved by SQA:</i></b></p> <ul style="list-style-type: none"> <li>• Activity title, description or objectives, and average hours taken to complete (if provided)</li> <li>• Log or other documentation demonstrating length of time/duration of activity           <ul style="list-style-type: none"> <li>• If no documentation demonstrating length of time/duration of activity is available, then duration may be specified in the notes section of the activity submission form.</li> </ul> </li> <li>• Proof of completion, such as a certificate, congratulatory email, final transcript, session notes</li> </ul> <p><b><i>OR</i></b> Registrant may mark the attestation that they attended on the submission form as proof of attendance if no other proof of attendance documentation can be obtained.</p>
<p>Review of written materials relevant to Quality Assurance (webinar slides, books, articles)</p>	<p>1 unit per unique written document reviewed (maximum claim of 8 units for document review in one re-registration period)</p> <p><b>NOTE:</b> A book is considered one unique document; separate chapters from the same book may not be submitted as unique documents.</p>	<p><b><i>Pre-approved by SQA:</i></b></p> <ul style="list-style-type: none"> <li>• Certificate with name, date, and RQAP units</li> </ul> <p><b><i>Not pre-approved by SQA:</i></b></p> <ul style="list-style-type: none"> <li>• Description of document, such opening slide(s), opening page(s), or item listing, including author, publisher, and description or summary.</li> <li>• Link to digital materials, if available.</li> <li>• Attestation (in description box) of what was reviewed.</li> </ul>

<b>ACTIVITY</b>	<b>UNITS EARNED</b>	<b>DOCUMENTATION</b>
University courses relevant to Quality Assurance	4 units per 1 semester/quarter credit (e.g., one 3-credit university course is worth 12 units)	<p><b><i>Pre-approved by SQA:</i></b></p> <ul style="list-style-type: none"><li>• Certificate or other documentation of completion with name, date, and RQAP units</li></ul> <p><b><i>Not pre-approved by SQA:</i></b></p> <ul style="list-style-type: none"><li>• Course title, description or objectives, and semester/dates</li><li>• Proof of completion, such as a certificate, final transcript, all relevant sign-in sheets or attendance rosters, email verification of course completion (not registration, but completion)</li></ul>

ACTIVITY	UNITS EARNED	DOCUMENTATION
<b><i>Instructing or Authoring Activities: Oral presentations, poster presentations, peer-reviewed articles, technical articles, etc.</i></b>		
Instructing, lecturing or training, per unique, non-repetitive session presented	4 units per 1 hour of content presented (with a minimum presentation length of 30 minutes to qualify for any units)	<p><b><i>Pre-approved by SQA:</i></b></p> <ul style="list-style-type: none"> <li>• Certificate or other documentation of presentation with name, date, and RQAP units</li> </ul> <p><b><i>Not pre-approved by SQA:</i></b></p> <ul style="list-style-type: none"> <li>• Event/course/webinar title, date and description or objectives</li> <li>• Agenda or other documentation demonstrating length of time/duration of presentation (with meal and break times clearly delineated, if applicable)</li> <li>• Proof of presentation, such as the title slide from your presentation with the presentation name, trainer’s name, and presentation date</li> </ul>
Primary or first author for a poster presentation, per unique, non-repetitive poster	4 units per poster	<p><b><i>Presented at an SQA event:</i></b></p> <ul style="list-style-type: none"> <li>• Certificate or other documentation of presentation with name, date, and RQAP units</li> </ul> <p><b><i>Presented at a non-SQA event:</i></b></p> <ul style="list-style-type: none"> <li>• Poster title, date and description (preferably in an “official” format such as a copy of the presentation title or abstract from the conference program book)</li> <li>• Proof of presentation, such as a certificate or a copy of the poster</li> </ul>
Participating author for published, peer-reviewed articles, books or book chapters	4 units per published work	<p><b><i>SQA Publication:</i></b></p> <ul style="list-style-type: none"> <li>• Certificate or other documentation of publication with name, date, and RQAP units</li> </ul> <p><b><i>Non-SQA Publication:</i></b></p> <ul style="list-style-type: none"> <li>• Copy of title page, abstract, etc. from publication demonstrating the title, authors, and publisher</li> </ul>

ACTIVITY	UNITS EARNED	DOCUMENTATION
<p>Primary or first author on technical articles for a relevant professional membership association/society newsletter</p>	<p>2 non-GCP   non-GLP units per technical article</p>	<p><b>SQA Publication:</b></p> <ul style="list-style-type: none"> <li>• Certificate or other documentation of publication with name, date, and RQAP units</li> </ul> <p><b>Non-SQA Publication:</b></p> <ul style="list-style-type: none"> <li>• Copy of title page, abstract, etc. from publication demonstrating the title, authors, and newsletter publisher</li> </ul>
<p><b><i>Service Activities: Activities done in service to SQA, an SQA Regional Chapter, or another relevant professional membership association/society or nonprofit organization</i></b></p>		
<p>Participation on a Board or an <b><i>elected or appointed</i></b> Committee for a relevant professional organization</p>	<p>4 units per year of service (maximum claim of 12 GCP or GLP units for Board or Committee participation in one re-registration period; any remaining units must be claimed as non-discipline-specific units)</p>	<ul style="list-style-type: none"> <li>• Invitation to serve on Board or Committee with Registrant’s name and the term length/dates and evidence of acceptance of the invitation</li> </ul> <p><b><u>OR</u></b></p> <ul style="list-style-type: none"> <li>• Thank you letter to Registrant for service on Board or Committee with term length/dates</li> </ul> <p><b><u>OR</u></b></p> <ul style="list-style-type: none"> <li>• Copies of the “attendance” section of Board or Committee minutes demonstrating the Registrant’s name and dates of participation</li> </ul>

ACTIVITY	UNITS EARNED	DOCUMENTATION
<p>Participation as Chair, Co-Chair, Vice Chair, or Co-Vice Chair on <i>volunteer</i> Committee or special interest group/specialty section for a relevant professional organization</p> <p><b>NOTE:</b> Membership in a SQA Specialty Section is not sufficient for earning re-registration units; only serving in a Chair or Vice Chair position qualifies for re-registration units.</p>	<p>4 units per year of service (maximum claim of 12 GCP or GLP units for Board or Committee participation in one re-registration period; any remaining units must be claimed as non-discipline-specific units)</p>	<ul style="list-style-type: none"> <li>• Invitation to serve as Chair/Vice Chair on Committee/special interest group with Registrant’s name and the term length/dates and evidence of acceptance of the invitation</li> </ul> <p><b><u>OR</u></b></p> <ul style="list-style-type: none"> <li>• Thank you letter to Registrant for service as Chair/Vice Chair on Committee/special interest group with term length/dates</li> </ul> <p><b><u>OR</u></b></p> <ul style="list-style-type: none"> <li>• Copies of the “attendance” section of Committee/special interest group minutes demonstrating the Registrant’s name, position as Chair/Vice Chair and dates of participation</li> </ul>
<p>Mentor, Mentee, or Peer Partner in the Mentoring Program of a relevant professional organization</p>	<p>8 units per mentoring partnership of 6 months or more (maximum claim of 16 units per year for mentoring activities in one re-registration period)</p>	<p><b><i>Pre-approved by SQA:</i></b></p> <ul style="list-style-type: none"> <li>• Certificate or other documentation of mentoring partnership with name, date of partnership completion, and RQAP units</li> </ul> <p><b><i>Not pre-approved by SQA:</i></b></p> <ul style="list-style-type: none"> <li>• Invitation to participate in a mentoring partnership with Registrant’s name and the partnership length/dates and evidence of acceptance of the invitation</li> <li>• Documentation of partnership taking place, such as certificate of completion, thank you email, contact log recording all mentoring meetings’ dates/durations, document recording completion of mentoring goals, etc.</li> </ul>

ACTIVITY	UNITS EARNED	DOCUMENTATION
Abstract reviewer for a professional conference	1 unit per conference (maximum claim of 1 unit per year for abstract review activities in one re-registration period)	<ul style="list-style-type: none"> <li>• Documentation of completing abstract reviews, such as a dated letter or email from the conference chair identifying the Registrant as an abstract reviewer</li> </ul> <p><b><i>OR</i></b> Registrant may mark the attestation that they attended on the submission form as proof of attendance/abstract review if no other proof of abstract review documentation can be obtained.</p>
Volunteering to explain/conduct QA activities with young people (at a STEM expo or career fair, for example)	4 units per day of volunteering (with a minimum volunteer time of 4 hours each day claimed)	<ul style="list-style-type: none"> <li>• Documentation of volunteer activity, such as a dated letter or email from the activity organizer identifying the Registrant as volunteer, the name and date of the event, and the volunteer duties that were executed</li> </ul> <p><b><i>OR</i></b> Registrant may mark the attestation that they attended on the submission form as proof of attendance if no other proof of attendance documentation can be obtained.</p>
<p>Submission of solicited questions for the RQAP-GLP or RQAP-GCP examination</p> <p><b>NOTE:</b> Unsolicited questions will NOT be accepted for credit, and item writing training is required prior to submitting questions. Contact the Chair of the GCP or GLP Examination Committee for information and/or instructions prior to writing exam questions.</p>	4 units per 10 questions submitted	<p><b><i>Pre-approved by SQA:</i></b></p> <ul style="list-style-type: none"> <li>• Certificate or other documentation of questions submitted with name, date of question submission, and RQAP units</li> </ul>

- 5.4 Re-registration procedure for Dual Registrants (a person holding both the RQAP-GLP and RQAP-GCP credential) shall be as follows:
- 5.4.1 Two separate applications and fees are required.
  - 5.4.2 For GLP re-registration, 24 GLP discipline-specific units are required, and the remaining 24 units can be comprised of GLP discipline-specific or non-GLP units (including GCP discipline-specific units). Similarly, for GCP re-registration, 24 GCP units are required, and the remaining 24 units can be comprised of GCP discipline-specific or non-GCP units (including GLP discipline-specific units). If re-registration for both the RQAP-GLP and RQAP-GCP is performed concurrently, 24 units of each (GLP and GCP) 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.

**Example of 48 units that meet both applications' requirements:**

<i>GCP Re-registration Application</i>				
<i>ACTIVITY</i>	<i>DATE</i>	<i>DURATION</i>	<i>GCP UNITS</i>	<i>GLP (NON-GCP) UNITS</i>
ICH E6 r2 training	2/5/2018	16 hours	16	
Mentoring partnership	5/31/2018	6 months	8	
CSV training	1/10/2019	12 hours		12
FDA seminar	4/3/2018	12 hours		12
<i>GLP Re-registration Application</i>				
<i>ACTIVITY</i>	<i>DATE</i>	<i>DURATION</i>	<i>GLP UNITS</i>	<i>GCP (NON-GLP) UNITS</i>
CSV training	1/10/2019	12 hours	12	
FDA seminar	4/3/2018	12 hours	12	
ICH E6 r2 training	2/5/2018	16 hours		16
Mentoring partnership	5/31/2018	6 months		8

- 5.4.5 If desired, a Dual Registrant may synchronize their re-registration due dates so that both credentials are due for re-registration in the same year. In order to synchronize due dates, the Registrant shall follow these procedures:
- 5.4.5.1 The Registrant shall notify SQA Headquarters in writing of their desire to synchronize re-registration due dates.
  - 5.4.5.2 The Registrant shall submit an application with supporting documentation of the usual number of re-registration units (48) and fee for the next re-registration due date they have for the credential that is due at that time. The Registrant shall also submit an

application for the second credential (which may be due for re-registration the following year or two years later) with documentation of a pro-rated number of re-registration units (e.g., 32 if the re-registration is due the following year and 16 if it is due in two years, with half of the pro-rated units required to be specific to the discipline of the credential) and a fee.

**Example:** If a Registrant's RQAP-GCP re-registration is due in October 2014 and their RQAP-GLP re-registration is due in October 2015, and they want to synchronize their re-registration due dates, then in October 2014 they shall submit an application, documentation and fee for their RQAP-GCP credential including 48 re-registration units (at least 24 of which must be GCP-specific), and they shall also submit an application, documentation and fee for their RQAP-GLP credential including 32 re-registration units (at least 16 of which must be GLP-specific). As noted in 5.4.2 above, some of the units can overlap so that the 24 GCP units can also count as non-GLP units, and the 16 GLP units can also count as non-GCP units.

- 5.4.5.3 Provided that the Council approves both applications, the Registrant shall then be required to re-register both credentials simultaneously with the full 48 units (24 from each discipline) after the usual three-year re-registration period has elapsed.
- 5.5 The Committee reserves the right to determine applicability of re-registration items submitted for credit that are outside of the items described in the SOP. The Committee's decision regarding re-registration credit will be final.
- 5.6 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 Re-registration activities may be submitted as they are completed by using the RQAP Self-Reported Learning feature on the SQA Online Learning Center.

- 5.8.1 This submission form is unnecessary for any SQA or SQA Chapter activities which have designated RQAP units and for which the Registrant has earned a certificate. Any SQA or SQA Chapter activity for which a Registrant has been granted a certificate can be verified by SQA Headquarters.
- 5.8.2 For non-SQA activities or for SQA or SQA Chapter activities for which no certificate with RQAP units indicated was issued, the Registrants may access the SQA Online Learning Center to submit information about and documentation for the activities in question.
- 5.8.3 Registrants shall submit the following information for each activity for which they are requesting Council approval:
  - 5.8.3.1 Activity Title (e.g., “2016 ACRP Conference”)
  - 5.8.3.2 Activity Category (selected from a drop-down list organized by the possible activities described in section 5.2)
  - 5.8.3.3 Date Completed (the date the activity was completed)
  - 5.8.3.4 Credit Type (GLP/non-GCP units, or GCP/non-GLP or GCP/GLP or non-GCP/non-GLP; a value must be entered into each credit type field: three fields should have zeroes and one field should have a unit value up to two decimal places calculated according to section 5.2)
  - 5.8.3.5 Attachment (refer to documentation requirements in Section 5.2)
  - 5.8.3.6 Description (provide additional details about the activity or enter a schedule/agenda here if you do not have one available for your attachment)
  - 5.8.3.7 Number of Hours (excluding meals/breaks; receiving one hour of training equates to one unit – you would write 1 for your Credit Type and 1 for the Number of Hours; write “N/A” here if this is an activity for which units are awarded independent of time factors, such as membership in an association/society)
  - 5.8.3.8 Attestation (A space to answer the question “Do you attest that, if applicable, you attended this event?” If attendance is applicable for the type of event in question, enter “Yes” to attest that you attended (or answer “Yes” to confirm that you completed abstract review). If attendance is not applicable, e.g., if you are submitting a membership, enter “N/A”)

- 5.8.4 A separate submission shall be required for each education activity. For example, if a Registrant attends four separate RAPS training courses and wishes to request RQAP units for them, the Registrant must submit each course independently in four separate submissions (rather than a single submission entitled “Four RAPS training courses”). The reason for this is that each activity may qualify for different types of RQAP units; some may be approved for GLP units, some for GCP, and some for non-GCP/non-GLP.
- 5.8.5 Organizational memberships may be submitted as a single submission (i.e., “RAPS membership 2014-2016” with attached documentation for all three years).
- 5.8.6 Committee members shall review submitted activities as they are able, with a goal of completing the initial activity review within eight weeks of the submission date. After a Committee member has reviewed an activity, the Registrant shall receive an automatically generated email indicating the activity has been Approved, Declined, or is marked More Information Required. If the activity is marked More Information Required, the Registrant shall access the SQA Online Learning Center to view their current activity requests, read any Notes provided by the Committee about what is needed, and edit the submission to address the Committee member’s Notes.
- 5.9 The completed application for re-registration must be submitted (by e-mail, mail, etc.) 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. No applications submitted more than 90 days past the 31 October deadline shall be accepted; Registrants may appeal to the Council if there are extenuating circumstances. An example application is attached to this procedure (Attachment 1); an application form may be obtained from the SQA website.
- 5.9 The current re-registration fee (\$US) must be submitted with the application (Attachment 1). 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 Committee for re-registration, leaving the Registrant short of the re-registration requirements, an opportunity shall be provided for the Registrant to supplement their application with additional activities to meet the minimum requirements for re-registration by the deadline stated in the notification. As any additional submitted activities must still have been completed within the re-registration period, it is advisable to submit activities for evaluation as they are completed and in advance of the re-registration deadline, so that if activities are not accepted and additional activities need to be undertaken, that there is still time to do so within the re-registration period.

- 5.11 If any not-for-profit organization wishes to obtain pre-approval of re-registration credit for a scheduled conference, training or event, they must use the standardized form available on the SQA website and pay all applicable fees to make this request. CPR shall review any such applications and approve re-registration units for the activity as appropriate. Re-registration units shall not be awarded to activities that are perceived to be primarily marketing events for commercial entities.
  
- 5.12 The Council will provide further guidance on re-registration questions as they see the need on the RQAP FAQ page of the SQA website ([www.sqa.org/rqap-faq](http://www.sqa.org/rqap-faq)). This web page may have information on questions or nuances about the re-registration process that are not addressed in this SOP, and the Council encourages Registrants to review the information posted there as further explanation.

**6. Other Documents to Consider**

None

**SOP Reviewed by:**

*Signature on file*

Jennifer Alluisi, MA Ed, CAE  
SQA Deputy Executive Director

12 May 2026

Date

**SOP Approved by:**

*Signature on file*

Samantha Giles, RQAP-GLP, RQAP-GCP  
SQA Board Liaison

27 April 2026

Date

Attachment 1

## SQA RQAP RE-REGISTRATION APPLICATION

(access at [www.sqa.org/rqap-rereg](http://www.sqa.org/rqap-rereg))

### Re-registration Application

**\* Application Type** (Select) ▾

**\* Application Year** (Select) ▾

**GLP/GCP Total Units** 0.00

**Non GLP/GCP Total Units** 0.00

**\* Documentation Available in SQA Online Learning Center?**  Yes  No

**\* I certify that all information provided is correct.**  Yes  No

*\*By submitting this application, I certify that all information and supporting documentation provided above is correct and that the applicant ascribes to the [Council on Professional Registration Ethics Policy, CP-14.xx](#).*

**Once you have entered your activities, click "Finish" to submit your application and pay the re-registration fee.**

**Application Type** - Select RQAP-GCP or RQAP-GLP






**Application Year** - Select year that your RQAP credential expires.

**Total Units** - Enter total GCP/GLP and Non GCP/GLP units during the current re-registration period that are in the SQA Online Learning Center (in the Transcript or submitted for review).  
*The re-registration program requires that Registrants complete a total of forty-eight (48) units (with at least twenty-four (24) of them based on your discipline-specific activities (GCP or GLP)) within the three-year re-registration period.*

**Supporting Documentation** - Please verify that your documentation supporting the total units is either in the Transcript or has been submitted for review in the Online Learning Center. If you have not submitted your documentation, please follow these [instructions for documentation](#).

**Finish**

## Self-Reported Learning Activity Submission Form for Non-Transcript Activities in the SQA Online Learning Center

Activity Category	<input type="text" value="1.1 Professional membership"/>
Activity Title	<input type="text"/>
<b>Required</b>	
Date Completed	<input type="text" value="20"/> <input type="text" value="November"/> <input type="text" value="2024"/>
GCP   nonGLP	<input type="text"/>
GLP   nonGCP	<input type="text"/>
nonGCP   nonGLP	<input type="text"/>
GCP   GLP	<input type="text"/>
Description	<input type="text"/>
Number of hours of learning or teaching time EXCLUDING TIME FOR MEALS (if applicable; type n/a for other activity types)	<input type="text"/>
Do you attest that, if applicable, you attended this event? (if not applicable, enter "N/A")	<input type="text"/>
Attachments	<div style="text-align: right;">Maximum file size: Unlimited, maximum number of files: 15</div> <div>   </div> <p>Files</p> <div style="text-align: center;"> You can drag and drop files here to add them.</div>

Accepted file types: