



**STATE YQCA CERTIFICATION VERIFICATION  
HELP DOCUMENT**

Individuals who hold a state-level positions in 4-H, FFA, or other like youth organizations may request a report of youth in their state that have completed their YQCA certification. Follow the process below to receive this report.

- Email [programmanager@yqcaprogram.org](mailto:programmanager@yqcaprogram.org) to request a report. In the email include the following:
  - a. Name
  - b. State representation
  - c. Role within state/organization

- Upon receiving the email, the YQCA Program Manager will verify your role with the state.

- Once verified, you'll be sent a Data Sharing Agreement to sign.

- Return signed Data Sharing Agreement to [programmanager@yqcaprogram.org](mailto:programmanager@yqcaprogram.org).

- YQCA will then generate the state report. That report will include:
  - a. First and last name
  - b. Certification number
  - c. Certification expiration
  - d. State
  - e. County
  - f. Type of training completed

Reporting requests should be provided to YQCA at least two weeks prior to the date the report is needed.

This report can only be used by the state for the purpose of verifying YQCA certifications and may not be shared with other parties.

Children under age 13 will be identified by their parent's first and last name (i.e., Parent Name Child 1, Parent Name Child 2, etc.). This is in place for compliance to COPPA. If a parent/user has not provided consent for YQCA to share data with third parties, their names will NOT appear on this report.