

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/lOW7O2UxoO8>.

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 the My Account button at the top of the screen above the menu; on the left sidebar, click on the menu item for “My Online Courses & Recordings” which will open a new window for the SQA Online Learning Center.
4. On the right side of the screen, you will see a box labeled “Self-Reported Learning: Non-Transcript RQAP Re-registration Units.” There are two buttons in that box:
 - a. Submit Self-Reported Learning: For submitting an activity that you have not previously submitted to the Re-registration Committee for review.
 - b. View Past Submissions: For reviewing the status of activities that you have already submitted to Re-registration Committee for review.
5. If you click the Submit Self-Reported Learning button, 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, SQA activities not on Transcript, 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. (Note: It does ask for the time as well, but it doesn’t matter what the time is; you can leave it at whatever time it automatically indicates.)
 - 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.

you hover over the icon, it says “View”. Click that icon and scroll to the bottom of the page 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, which says “Edit” if you hover over it, at the top of the View page (or in the row for the activity on the page listing all of your open activities) that will allow you to make edits easily. Click the gear icon to edit your submission. Feel free to add a response to the reviewer’s note in the Description field or in additional attachments.
 - c. Press the Submit 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 (probably in the Resubmitted tab).
10. You can view your Approved requests in your Transcript or by using the View Past Submissions button* 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.

**Approved submissions from prior to the 6 April 2021 upgrade of the Online Learning Center are no longer visible in the Past Submissions area, but they are visible in your Transcript.*

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