




# Verifying YQCA Certifications

1. Go to <https://yqca.learnngrow.io/Account/Login>
2. Enter a certification number
  - Manually
  - Upload Excel spreadsheet using template
3. View output

4-H Online Sign In



4-H Educational and Event Registration

Sign in with 4HOnline

Independent Sign In

Username

Password

Sign In

Certificate Information

Enter Certificate Numbers Manually

Upload an Excel Spreadsheet

Enter certificate numbers below to view the related information. Each certificate number should be entered on a separate line.

Certificate Numbers

1234567895

1197045458

1644601602

View

Certificate Number	Course	Certification Date	Expiration Date
1234567895	Invalid		

Certificate Information

Enter Certificate Numbers Manually

Upload an Excel Spreadsheet

Upload an Excel spreadsheet that specifies members and certificate numbers for which information should be retrieved. The spreadsheet must include columns for a member's first name, last name, birth date, state, county (optional), and the certificate number (optional if you are a Manager), in that order. For convenience, a template has been created for you.

Excel File

Upload

Download Template

	A	B	C	D	E	F
1	First Name	Last Name	Date of Birth (m/d/yyyy)	State	County (Optional)	Certificate Number (Optional for Managers)
2						
3						
4						

# Reading Output

“status” column reveals information about validity of certification

Status	Explanation
Valid	First name, last name, date of birth, state, county (optional) and certificate number (option) were entered correctly and certification is valid
No matching users found	Appears only when certification number is not entered. May mean one of the names is spelled incorrectly, birthdate or state is incorrect
No matching user found. All information except First Name matched at least one user.	Appears only when certification number is not entered. First name is spelled incorrectly, a nickname was used on the spreadsheet or certificate; something is incorrect about the first name
All information matched. User does not have a valid certification.	Certification number is likely not valid because it is expired.
The certificate number is valid, but these items do not match: First Name, Last Name, Date of Birth	Certificate number is valid, but likely belongs to someone else
The certificate number is valid, but these items do not match: Last Name	Certificate number is valid, but there is likely a typo in the last name
The certificate number is valid, but these items do not match: Date of Birth	Certificate number is valid and matches First Name and Last Name, but there is likely a typo in the birthdate