**All livestock, rabbit, and poultry exhibitors: read entire contents to be sure you know how to complete your YQCA Certification.**

All livestock, rabbit, and poultry exhibitors must pass YQCA yearly to be eligible to exhibit at the Seward County Fair and NE State Fair shows. Youth may enroll in online classes or attend a trainer-led class. Please contact Cindy at the Extension Office if you have any questions.

YQCA login and Course Completion Instructions may be found here: www.YQCAprogram.org
1. Go to www.yqcaprogram.org
2. Log into your existing Account or:
3. Create a new YQCA account. You can now create a family account and pay for your family at one time.
4. Complete registration information for the owner of the account.
   a. **Remember your Username and Password**
5. Validate your account registration.
6. Once an account has been created then you can add more than one child. Select Add Child.
7. Complete the registration for your child. Select "submit" to move on or "Submit and Add Another Child" to add additional children.
8. Complete "Data sharing Consent" to verify their certification with the listed third parties.
9. View the child dashboard to edit child profiles, you can add and delete youth here.
10. For online and trainer led trainings youth must complete a pre and post test prior to gaining access to their YQCA Certificate of Completion.
11. Follow this link for help guides to enter trainings: https://yqcaprogram.org/local/youth_parents.php
12. YQCA help video for Web Based Training: www.youtube.com/watch?v=qC5n5YWx1rl
13. YQCA help video for Trainer Led Training: www.youtube.com/watch?v=wZHW2qtMIO

Printing your Certification
1. Log into your account.
2. Be sure you have completed the pre and posttest.
3. Access your certificate using the dropdown menu under "Course Certificates." Select the "+" to see dropdown on completed courses.
4. Select the blue button to download certificate.
5. Print the certificate or save it to your device.
6. Make sure the Extension Office has a copy of your certificate of completion by June 15th.
   a. Print and drop off a copy your Certificate of Completion to the Extension Office or
   b. Email a PDF of the YQCA Certificate of Completion to cwolverton3@unl.edu.