



Getting Your YQCA Certification

Creating And Logging Into A YQCA Account

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

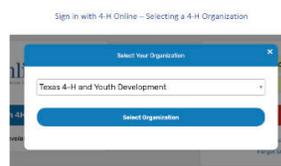
Step 2: Sign in with 4-HOnline or FFA & Independent Account



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 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

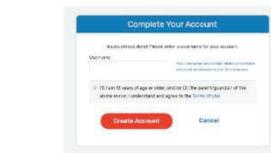
Member's status must be active. If

you're not sure of the member's status, log in to 4-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.

Sign in with 4-H Online - Enter a Username



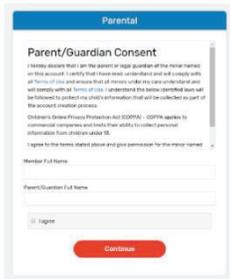
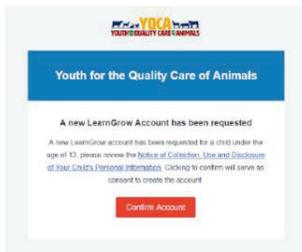
FFA & Independent Steps

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.

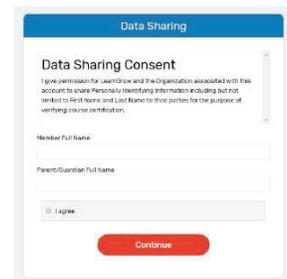
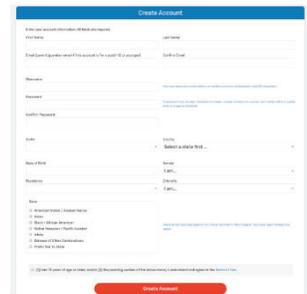
The email entered for a member that is 12 or younger must be that of a parent or guardian

2. Retrieve email from LearnGrow to confirm account



3. Have parent/guardian complete parental consent

4. Have parent/guardian consent to data sharing



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Purchasing An Instructor-Led Training

Step 1: Select a course

Step 2: Select the state, the training and “Purchase Course”

The 'Select payment method' form shows course details: Age 11: Junior, Amount \$3.00, Type Instructor-Led Training. It includes a coupon code field and an 'Add Credit Card' button. The 'Add Credit Card' form requests Cardholder Name, Card Number, Expiration Date (Jan 2017), and Validation (CVV), with an 'Add Credit Card' button.

The 'Course List' shows two options: 'Web-Based Training' for \$12.00 and 'Instructor-Led Training' for \$3.00. The 'Instructor-Led Training' option is highlighted with a red box and includes a 'Purchase Course' button.

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.

The receipt shows course details: Age 13: Intermediate, Status: Registered. It includes a table with columns for When, Where, Contact, and Message.

The 'Purchase Course' button is highlighted in red on the payment method selection screen.

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

The screenshots show the YQCA website's '4-H Online Sign In' and 'Independent Sign In' options. Below, the 'Search Trainings' form is shown with a dropdown menu for 'State' set to 'California'. A search results table is displayed below.

Date	Location	Time	Activity	State
March 11, 2019	Arbutus Elementary School - Arbutus	4-11	Any Activity	California
April 10, 2019	Pierce High School FFA - Cafeteria	5-8:30 PM	Any Activity	California



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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.

The screenshot shows a grid of course cards under the heading "Course List". Each card displays course details and pricing. The "Age 11: Junior" card is highlighted with a red box, and its status is "Registered".

Course	Age	Level	Web-Based Training	Instructor-Led Training
Age 08: Junior	08	Junior	\$12.00	\$3.00
Age 09: Junior	09	Junior	\$12.00	\$3.00
Age 10: Junior	10	Junior	\$12.00	\$3.00
Age 11: Junior	11	Junior	-	Instructor-Led Training
Age 12: Intermediate	12	Intermediate	\$12.00	\$3.00
Age 13: Intermediate	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.

The screenshot shows the "Course" details page for "Age 11: Junior". The status is "Registered", which is highlighted with a red box. Below the status, there is a "Cancel Registration" button, also highlighted with a red box.

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, 6018 Center St., Rapid City, SD
Contact: Hilary Rouse, hrouse@sdstate.edu, 605-394-1722
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”.

The screenshot shows the "Cancel Registration" confirmation page. It asks if the user is sure they want to cancel the registration for "Age 11: Junior" and provides a "Cancel Registration" button, which is highlighted with a red box.

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

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Printing Certification

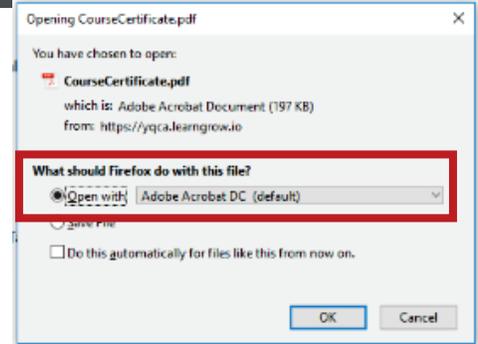
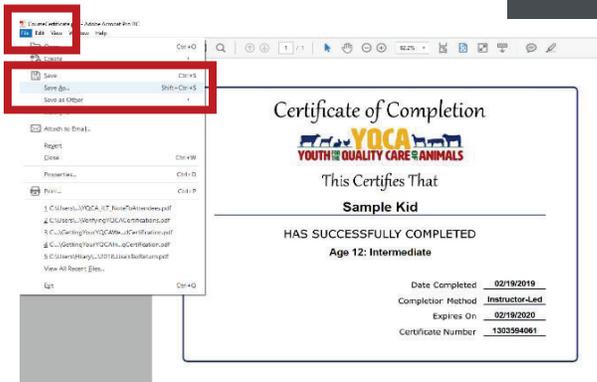
Step 1: Return to course menu screen to access certificate.



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.

