



## Getting Your YQCA Certification

### Creating And Logging Into A YQCA Account

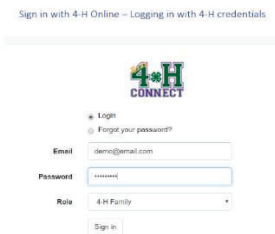
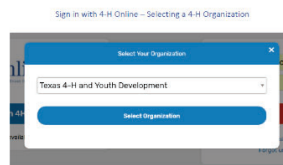
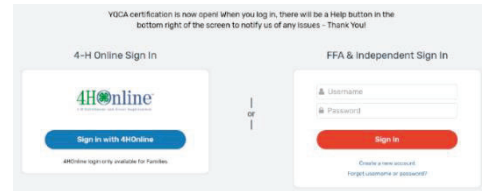
Step 1: Go to <https://yqca.learngrow.io>

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

#### 4-HOnline Steps

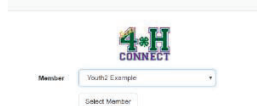
\*This is for youth with an active 4-HOnline account

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 in the member list screen. To check on the progress of member activation in 4-H Online, contact your county 4-H office.



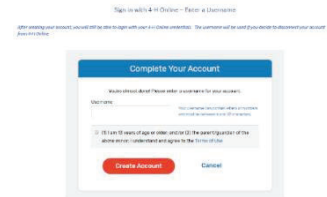
#### 3. Select a Family Member

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.



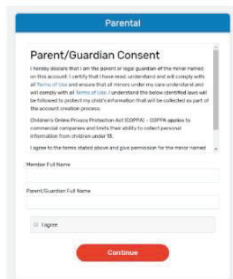
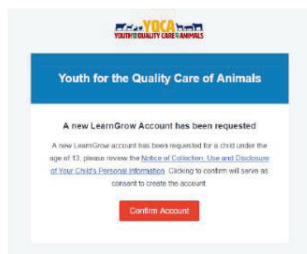
#### FFA & Independent Steps

##### 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.

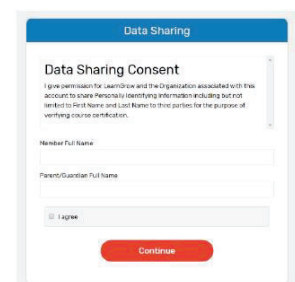
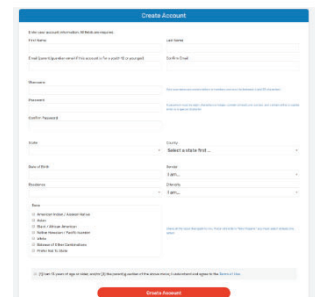
The email entered for a member that is 12 or younger must be that of a parent or guardian

##### 2. Retrieve email from LearnGrow to confirm account



##### 3. Have parent/guardian complete parental consent

##### 4. Have parent/guardian consent to data sharing





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### 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



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

New Registration Details

If you no longer wish to take this course, you can cancel your registration any time before starting your first lesson.

Cancel Registration

When	Where	Contact	Message
Jun 26 2019 4:00 PM - 6:00 PM	Black Hills Stock Show & Youth Day, Walter Taylor 4-H Building, Central States Fairgrounds, 4016 Center St., Rapid City, SD	Hilary Rorer hilary.rorer@state.edu 605-394-1722	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 2019-19 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, Jun 26, 2019 4:00 PM - 6:00 PM)?

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

Cancel Registration

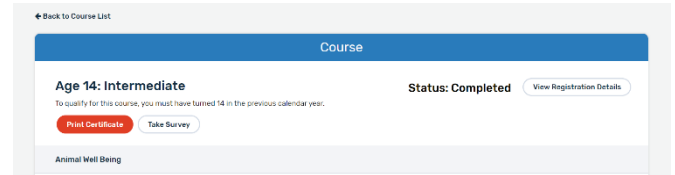
Cancel



## Getting Your YQCA Certification

### Printing Certification

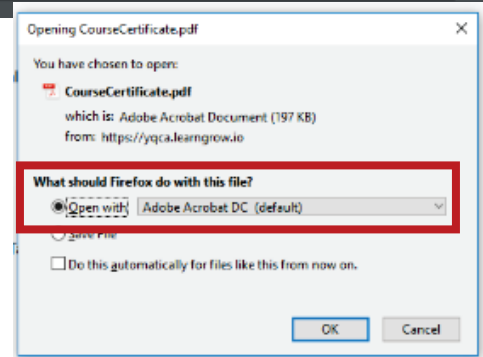
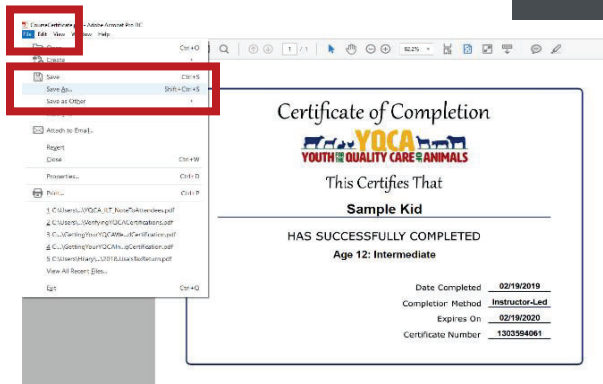
Step 1: Return to course menu screen to access certificate.



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.

