



UNIVERSITY OF
Nebraska
Lincoln®



QUALITY ASSURANCE (QA) CERTIFICATION 2015 DODGE COUNTY REQUIREMENTS

GENERAL OVERVIEW: <http://4h.unl.edu/qualityassurance>

ONLINE WEBSITE: <http://extensioncourses.unl.edu/>

REGISTRATION INFORMATION SHEET: <http://goo.gl/zumoaw>

REGISTRATION INFORMATION VIDEO: <http://goo.gl/l3polu> (**Gives step-by-step on how to pay and get registered. *Highly Recommended!***)

- The Nebraska 4-H Program and the Dodge County 4-H Program has mandated the Quality Assurance Certification for 4-H members and FFA students **exhibiting BEEF, BUCKET CALVES, DAIRY CATTLE, GOATS (Dairy, Meat, Pygmy), POULTRY, RABBITS, SHEEP, and SWINE** at the Dodge County Fair, Fremont 4-H Fair, Nebraska State Fair and Ak-Sar-Ben 4-H Stock Show.
- Exhibitors are **REQUIRED** to be Quality Assurance Certified through online certification or testing no later than **JUNE 15, 2015**.
- **Exhibitors must be certified before the show season** or they will **NOT** be allowed to exhibit their livestock at this year's shows; Dodge County Fair, Fremont 4-H Fair, Nebraska State Fair and Ak-Sar-Ben 4-H Livestock Exposition.
- **NEW IN 2015 – \$5 per member/student will be charged prior to taking the online certification.** Fees will help cover cost of the QA online management. (**The VIDEO - <http://goo.gl/l3polu> - gives a step-by-step instruction on how to make payment and get into the system.**)

CERTIFICATION OPTIONS / Based on Age

The following are the QA Certification Requirements for 4-H/FFA animal project members/students based on their age on January 1, 2015.

Junior (8 – 10 years old on January 1, 2015)

- Complete On-line Modules (three completed modules are required per year)

Intermediate (11 years old on January 1, 2015)

- Complete On-line Modules (three completed modules are required per year)

Intermediate (12 – 14 years old on January 1, 2015)

- Complete On-line Modules (three completed modules are required per year)
- Take/Pass Intermediate Written Test (once passed, certification is not required until 15 years old)

Senior (15 – 18 years old on January 1, 2015)

- Complete On-line Modules (three completed modules are required per year)
- Take/Pass Senior Written Test (once passed, certification is no longer required)

OPTION PROCEDURES

“WRITTEN TEST” (“TEST-OUT”) OPTION

NOTE: The written tests are currently being revised.

- This option is ONLY available for youth ages 12 to 18 years.
 - Intermediate Level tests are to be taken by youth ages 12 - 14 years on January 1 of current year.
 - Senior Level tests are to be taken by youth ages 15 - 18 years on January 1 of current year.
- Youth will need to take the test at the Nebraska Extension Office in Dodge County, 1206 W. 23rd Street, Fremont.
- ***If planning to complete the Written Test option, please notify us at least one day prior to the day you plan to come into the office. The Nebraska Extension in Dodge County phone number is 402-727-2775.***
- Tests are **NOT** open book.
- Passing grade will be 70% or better.
- Youth may review the results of their test. However, tests will NOT be returned or disseminated out of the Nebraska Extension Office.
- If a 4-H/FFA member does not receive a passing grade, he/she may take the test more than once. However, a youth may NOT take the same version on the same test day. Therefore, students (senior level OR intermediate level) may take one other versions but not the same version on the same day.
- Senior and Intermediate Versions will each include TWO large animal and TWO small animal tests.
- Once a youth has passed the test, he/she does not need to retake a test until they move to the next level. Therefore in 2014 (last year), youth who were 12 and 13 years old and passed Intermediate Level are certified until 2017 and 2016, respectively. Youth who were 14 years old in 2014 and passed the Intermediate Level are required to re-certify in 2015. In 2014 (last year), youth who were 15 - 18 years old and passed Senior Level are certified until the end of their 4-H/FFA career (exhibiting at the Dodge County Fair and Fremont 4-H Fair).
- To review practice (“Test-out”) tests you will need to register on the QA Module site. Instructions are included under the “On-line Modules” Option of this document. Once registered, you will need to scroll down the Livestock Quality Assurance front web page. The practice tests are found under the “Alternative Test Out Option and Practice Tests”. Eventually there should be TWO large animal and TWO small animal practices tests. Questions for the practice tests are generated from a test bank of all available online module questions. Therefore, it is suggested that you review the module contents on-line for more study materials.
- When you are ready to complete the written test, please contact the NEBRASKA Extension Office to schedule the test. The test out test can only be administered by Extension staff.

“ON-LINE MODULES” OPTION

- This option is available for all youth ages 8 to 18 years.
 - Junior Level Modules are to be taken by youth ages 8–10 years on Jan 1 of current year.
 - Intermediate Level Modules are to be taken by youth ages 11-14 years on Jan 1 of current year.
 - Senior Level Modules are to be taken by youth ages 15-18 years on Jan 1 of current year.
- Youth have the option of taking the On-line Modules anywhere that they have internet access - home, library, NEBRASKA Extension Office, on a laptop/iPad, anywhere.
- To assist with the QA Certification – ON-LINE MODULES - of Dodge County 4-H members and FFA students, the NEBRASKA Extension in Dodge County Office will establish a computer lab that will be accessible to our livestock 4-H members and FFA students that do not have access to a computer or choose to take the On-line Modules at the NEBRASKA Extension Office.

- **If planning to complete the On-line Module option at the NEBRASKA Extension Office, please notify us at least one day prior to the day you plan to come into the office. Computer access will be limited, so be sure you make your reservations! The NEBRASKA Extension in Dodge County phone number is 402-727-2775.**
 - Each youth (member of the family) will need their own unique e-mail address to register for the On-line Modules. If you have more than one family member taking the On-line Modules and only one email address, you will need to first register for a free email account from any of the following providers:
 - ✓ Gmail <http://mail.google.com>
 - ✓ Hotmail <http://www.hotmail.com>
 - ✓ iCloud <http://www.icloud.com> (Apple/Mac users)
- Many email account allow aliases. For instance, if you have a Hotmail account myaccount@hotmail.com and you have three children, you can list one child as myaccount+1@hotmail.com another as myaccount+2@hotmail.com or with their actual names myaccount+lisa@hotmail.com . All four email addresses will confirm through the one primary account, in this case myaccount@hotmail.com .
- For information, go to: <http://4h.unl.edu/qualityassurance>

REQUIREMENTS:

Internet access - Email address (Each 4-Her will need their own unique email address to register. See above information for unique email suggestions.)

HOW TO REGISTER:

1. Open your web browser to <http://campus.extension.org>
2. Click “Create an Account” (See Figure 1).
3. Complete the online form and click the “Create My New Account” button at the bottom of the page.
4. Check your email account for a confirmation email from **eXtension Moodle Help Desk**. If you do not see a confirmation email within 2 hours email moodlehelp@extension.org and ask for a manual confirmation.



Figure 1: Create new account

If you have already registered but not have designated DODGE county (Column E or I is empty) or the current information is incorrect, please login to the website and update your profile. These few steps on your part will save a lot of time for our county office staff.

How to update your LQA profile:

1. Open <http://campus.extension.org> and login
2. Click “My profile settings”
3. Select “Edit profile”
4. Under “Demographics”, enter **Nebraska** and **Dodge**. **No abbreviations and please do not put US or United States for your county.**
5. In the “Optional” area
 - a. Institution is **Nebraska**
 - b. Department is your county **No abbreviations and please do not put US or United States for your county.**

5. Open the email and click on the link provided to confirm your account.
6. A web page will open indicating that “Your registration has been confirmed”, under the “Setting” block, click the “My Profile Settings” link, select “Edit profile” from the additional options.
7. Scroll down to the “Optional” block. Even though there is no asterisk by these fields on the website and it’s listed under the “Optional” block, **you are required to complete the fields marked with a star (See Figure 2)** to make sure that your work is reported to your county office.
 - a. In the ID number
 - i. Youth should type their county code. For example a youth from Dodge should type in “DOD”
 - ii. Leaders should type their county code **plus** “Leader”, see picture for example of an Otoe County leader.
 - iii. Staff should type in their county code **plus** “Staff”.
 - b. In the Institution put **“Nebraska”**
 - c. In the Department field type your county (i.e **Dodge**)
8. Click the “Update Profile” button at the bottom of your screen.
9. Click “Home” (upper left corner) to return to the main page.
10. Near the top of your screen, click the “CLICK HERE TO SEARCH” button. (See Figure 3)
11. Type “livestock quality assurance” in the Search courses text box and then click the “Go” button.
12. Click the “Livestock Quality Assurance” course link in the left hand column to enroll in the course.
13. Enrollment key: “Nebraska”
14. Click “Yes” to confirm your enrollment.

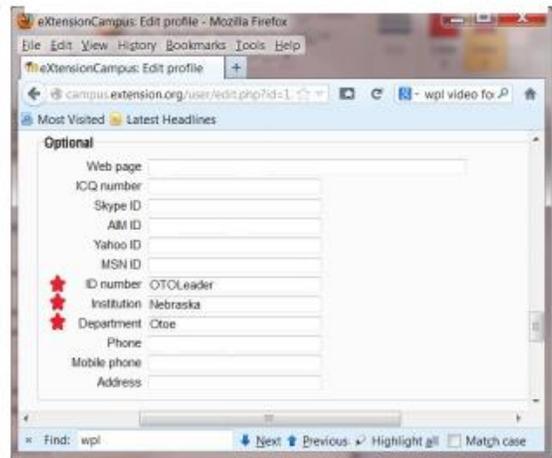


Figure 2: Edit Profile

I’m Registered, how do I find the Livestock Quality Assurance Course again after today:

1. Open a web browser and go to <http://campus.extension.org>
2. Login in the upper left hand corner with your login and password.
3. Within the “Navigation” block, you can click “My courses” to find all eXtension courses for which you are registered.
4. If you are registered for other classes as well, click the “Livestock Quality Assurance” link located under “My Courses” at the bottom of the page. (See Figure 4)

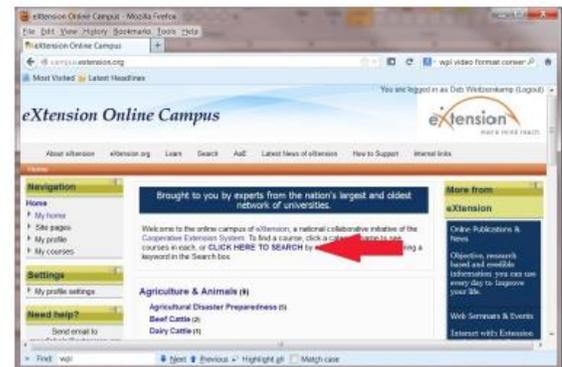


Figure 3: Find the Livestock Quality Assurance Course to Enroll



Figure 4: Find Livestock Quality Assurance Course after Enrolling

I’m Registered, but I can’t remember my login or password:

1. In the “Login” block, click the “Lost password?” link. Complete the form.
2. If Step 1 did not resolve the issue, send an email to moodlehelp@extension.org asking them to reset your password.

MORE DETAILS . . .

- Once a youth has gone through the materials for one of the modules listed for their age division, they may then take the quiz that is associated with those materials. The quiz is listed directly under the module title.
- Each module is approximately 10-20 minutes. By the time the content is reviewed, THREE modules are taken, and certificates are printed, it should be approximately 1 hour depending upon the youth.
- Youth must received a score of 80% or higher to pass and get credit for each individual module.
- Once youth have passed a module quiz with an 80% or higher, they will be able to open the certificate associated with that module. Please print this certificate and present it to the NEBRASKA Extension Office in Dodge County (or e-mail a copy to karen.russell@unl.edu) by June 15 to receive credit. Keep in mind, only quizzes that are 80% or higher will be allowed to print.
- If youth do not have access to a printer, the NEBRASKA Extension Office will periodically be receiving a spreadsheet of all youth completing the Livestock Quality Assurance On-line Modules from the state QA management team. However, if the 4-H/FFA member did not properly enroll with their 4-H Access #, it will be very difficult to find on the data base.
- **The NEBRASKA Extension Office will NOT be able to log on and check the progress of the Dodge County youth. Therefore, youth will NEED to make sure the extension office has a copy of their certificates.**
- Youth are required to complete/pass at least three modules at their appropriate age level each year to officially complete their Quality Assurance requirement. Youth may pick and choose which module they take/pass as long as they choose three new modules each year (some restriction apply – read the module website), never repeating one again.
- Youth will have an unlimited number of attempts to pass each module quiz. However, if they do not pass the quiz after the second attempt they are strongly encouraged to review the content of the module again before attempting to take the quiz. Also keep in mind, the quiz questions are pulled from a bank of questions. At each quiz attempt the order of questions changes and the possible answer choices change (unless it says all of the above, and in that case that remains in a specific order).
- Youth will use the same Quality Assurance login and password throughout their 4-H/FFA career. Therefore, it is important for youth to retain this information, as county staff will not be able to retrieve this information for them.

TO LEARN MORE . . .

- 4-H and FFA livestock project leaders and parents are encouraged to register and take the On-line Modules. When registering and editing your profile, use the word “Leader” in place of the county ID number (DODLeader).
- **4-H clubs or FFA chapters could meet** at a location like a library, school, or computer lab **and go through the new QA On-line Modules together.** Each youth will need access to a computer. They could work individually and the 4-H leader or FFA advisor could be the site monitor to help answer any questions that might arise.
- To learn more about livestock projects, youth are encouraged to take additional courses. To do so, click the “All sections” link at the bottom of the Livestock Quality Assurance front page.