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
- 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.

<table>
<thead>
<tr>
<th>NEWS</th>
<th>CERTIFICATION</th>
<th>RESOURCES</th>
<th>PROGRAMS</th>
<th>RESEARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Account Home</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Profile</td>
<td>Change Password</td>
<td>Reset Security Question - Answer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Certifications Home</td>
<td>Training</td>
<td>My Training</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Children Currently Added to your Account

Online Training courses are optimized for desktop computers and tablets but not for mobile phones.

• How do I train the children added to my parent account?

<table>
<thead>
<tr>
<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>Add to Training</td>
<td>4101700004</td>
<td>Test</td>
<td>Child1</td>
<td>2/10/2005</td>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Children Currently Added to your Account

Online Training courses are optimized for desktop computers and tablets but not for mobile phones.

• How do I train the children added to my parent account?

<table>
<thead>
<tr>
<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>Add Training</td>
<td>4101700004</td>
<td>Test</td>
<td>Child1</td>
<td>2/10/2005</td>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.”