

Dear ASQ TOT Participant,

We hope you will enjoy the online ASQ Training of Trainers, offered by Brookes Publishing. In order to receive a CEU certificate from Loyola University Maryland for the hours in which you attend, please follow these instructions:

1. Go to the link that corresponds to the training you attend:
 - a. February 16, 17, and 18, 2021
https://aspire.loyola.edu/product?catalog=ASQ_2_2021
 - b. March 30 and 31, 2021 and April 1, 2021
https://aspire.loyola.edu/product?catalog=ASQ_3_2021
 - c. May 24, 25, 26, and 27, 2021
https://aspire.loyola.edu/product?catalog=ASQ_5_2021
2. Complete the purchasing process for the course site with your information. The courses are listed as \$25, which covers the fee for your CEU certificate.
3. Upon purchase, you will see instructions on how to access the course site on ASPIRE. You will also be sent an email from aspire@loyola.edu with login credentials to Loyola's ASPIRE site. Use the instructions to navigate to the ASPIRE site and sign in.
 - a. If you already have an account with ASPIRE, you can use the credentials you set up when you first created your account.
 - i. Username = email address
 - ii. Password = your initial password (if you cannot remember, use the "Forgotten username or password?" feature)
4. Once signed in, select the *ASQ-3 & ASQ:SE-2 Training of Trainers* course on your Home page or Dashboard.
5. There will be a section titled "CEU Reflection Survey." In that section, you will find a short Reflection Survey to complete after you have finished the training through Brookes Publishing.
6. Once you complete the training and survey, your CEU certificate will be issued to you through the email you provide and will also be available to you through our ASPIRE Moodle.

If you encounter any issues, please contact aspire@loyola.edu.

Thank you!