



Guidelines For ASQ Recertification Document Processing

Purpose:

This guideline is intended to describe the process for submitting Recertification documentation for review, approval and processing to ASQ National.

Scope:

ASQ Binghamton Section 205, ASQ Recertification Instructions or documents to be processed by Carl Green

General Requirements:

Method 1

Hard Copy Documentation:

- Send Carl Green the completed ASQ Recertification Journal and supporting documentation / letter(s) by the due date. This includes the completed and signed ASQ Recertification application, indicating payment method (check or credit card works). If applicable, send a check payable to ASQ.
- Kindly also provide a “blank” business envelope with a valid first class stamp affixed to it. The envelope with stamp provided, covers a small cost incurred for processing. Carl will address the envelope to ASQ, National.
- Send Re-cert. packages to:
Carl Green
PO Box 275
Nichols, NY 13812

Please note that the current ASQ policy is for the local Recertification Coordinator to send only the section approved /signed re-cert. application, with payment to national ASQ. Consequently, Carl shreds the provided documentation and DOES NOT return it to folks.

NOTE: Needless to say, do not send any original documentation that you cannot part with.

Method 2

Provide Support Documentation FOR SECTION REVIEW via .pdf file:

- Send a **.pdf** including all of your Recertification documentation (e.g. JOURNAL pages documentation, letters, etc., to Carl Green at carma0826@yahoo.com
- IN PARALLEL, you must send by “Snail MAIL”:
 1. A SIGNED hard copy of the Re-certification Application to Carl Green,
 2. If applicable, a check payable to ASQ. Payment by credit card does not require a check...
- Kindly also provide a “blank” business envelope with a valid first class stamp affixed to it. The envelope with stamp provided covers a small cost incurred for processing. Carl will address the envelope to ASQ, National.

NOTE: This information provided by Carl Green July 26, 2016