

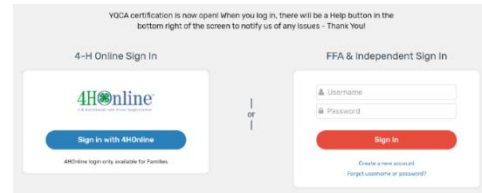


# Getting Your YQCA Certification

## Creating And Logging Into A YQCA Account

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

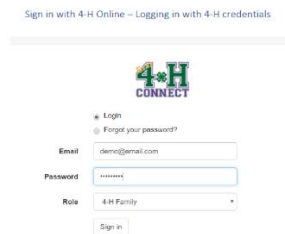
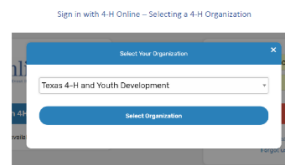
Step 2: Sign in with 4-H Online or FFA & Independent Account



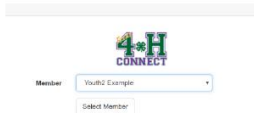
### 4-H Online Steps

\*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

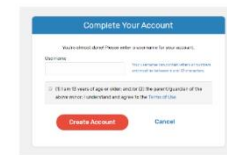
Member's status must be active. If

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 - From a Username



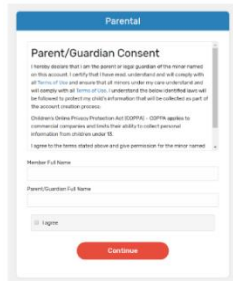
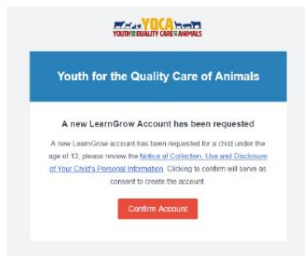
### FFA & Independent Steps

#### 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.

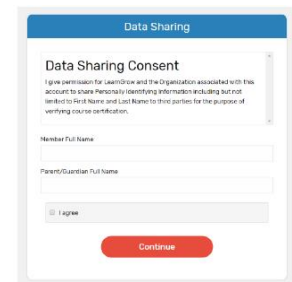
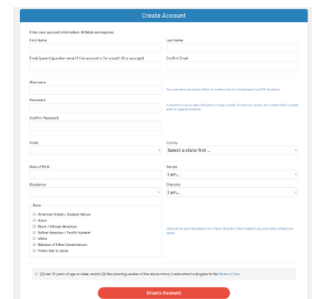
The email entered for a member that is 12 or younger must be that of a parent or guardian

#### 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 An Instructor-Led Training

Step 1: Select a course

Step 2: Select the state, the training and “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

Step 7: Attend training

Step 8: Once training is complete, instructor will mark attendees as complete and the certificate will be generated within the user’s account

### Finding A Training Before Logging Into A YQCA Account

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

Step 2: Select “Find a Training”

Step 3: Choose a state

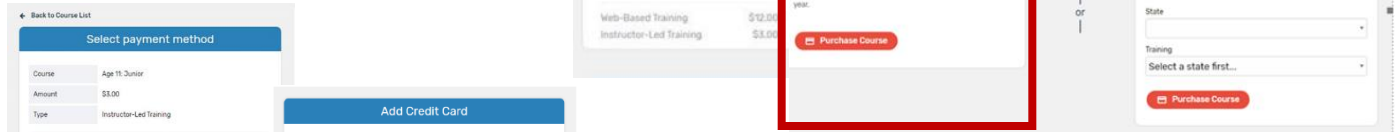


## Getting Your YQCA Certification

### Purchasing A Web-based Training

Step 1: Select a course

Step 2: Select “Purchase Course”

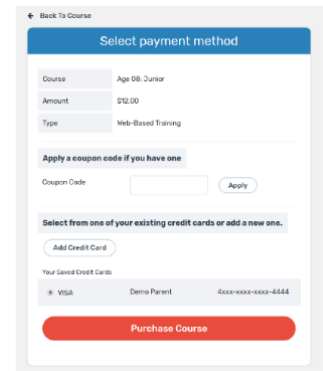
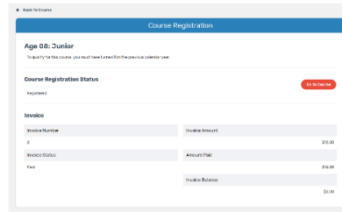


Step 3: Select payment method – coupon code or credit card

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

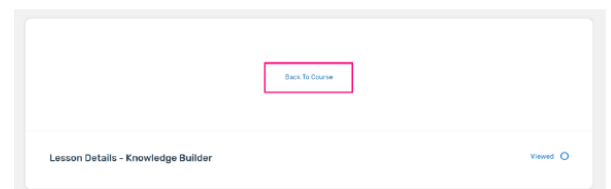
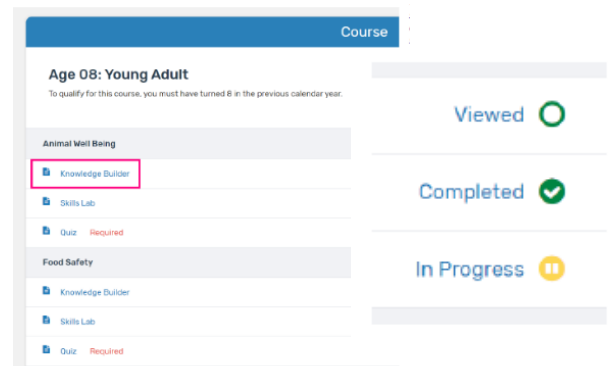
Must pass 3 quizzes - Animal Well-Being, Food Safety, and Life Skills

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

### 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

The screenshots illustrate the registration process. The first screenshot shows a 'Course' page for 'Test out for age: 19' with a 'Register' button. The second screenshot shows the 'Test Out' details for 'Test out for age: 19', including 'Web-Based Training' for '\$36.00'. The third screenshot shows the 'Status: Registered' page with a 'Test out for age: 19' button highlighted in a red box.

Step 4: Attempt Course

**Intermediate Test Out Exam**

Welcome to the Intermediate Test Out Exam. In this module, you will be tested over 50 questions pertaining to the Intermediate YQCA content. You must score at least an 80% to pass the exam, and only receive one chance to do so. If you score less than an 80%, you will need to complete the individual YQCA courses annually to receive your YQCA certification.

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.

The screenshots illustrate the payment process. The first screenshot shows the 'Course Registration Status' page for 'Age 08: Junior' with a 'Purchase Course' button. The second screenshot shows the 'Select payment method' page with a 'Purchase Course' button.

## 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.

**Course List**

| Course                      | Web-Based Training | Instructor-Led Training |
|-----------------------------|--------------------|-------------------------|
| Age 08: Junior              | \$12.00            | \$3.00                  |
| Age 09: Junior              | \$12.00            | \$3.00                  |
| Age 10: Junior              | \$12.00            | \$3.00                  |
| Age 11: Junior (Registered) | -                  | -                       |
| Age 12: Intermediate        | \$12.00            | \$3.00                  |
| Age 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.

**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, 601E, Centre St., Rapid City, SD  
 Contact: Hilary Rione, hlr@rione@sdstate.edu, 605-394-0722  
 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”.

**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, Jan 26, 2019 4:00 PM - 6:00 PM)?

If there is a fee associated with this registration, it will be refunded.

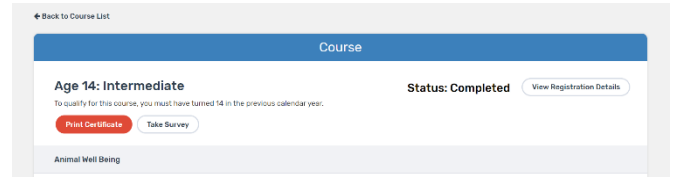
Cancel Registration



## Getting Your YQCA Certification

### Printing Certification

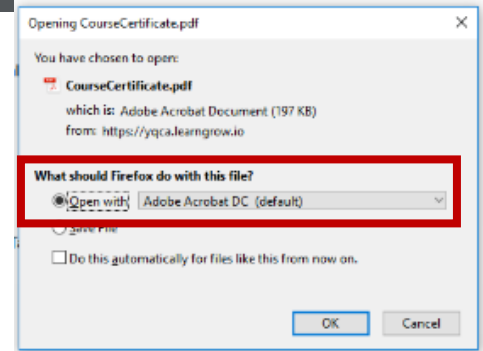
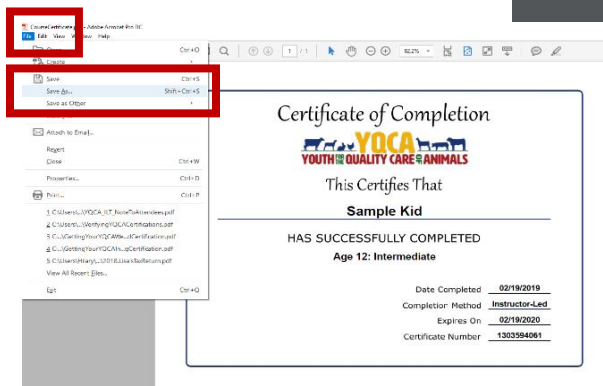
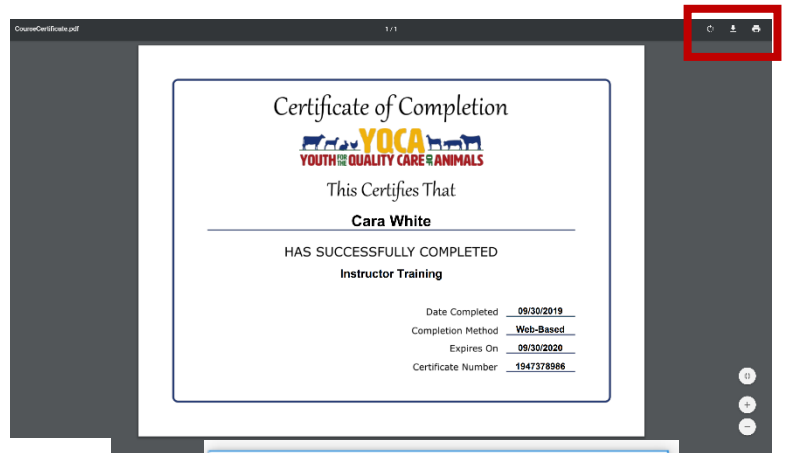
Step 1: Return to course menu screen to access certificate.



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.

