

Step 1: Visit <https://yqcaprogram.org/>



Step 2: Click the Blue Register/Sign In button

Step 3: Select "Register New Account"

The image shows the login and registration form on the YQCA website. The form is set against a background of a green field and trees. It has two main sections: "SIGN IN" and "REGISTER NEW ACCOUNT". The "SIGN IN" section includes input fields for "username/email" and "password", a checkbox for "Remember username", a "SUBMIT" button, and a link for "Forgotten your username or password?". The "REGISTER NEW ACCOUNT" section includes a "REGISTER" button.

Step 5: Type in the Date of Birth of the Parent/Guardian of the 4-H member completing this training

Step 6: Complete the Adult/Parent Registration Form as depicted on the screenshot below **please take note of the username, password and email you use****

REGISTRATION

Adult/Parent Registration

Username

Password

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Email Address

Email (Again)

First Name

Last Name

State

County of Participation

Organization Affiliation
Parent
Extension Professional
Agriculture Teacher

Grade/Level of Education

Birthdate

Gender

Race

Residence

Phone (XXX) XXX-XXXX

Security Question ☐ I'm not a robot

[CREATE MY NEW ACCOUNT](#) [CANCEL](#)

Step 6: Validate your Registration

An email from Admin User (via YQCA) will be sent to your email Inbox with a link to validate your account and consent to the privacy statement.

CONFIRM YOUR ACCOUNT

Validate Registration

Please visit the email address provided during account set-up to validate your account as well as provide parental consent for sharing your child/children's details with third parties (state 4-H/FFA contacts, national species organization representatives, and fair and show managers). Until you validate your account using the YQCA email notification email, your account will not be activated.

If you have provided a mobile number during the account set-up, you will receive alerts concerning your parental consent whenever your account is accessed or whenever a course is launched or completed.

For your information, once a course is launched—and through it's completion—access to the main navigation will remain inactive so as to prevent your child who is taking the course from gaining access to your account settings. After the course completion, to gain access to the account, you will have to login again.

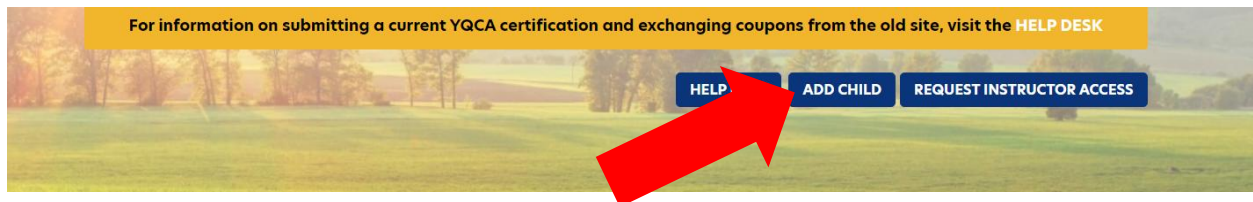
We recommend:

- You do not share the account credentials with your children or others who should not be having access to your account and the settings.
- You always provide a mobile number during the account set-up or from your account settings at all times so that you are alerted on your mobile device whenever your account is accessed.
- You add YQCA email address and mobile number to your safe list so that they are not marked as spam, which may result in you missing important notifications & alerts.

You can revoke the parental consent at any time by updating the same through your account settings.

Step 7: Add Child to Account

Once account is validated, you will be redirected to login. Then click “Add Child”



Step 8: Fill out Child Registration and Submit

- An email from Admin User (via YQCA) will be sent to your email Inbox with a notice that you added a child to your account – no action on that email is needed

Step 9: Child Data Sharing Consent Settings

- You will verify the child’s information and click “No, I do not want to share this child’s information with third parties”



Data Sharing Consent

You have added the child/children listed below to you account. Once the child/children have earned their YQCA certification, with consent, YQCA can verify their certification information with state contacts, species representatives (i.e., National Pork Board, National Cattlemen's Beef Association), and fair and show managers.

Information shared will be Parent Name Child 1 (Child 2, Child 3, etc. for every child added), certification number, certification expiration, state, county, age, and type of training completed.

If you would like YQCA to share this information with those parties so your child's certificate can be validated, you will need to give parental consent. You can revoke parental consent at any time by updating the same through your [Child Dashboard](#) or [Data Sharing Consent settings](#).

Step 10: Enroll in a Course based on the Child’s Age & click ADD TO CART on the Web-Based Training (Cost = \$12)


Age 8-11

Age 08: Junior

Web-Based Training

\$12

ADD TO CART



Instructor-Led Training

\$3


ADD TO CART

Age 09: Junior

Web-Based Training

\$12

ADD TO CART



Instructor-Led Training

\$3


ADD TO CART

Age 10: Junior

Web-Based Training

\$12

ADD TO CART



Instructor-Led Training

\$3


ADD TO CART

Age 11: Junior

Web-Based Training

\$12

ADD TO CART



Instructor-Led Training

\$3

ADD TO CART


Age 12-14

Age 12: Intermediate

Web-Based Training

\$12

ADD TO CART



Instructor-Led Training

\$3


ADD TO CART

Age 13: Intermediate

Web-Based Training

\$12

ADD TO CART



Instructor-Led Training

\$3


ADD TO CART

Age 14: Intermediate

Web-Based Training

\$12

ADD TO CART



Instructor-Led Training

\$3

ADD TO CART


Age 15-18

Age 15: Senior

Web-Based Training

\$12

ADD TO CART



Instructor-Led Training

\$3


ADD TO CART

Age 16: Senior

Web-Based Training

\$12

ADD TO CART



Instructor-Led Training

\$3


ADD TO CART

Age 17: Senior

Web-Based Training

\$12

ADD TO CART



Instructor-Led Training

\$3


ADD TO CART

Age 18: Senior

Web-Based Training

\$12

ADD TO CART



Instructor-Led Training

\$3

ADD TO CART

Chat


Step 11: Click Proceed To Buy Items



Step 12: Complete Payment Screen for the Course

Purchase Course

Order Summary

	Price
 Age 17: Senior Qty: <input type="text" value="1"/> <button>UPDATE</button> Type: Web-Based Training REMOVE	\$12
Total Order	\$12

- \$3 coupons may be used on a \$12 course
- Multiple coupons may be used to purchase a course
- \$12 coupons can only be used to purchase a \$12 course or four \$3 courses

Apply coupon code

Coupon code: APPLY

Credit or Debit Card Details

PAY \$12

Step 13: Complete and pass all modules, activities, and quizzes!

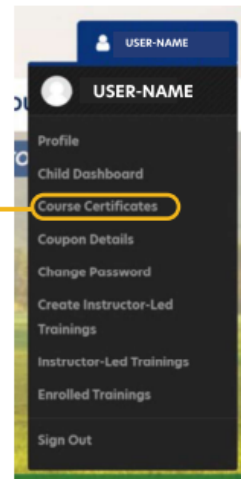
Note: Possibly take some notes of important things you learned to help when writing your Gallatin County AQA Training Summary later.

Step 14: Certificate Printing/Saving instructions

PRINTING CERTIFICATION

STEP 1

Access your certificate using the dropdown menu under "Course Certificates." Select the "+" to see dropdown on completed courses.



STEP 2

Select the blue button to download certificate.

Web-Based Training Certificates

Completed Courses	Download Certificate
Marie Meis Completed Courses	
Age 19: Young Adult	

Instructor-Led Training Certificates

Completed Courses	Download Certificate
No Courses Completed yet.	

STEP 3

On a PC computer, the downloaded PDF will be available in the upper right-hand corner of the screen and in the "Downloads" folder.

On a Mac computer, the downloaded PDF will be available in your browser downloads at the bottom of the window and in the "Downloads" folder.

STEP 4

Rename and/or move the file to a location that is easily accessible for future use.

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

ASSIGNMENT TO BE TURNED IN BY MARCH 31st, 2026

Step 15: Type/Write a One-Page Gallatin County AQA Training Summary

- Put your first and last name at the top of your summary
- Next, describe (*in Senior-level detail*) **3 things** you learned during this online training that you didn't know prior (paragraph format or bullet-points, but detailed).
 - Bad Example: "I learned that biosecurity is important."
 - Good Example: "I learned that biosecurity practices are important because there are many points of risk that are out of my control that could affect the health of my market animal."
- Then, describe (*in Senior-level detail*) **1 specific thing** (must be different from the 3 things listed above) that you learned that you plan to do/implement with your own animal project at home.

Step 16: Getting Credit for your AQA Workshop

- You may print your certificate and Gallatin County AQA Training Summary and bring to the Extension Office to turn in

Or

- You can save the certificate of completion as a PDF and email the **Certificate of Completion** and Gallatin County AQA Training **Summary** (PDF or Word Doc) to molly.yurdana@montana.edu **NO LATER THAN MARCH 31st!**