

Instructions for ON LINE PQA+ Training and Certification

Starting in March, Michigan youth will be able to access an on-line PQA+ tutorial. Michigan will be the first state to have access to the on-line program. Please read the directions below carefully.

1. Youth **MUST** do the on-line training and testing at least one month prior to their PQA+ number expiring. This will ensure that you get a current number in a timely fashion.
2. Each youth that registers with the system must provide a unique email address for the system to complete registration. This means that each family member must have their own email address or utilize a parent's/responsible adult's email. Once an email has been used in the system, it cannot be repeated for another youth.
3. Contact the Pork Check off Service Center by calling **(800) 456-7675**. This is a toll free number. Representatives at the service center will then proceed to register the youth for the online PQA Plus program. It may take the system **up to 3 days** to update the registration.
4. Once the registration is completed and the database is updated, an email will be sent to the youth with instructions on how to enter the online system.
5. Once the youth has entered the online system, they will need to complete an on-line training module. If the youth leaves the training module at any time, they can later return where they left off and finish the module.
6. Once the training module is completed, if the youth is eligible to test out they will be prompted to do so. Once a test is started, it must be completed at that time.
7. The system will update the database and the youth will be able to print their PQA Plus number and expiration date. It may take up to a week for the system to update after the online program is completed.
8. Certified Youth PQA Plus Advisors will be able to search the system to find current information for youth.

Things to Remember

- This is a pilot program, and there may be a few glitches. Be patient.
- If you skip the face to face trainings, and don't do the online training, you may not be able to sell your hogs.
- If you procrastinate and don't get the on-line training done at least one month before the sale, you may not be able to sell your hogs.

If you have questions:

Contact your county 4-H staff person