



ASQ Section 1104 Certified Quality Auditor (CQA) Exam Preparation Course

This course is designed for:

- ✓ Individuals interested in taking the ASQ CQA examination in 2015.
- ✓ Individuals interested in increasing their auditing knowledge and skills.

The course will cover all areas in the CQA Body of Knowledge including:

- Audit Fundamentals
- Audit Process
- Auditor Competencies
- Audit Program Management & Business Applications
- Quality Tools and Techniques

In addition, attendees will participate in hands-on workshops directed at improving their knowledge and skills to plan, conduct and report the results of management system audits. Each class will include practice tests and solution reviews. **2.0 RU's** will be awarded to course participants.

2015 ASQ CQA Exam Dates & Fees

Course participants are responsible for registering for the CQA exam and paying all exam fees to ASQ by the application deadlines listed below:

Exam Date	Application Deadline	Late Application Deadline
June 6, 2015	April 17, 2015	April 22, 2015
December 5, 2015	October 16, 2015	October 21, 2015

ASQ CQA Examination Fees (not included in course fee)

Individuals taking the exam are responsible for paying ASQ the following ASQ CQA exam fee:

- ASQ member exam fee is \$269.00
- Non-member exam fee is \$419.00

CQA Exam Preparation Course Schedule

This CQA Exam Preparation Course is limited to the first 14 paid registrations. The course will be conducted in 4 class sessions. The first session is 8 hours long and the 2nd, 3rd and 4th sessions are each 4 hours long. Classes will meet every other week on Fridays on the following dates.

Dates	Times
April 10, 2015	8:00 AM to 4:30 PM (Lunch is provided)
April 24, 2015	8:00 AM to Noon
May 8, 2015	8:00 AM to Noon
May 22, 2015	8:00 AM to Noon

Required Text (not included in course fee)

Course participants are responsible for purchasing the following text for use in the course. *The ASQ Auditing Handbook, 4th Edition*, by J.P. Russell \$89.00, available from the ASQ bookstore.

Optional Text (not included in course fee)

The following text is optional. Course participants may want to wait until after the first class to determine if they want to purchase this item. A copy of this item will be available for review. *CQA Primer 8th Edition*, \$70.00 from Quality Council of Indiana www.qualitycouncil.com

We will discuss other recommended reference materials on the first day of the course.

Provided Training Materials

Each participant will receive a comprehensive course manual and handouts.

Training Location

Training sessions will be conducted in the Richmond metro area at a site to be determined by ASQ Section 1104. This information will be posted on the ASQ Section 1104 website.

CQA Exam Preparation Course Registration and Fee

The course fee is \$395.00 for ASQ members and \$495.00 for non-members. The class size is limited to the first 14 paid registrations.

To Register

Contact Terry Burns at 804-379-8470 or taburns@juno.com.

Payment Method

Check: Make check payable to Burns & Associates, Inc. and mail to:

Burns & Associates, Inc.
P.O. Box 35314
Richmond, VA 23235-5314

Invoice: Make Purchase Order to Burns & Associates, Inc. and e-mail to taburns@juno.com.
Contact Terry Burns for Form W9.

Credit Card: Contact Terry Burns at 804-379-8470

Instructor

Terry Burns will be the course instructor. He is the Principal for Burns & Associates, Inc. with over 25 years of experience as a management systems consultant and professional QMS auditor. Mr. Burns is an ASQ Fellow, CQA, CQE and IRCA QMS Principal Auditor. He is a former ASQ Section 1104 Chair and current Audit Resource Network Chair. At the ASQ national level, Mr. Burns has served on the ASQ CQA Exam Review Committee and as an ASQ Subject Matter Expert. Mr. Burns has been training management system auditors since 1992.

For additional information on this course, please contact Terry Burns directly at 804-379-8470 or at taburns@juno.com.