Getting Your YQCA Certification

Creating And Logging Into A YQCA Account

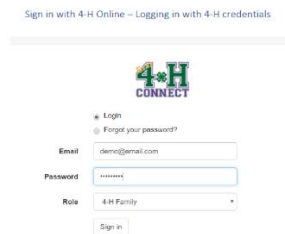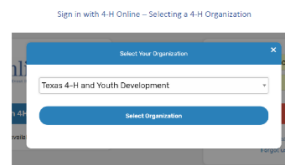Step 1: Go to https://yqca.learngrow.io
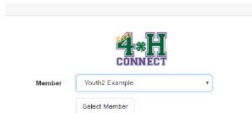
Step 2: Sign in with 4-HOnline or FFA & Independent Account
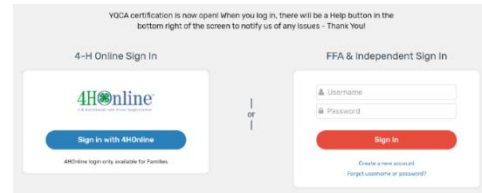
4-HOnline Steps

*This is for youth with an active 4-HOnline account
1. Select a 4-H Organization
2. Login with 4-H Credentials

3. Select a Family Member
Member's status must be active. If you're not sure of the member's status, log in to 4-HOnline to view the status on the member screen. TO check the progress of member activation in 4-HOnline, contact your county 4-H office.

4. Enter a Username
After creating your account, you can still log in with your 4-HOnline credentials. The username will be used if you decide to disconnect your account from 4-HOnline.
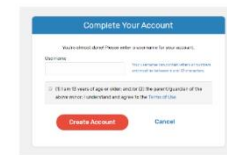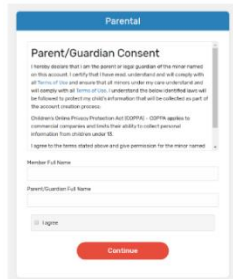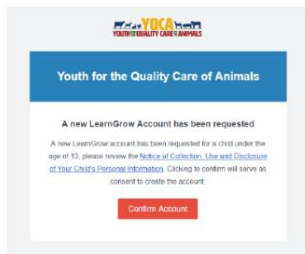
FFA & Independent Steps

1. Enter information for the individual whose name will appear on the certificate
A parent or guardian must create the account (in the child's name) for a member that is 12 or younger.
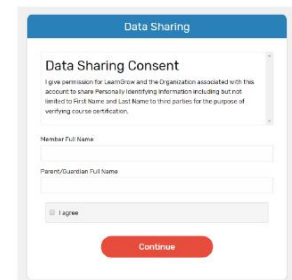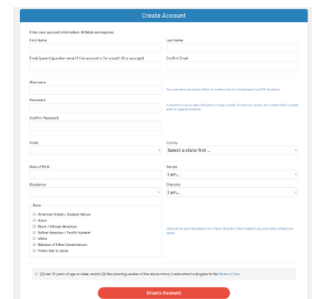
The email entered for a member that is 12 or younger must be that of a parent of guardian

2. Retrieve email from LearnGrow to confirm account

3. Have parent/guardian complete parental consent

4. Have parent/guardian consent to data sharing

Getting Your YQCA Certification

Purchasing An Instructor-Led Training

Step 1: Select a course

Step 2: Select the state, the training and "Purchase Course"

Step 3: Select payment method – coupon code or credit card

Step 4: Select "Purchase Course"

Step 5: View receipt
To print receipt, right click and select "Print". Select printer to print, or PDF to save on your computer.

Step 6: Use the email sent after the course is purchased to access the pre-course survey

Step 7: Attend training

Step 8: Once training is complete, instructor will mark attendees as complete and the certificate will be generated within the user's account

Finding A Training Before Logging Into A YQCA Account

Step 1: Go to https://yqca.learngrow.io

Step 2: Select "Find a Training"
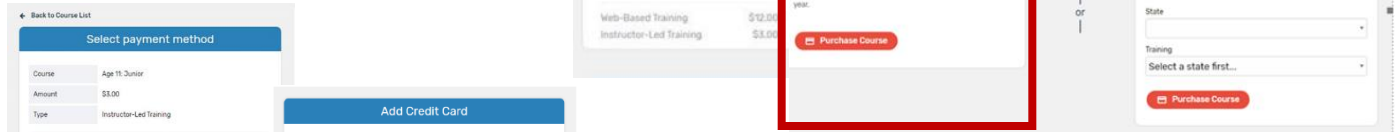
Step 3: Choose a state

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Purchasing A Web-based Training

Step 1: Select a course
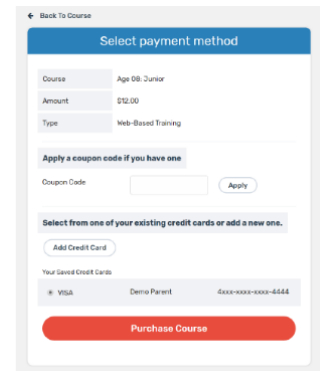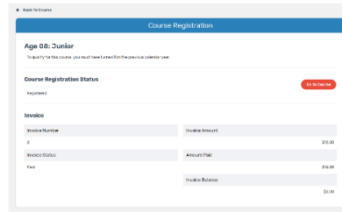
Step 2: Select "Purchase Course"

Step 3: Select payment method – coupon code or credit card

Step 4: Select "Purchase Course"

Step 5: View receipt
To print receipt, right click and select "Print". Select printer to print, or PDF to save on your computer.

Step 6: Use the email sent after the course is purchased to access the pre-course survey
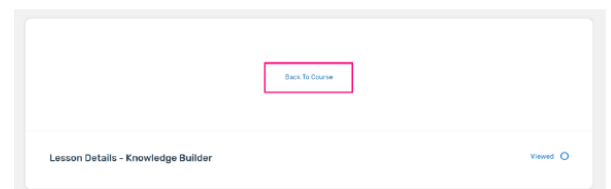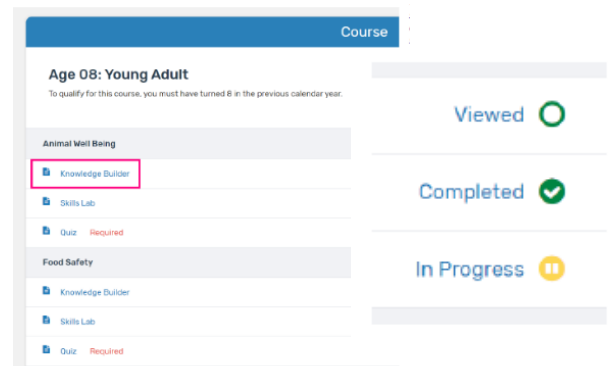
Completing A Web-based Training

Must pass 3 quizzes - Animal Well-Being, Food Safety, and Life Skills

Select a Knowledge Builder and Skills Lab to gain knowledge and test your skill

Status will show throughout to track progress

Back to Course:
Will return user to menu page to select another Knowledge Builder, Skills Lab or Quiz

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Purchasing A Test-Out Certification

The test-out option is available for youth ages 12, 15, and 19.

Step 1: Select a course from bottom of "Course List" page

Step 2: Select "Register"

Step 3: Select course to begin test

Step 4: Attempt Course

Step 5a: If youth passes, upon completion of the test, user will be prompted for payment.

Step 5b: If youth fails, they may not attempt again during this age period. No payment is needed. User should follow steps to purchase a web-based training and complete the individual YQCA courses annually.

Step 6: Select "Purchase Course"

Step 7: Finalize payment

Step 8: View receipt
To print receipt, right click and select "Print". Select printer to print, or PDF to save on your computer.

Step 9: After paying for the test-out option, an email will be sent to confirm completion of the certification.

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Registration Cancellation

If the course has not yet started or the instructor-led training date passed, the registration can be cancelled.

Step 1: Select the course from the "Course List" page. In the bottom of the box, it will state the type of training instead of the training options and prices.

Step 2: Confirm the status says "Status: Registered". If the status says "Complete" or "Failed", it is too late to cancel the registration.

Step 3: In the box that states, "If you no longer wish to take this course, you can cancel your registration any time before starting your first session", select "Cancel Registration".

Step 4: Confirm you are canceling the correct course and select "Cancel Registration".

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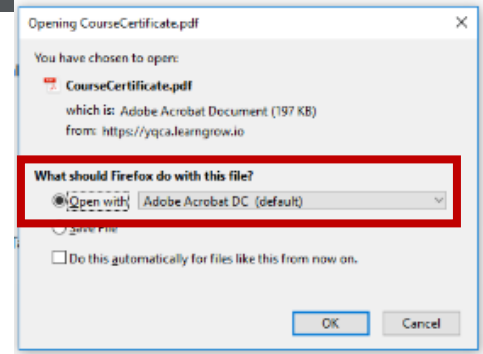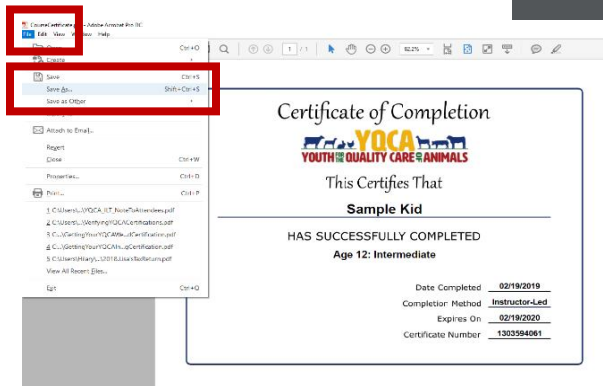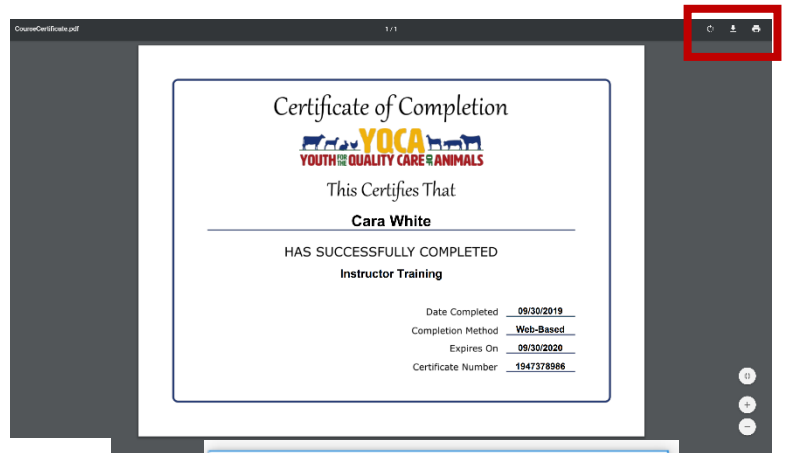
Printing Certification

Step 1: Return to course menu screen to access certificate.
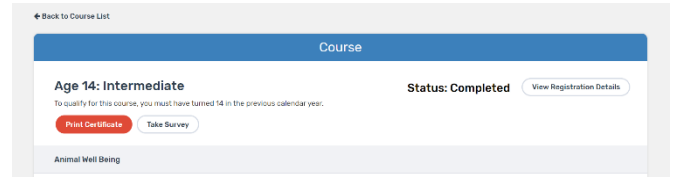
Certificate can be downloaded as a PDF to save locally and/or send electronically.

To print PDF, select printer icon and send to local printer.

Once downloaded, use one of the two approaches below to save the file to a designated location on your computer.

Step 2: Select "Take Survey" to access post-course survey.