

# Youth PQA Plus Online Training

The National Pork Board has launched a revised version of Youth PQA Plus, which includes an online training option.

Training is available for youth age 8–19 based on their age on January 1 of the certification year. Parents can register to manage their children’s training (**parental registration is required for youth age 8-12**). Or youth 13–19 can self-register.

- All registered users of the site **MUST HAVE A UNIQUE EMAIL**. If a family shares an email, the parent should register and manage all children’s training through the parent account.
- Once the YOUTH has signed up for/activated an online training session, they will have 30 days to complete the training.
- Youth who are in the intermediate and advanced age brackets will be presented an exam. The youth will have three opportunities to achieve a 70% or better score to pass the exam. This is a closed book exam.
- For Intermediate and Advanced, the certification expiration date will be calculated based on their age in their bracket. Maximum length of certificate could be three years, at minimum a youth will earn a one year certificate.
  - See the Minimum Standards document at <http://www.pork.org/filelibrary/youthpqaplus/Min%20Standards.pdf> for an explanation of how expiration dates are calculated based on age/test out.

## How to Register for Youth PQA Plus training online

- Access [www.pork.org/login](http://www.pork.org/login)
- Select appropriate registration option
  - Parent registration manage ages 8–19
  - Youth self-registration ages 13-19

## Register For An Account

Click one of the options below to register for the appropriate Pork.org account



## Parent Registration Options

### Parent WITH an existing pork.org login account

- If the PARENT has an existing pork.org login, the PARENT should input their Username and Password.
- On the My Account Home page, the user will place a checkmark before the statement “Parents, track the progress of your child(ren) through Training using the “Parents” options in the menu on the left.”

### Parent WITH a Certification Number (PQA Plus, TQA Certified)

- Select "I AM A PARENT and want my children to train for Youth PQA Plus® online."
- PARENT must create a user name/ password, input email address, parent date of birth and select/respond to security question.
- Enter the PARENT’s certification number in the designated field.
- Check the box at the bottom of the page, “I agree to abide by the user agreement listed above.”
- Click “Create User.”
- Site will return a dialogue box presenting information that is on file with National Pork Board. PARENT should click “Yes this is me” to complete PARENT registration.
- Site will return a message to “Click here to proceed to the Logged in page.”

## Parent WITHOUT a Certification Number

- Select "I AM A PARENT and want my children to train for Youth PQA Plus® online."
- PARENT must create a user name/ password input email address, parent date of birth and select/respond to security question.
- Select the option PARENT "I do not have or know certificate number..."
- Check the box at the bottom of the page, "I agree to abide by the user agreement listed above."
- Click "Create User."
- PARENT will be presented with "Enter Your Profile Information" screen, and must input information into required fields and then click Submit.
- Once all required fields have been completed and the registration is processed, you will be presented a link to "Click here to proceed to the Logged in page."

## Parent Registration - Manage Training (Detailed user instructions)

- PARENT may click the link "Manage Children" on the left menu.
- Option 1 - PARENT can **Search** for a child by certificate number or First/Last Name and State if the child has been previously certified in Youth PQA Plus.
  - When search returns a matching result, click ADD link to add to your account
- Option 2 - PARENT can **Add Child** using this feature if children have never been previously certified.

### OPTION 1: Your child has an existing Certification

Has your child been previously PQA Plus Youth Certified? If so, search for his/her existing record below...

Certificate Number:	<input type="text"/>	OR	First Name:	<input type="text"/>
			Last Name:	<input type="text"/>
			State:	<input type="text" value="Iowa"/>
<input type="button" value="Search"/>				

*If search results return multiple matches and you are unsure of which record to select, please call the Pork Checkoff Service Center at 1-800-456-7675*

### OPTION 2: Your child does NOT have an existing Certification

Is this your child's first PQA Plus Youth Certification, or are you not sure? Then add your child's information below...

## Add Child – Enter Profile Information

- Repeat this procedure as necessary to enter each of the children age 8 to 12 requiring training.
  - Parents can also choose to manage 13–19 year olds in this same manner or they can allow their 13–19 youth to self-register to train (this requires a unique email for each registered user).
  - Youth Self-registration instructions are presented later in this document.

Enter Profile Information...

Since you did not find your child in our database, you can enter his/her information here. Upon completion, the information will be saved to your account, a Certification ID will be generated for your child, and he/she will be added to the proper Youth PQA Plus training.

**Check the information carefully before submitting, particularly the age. The training module(s) your child takes are determined by his/her age.**

**Contact Information**

\*First Name:  Middle Name:  \*Last Name:  Suffix:

\*Mailing Address Line 1:

Mailing Address Line 2:

\*City:  \*State:  \*Zip Code:

\*Date of Birth: Month  Day  2014

\*Phone Type:  \*Phone Number:

\*Email:

## Parent Registration - Train Children (Detailed user instructions)

- After the child is added to the parent account, the PARENT can activate training by clicking the Add to Training link (see 1<sup>st</sup> screen shot below).
- Active link will now present in the Train Now column (see 2<sup>nd</sup> screen shot below).
  - Child can start training by clicking Train Now link.
- Repeat this procedure as necessary to activate training for each of the children requiring training.

▶ NEWS	▶ CERTIFICATION	▶ RESOURCES	▶ PROGRAMS	▶ RESEARCH																
<p><a href="#">My Account Home</a></p> <p><a href="#">My Profile</a></p> <p><a href="#">Change Password</a></p> <p><a href="#">Reset Security Question - Answer</a></p> <hr/> <p><a href="#">Online Certifications Home</a></p> <p><a href="#">Training</a></p> <p><a href="#">My Training</a></p>	<p><b>Children Currently Added to your Account</b></p> <p><b>Online Training courses are optimized for desktop computers and tablets but not for mobile phones.</b></p> <ul style="list-style-type: none"> <li>• <a href="#">How do I train the children added to my parent account?</a></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #8ebf8e; color: white;"> <th>Train Now</th> <th>Add Training</th> <th>Completed Training</th> <th>Cert ID</th> <th>First</th> <th>Last</th> <th>Birth</th> <th>Age</th> </tr> </thead> <tbody> <tr> <td></td> <td><a href="#">Add to Training</a></td> <td></td> <td>4101700004</td> <td>Test</td> <td>Child1</td> <td>2/10/2005</td> <td>9</td> </tr> </tbody> </table>				Train Now	Add Training	Completed Training	Cert ID	First	Last	Birth	Age		<a href="#">Add to Training</a>		4101700004	Test	Child1	2/10/2005	9
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## Youth Self-Registration for 13 to 19 year olds:

If the youth is age 13 - 19 on January 1 of the current year AND has **their own unique email account**:

- Click on the box that states, "I AM A YOUTH age 13-19 and want to train for Youth PQA Plus® online."
- Creating a registration will initiate the 30 day window for training completion.

### Youth WITH a Youth PQA Plus Certification Number

- YOUTH must create a user name/ password, input email address, birth date and select/respond to security question.
- Enter the YOUTH certification number in the designated field.
- Check the box at the bottom of the page, "I agree to abide by the user agreement listed above."
- Click "Create User."
- Site will return a dialogue box presenting information that is on file with National Pork Board. YOUTH should click "Yes this is me" to complete youth registration.
- YOUTH will be presented with a link "Click here to proceed to the Training page."
- YOUTH will be presented with the age appropriate training session on the My Training page.

### Youth WITHOUT a previous certification

- YOUTH must create a user name/ password, input email address, birth date and select/respond to security question.
- Select the option YOUTH "I do not have or know certificate number..."
- Check the box at the bottom of the page, "I agree to abide by the user agreement listed above."
- Click "Create User."
- YOUTH will be presented with "Enter Your Profile Information" screen, and must input information into required fields and then click Submit.
- Once all required fields have been completed and the registration is processed, youth will be presented a link to "Click here to proceed to the Training page."

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