

HOW TO BE YQCA CERTIFIED

YQCA certification is required for all 4-H members who plan to show beef, swine, sheep, meat goats, dairy goats, poultry, or rabbits (not pet rabbits) at the Henry County Fair and/or the Iowa State Fair.

YQCA certification can be obtained these ways:

- Web-Based Training (Self-paced training with online videos); \$12.00
- Test Out (Available to only 12 and 15 year-olds. Certifies youth for three years.) \$36 for 12 year-olds and \$48 for 15 year-olds.

To register for certification training session or test out:

1. Go to www.yqcaprogram.org
2. Click "Login & Register" in the top right corner.
3. Click "Register" to register a new account.
4. You will be making a family account where multiple 4-H'ers can be under one email address/account. Enter an adult's birthdate and click "submit."
5. Enter **adult** information. Then click "Create My New Account."
6. Go to the email account you entered, find the email from "Admin User (via YQCA)" with subject line "YQCA: account confirmation" click the link in the email to finish setting up your account.
7. On the YQCA website, in the top right corner, click "Add Child."
8. Enter 4-H member's information.
9. Either click "Submit" or "Submit and add another child" if you have multiple 4-H members to add to your account.
10. Once all 4-H member's information is entered and you have clicked "Submit," the system will ask if you want to share the child's information with third parties for the purpose of validating their certification. **Please select yes.** By selecting yes, Henry 4-H & Iowa 4-H will be able to verify your certification without having to contact you to verify. Then click "Submit."
11. If you need to edit, delete, or add child information, you can do so by clicking "Edit", "Delete," or "Add Child."
12. Click the "Home" button in the top left corner.



WEB-BASED TRAINING

Web-Based Training (Online)

1. Choose the course appropriate for the youth's age(s).
2. Click "Add to Cart" for Web-Based Training(s)
3. When all trainings are in cart, click "Proceed to Buy" in the top right corner.
4. Here you can remove any trainings from your cart or increase the number courses for the same age you are purchasing.
5. Enter credit card or coupon information and click "Pay."
6. Click "Home" in the top left corner.
7. Underneath child's name(s), click "Purchased Courses."
8. Next to the course you would like to take click "Take Course."
9. Choose the 4-H member to take the course.
10. Take the pre-course survey.
11. Complete the online course by watching videos and passing three quizzes.
12. Once all quizzes have been passed, sign out of your account.
13. To access course certificate, log back into your account and take the post-course survey.
14. Click your username in the top right corner and in the drop-down click "Course Certificates."
15. Click the download button to download your certificate(s).
16. To take another course, click the "Home" button in the top left corner and then find the next course to take.

[Instructions for web-based trainings with pictures can be found here.](#)

TEST OUT

Test-Out (For ages 12 &15 only)

1. Choose the course appropriate for the youth's age(s).
2. Click "Take Course."
3. Choose the youth to take the test from the drop-down. (Be sure to NOT choose an adult.)
4. Click "Save."
5. Click the title of the course (e.g. Intermediate or Senior).
 6. **PLEASE NOTE**: Once you click on the course title, you will not be able to leave the webpage until the test is completed. If you leave the webpage, you will be considered to have failed the course.
7. If the youth fails the course, they may not attempt to take the test again during this age period. (E.g. a 12-year old intermediate will have to wait until they are 15 to try to test out again at the senior level.) No payment is needed. Please complete YQCA training through the online web-based training or the in-person instructor-led training.
8. If the youth passes the test, enter credit card information & click "Pay."
9. To access your certificate, click your username in the top right corner and click "Course Certificates" from the drop-down.
10. Click the download button to download your certificate(s).

[Instructions for Testing Out with pictures can be found here.](#)