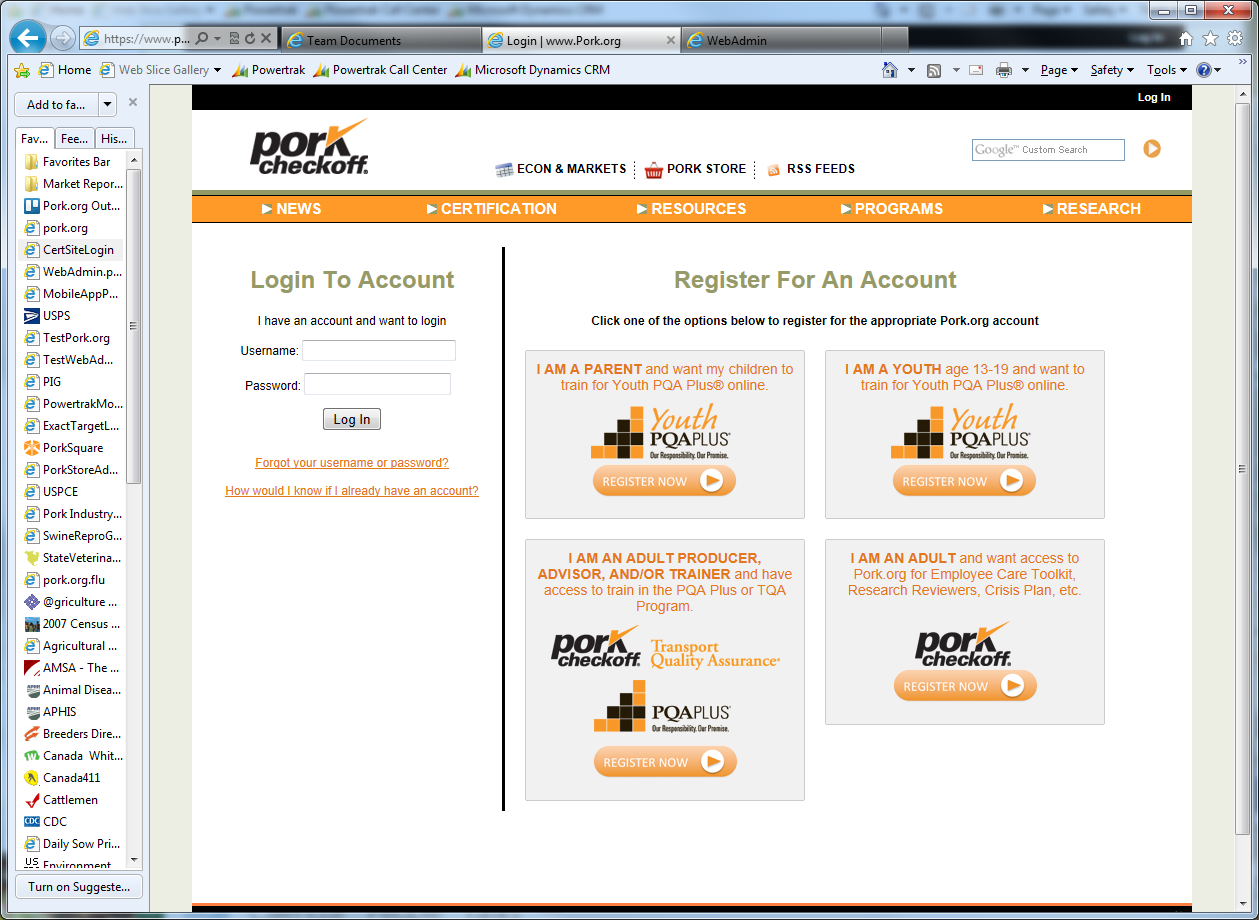
**Youth PQA Plus Online Training**

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

**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)**

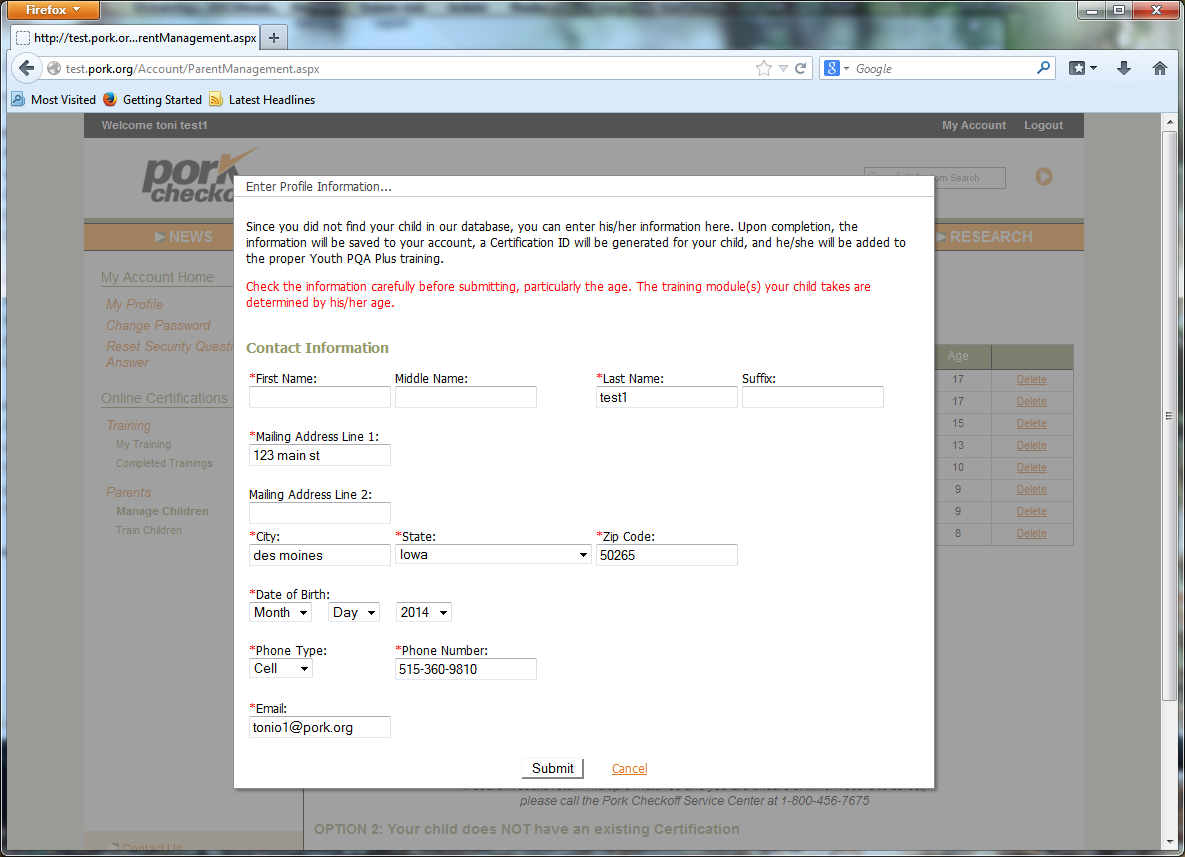
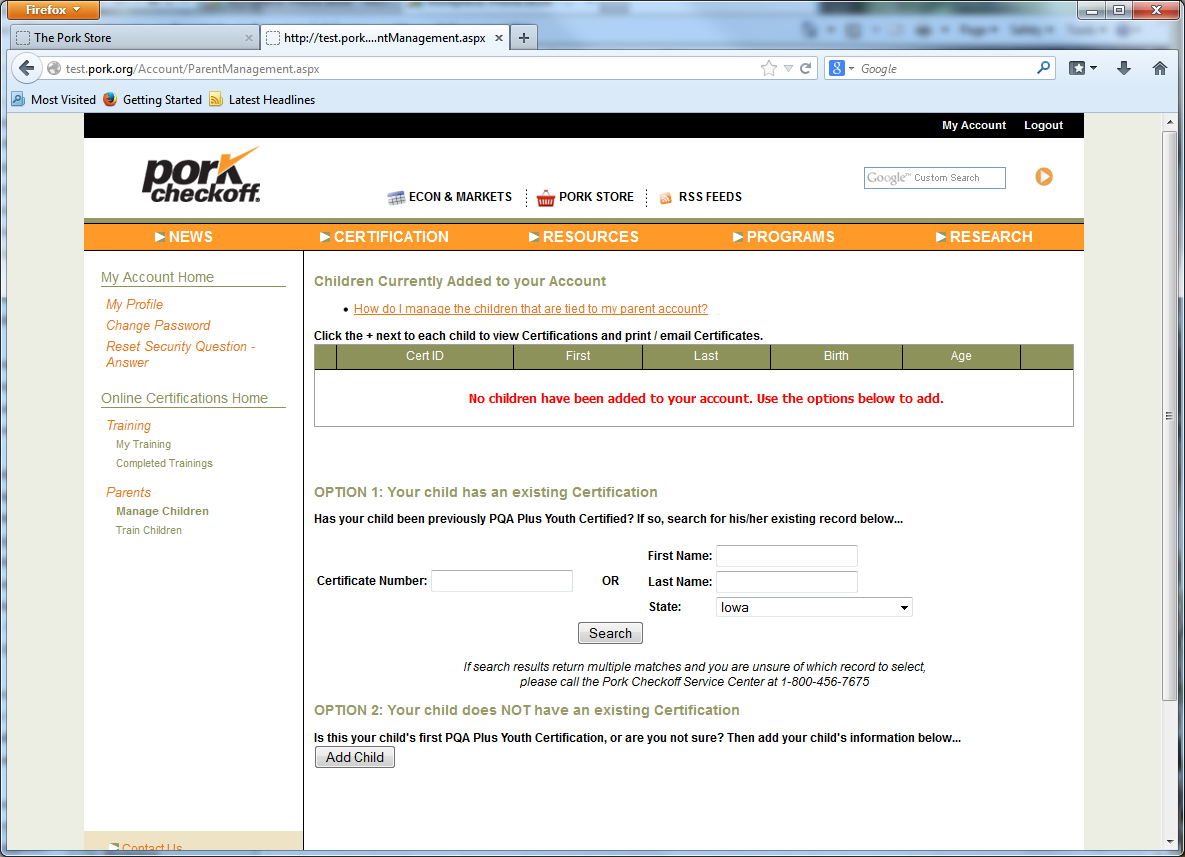
* Select "I AM A PARENT and want my children to train for Youth PQA Plus® online."
* PARENT must create a user name/ password, input email address, parent date of birth and select/respond to security question.
* Enter the PARENT’s certification number in the designated field.
* Check the box at the bottom 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.



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.

**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 1st screen shot below).
* Active link will now present in the Train Now column (see 2nd 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.



**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.”

