



# QAEC Training with ZSuite

4-H members enrolled in cat, dog, horse, poultry, and rabbit projects must take the Quality Assurance and Ethics Certification (QAEC) training in order to participate in the projects and exhibit in these project areas at a 4-H fair or show. The training only needs to be completed once in a youth's lifetime. It can be completed in the ZSuite system, which can be accessed at <https://4h.zsuite.org>. Youth must have a ZSuite account and be enrolled in 4-H to take the training. Follow the instructions below for each child who needs to complete the certification.

## Enrolling & Completing the Quality Assurance & Ethics Certification

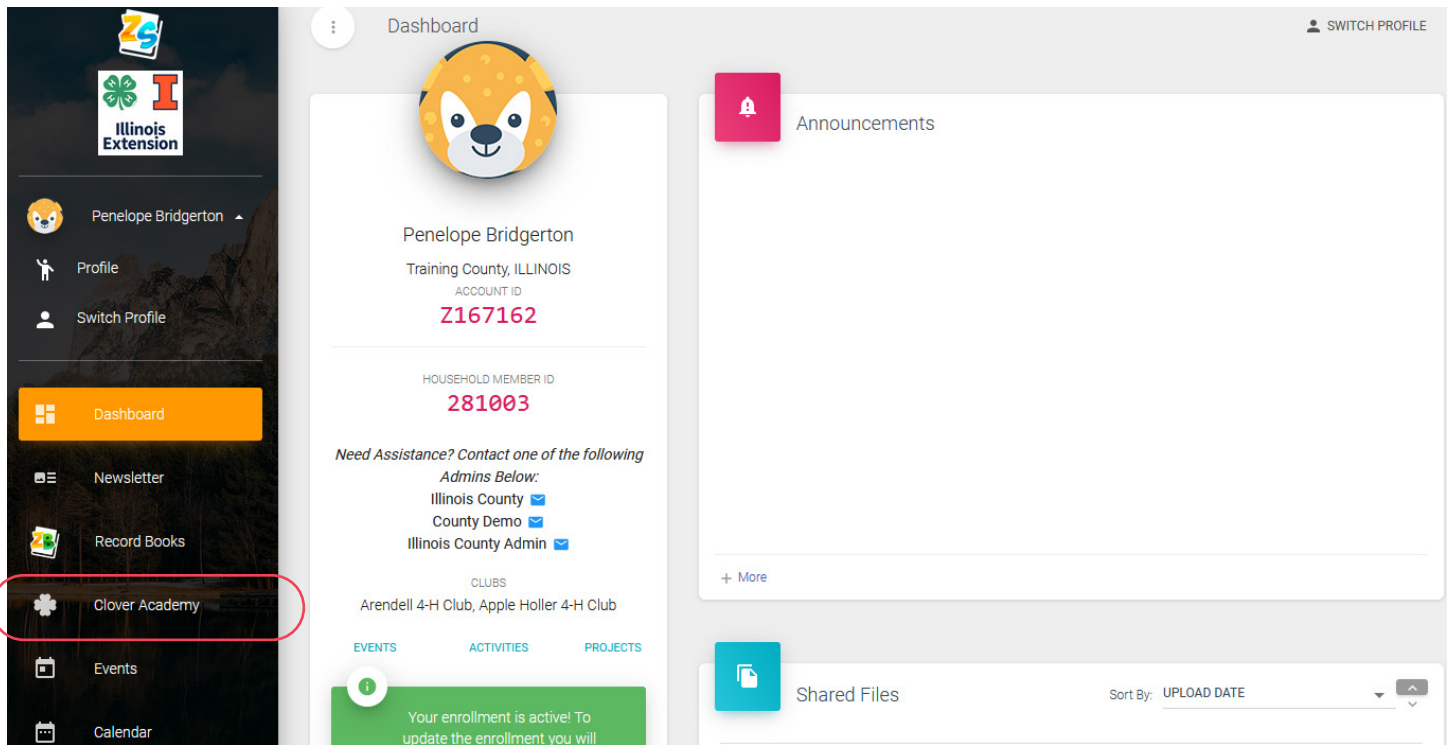
1. Navigate to the ZSuite website (<https://4h.zsuite.org>) and enter the email address and password you previously set up for your family's account. Then hit "Login".

The screenshot shows the ZSuite website interface. On the left is a collage of images showing various 4-H projects: a boy with glasses, a girl with a bicycle, a boy with a microscope, a girl with a sewing machine, a boy with a horse, and a girl with a dog. In the center of the collage is a white box with the ZSoft Technologies, Inc. logo and the text: "WELCOME TO ZSUITE YOUR PORTAL FOR 4-H ENROLLMENT, TRAINING, RECORD BOOKS AND MUCH MORE! To learn more about ZSuite and the 4-H programs we serve please visit <https://www.zsuite.org>". On the right is a login form with the ZSuite logo and the 4-H logo. The form has an "Email" field with the address "bridgerton@zingbooks.com" and a "Password" field with masked characters. Below the fields are two buttons: "LOGIN" (highlighted with a red box) and "SIGN UP". At the bottom of the form are two links: "Forgot Password?" and "Need Help? Click here".

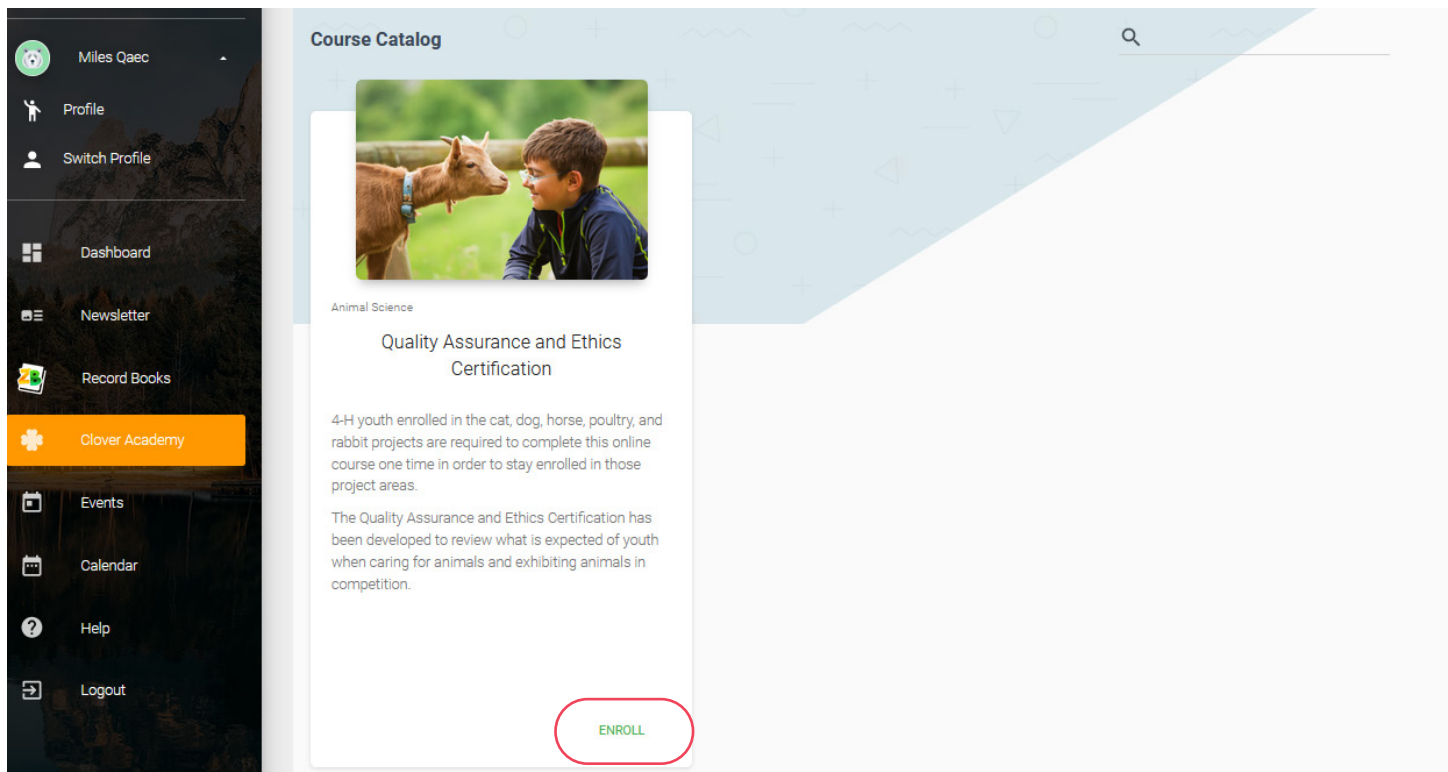
2. You'll be taken to the "Choose a Profile" screen. On this screen find the profile of the youth who needs to complete the training and click the "Choose Profile" button on that profile.

The screenshot shows the "Choose Profile" screen with four profile cards. Each card has a circular profile picture at the top, a name, and a "CHOOSE PROFILE" button at the bottom. The cards are: 1. A pink card for "Eloise" with a giraffe profile picture, labeled "Primary". 2. A blue card for "Eloise" with a dog profile picture, labeled "(Household Member Id: 280136) Adult(Enrollment Status: Active)". 3. A green card for "Penelope" with a squirrel profile picture, labeled "(Household Member Id: 281003) Youth (Enrollment Status: Active)". This card is highlighted with a red box and a red arrow points to its "CHOOSE PROFILE" button. 4. An orange card for "Phillip" with an elephant profile picture, labeled "(Household Member Id: 281004) Adult(Enrollment Status: Pending Approval)".

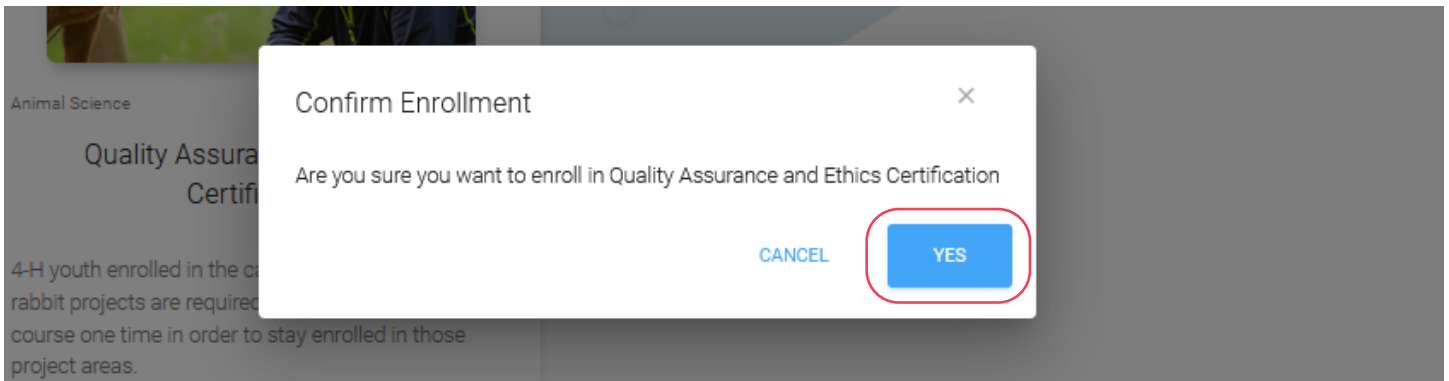
3. You'll be taken to that youth's dashboard. On that screen, click on the "Clover Academy" item in the menu that appears on the left side of the screen. *Note: the left menu may be minimized if you are on a small screen. If this is the case you will open the menu using the menu open button on the top right of the window (it appears as 3 horizontal lines on top of each other).* ☰



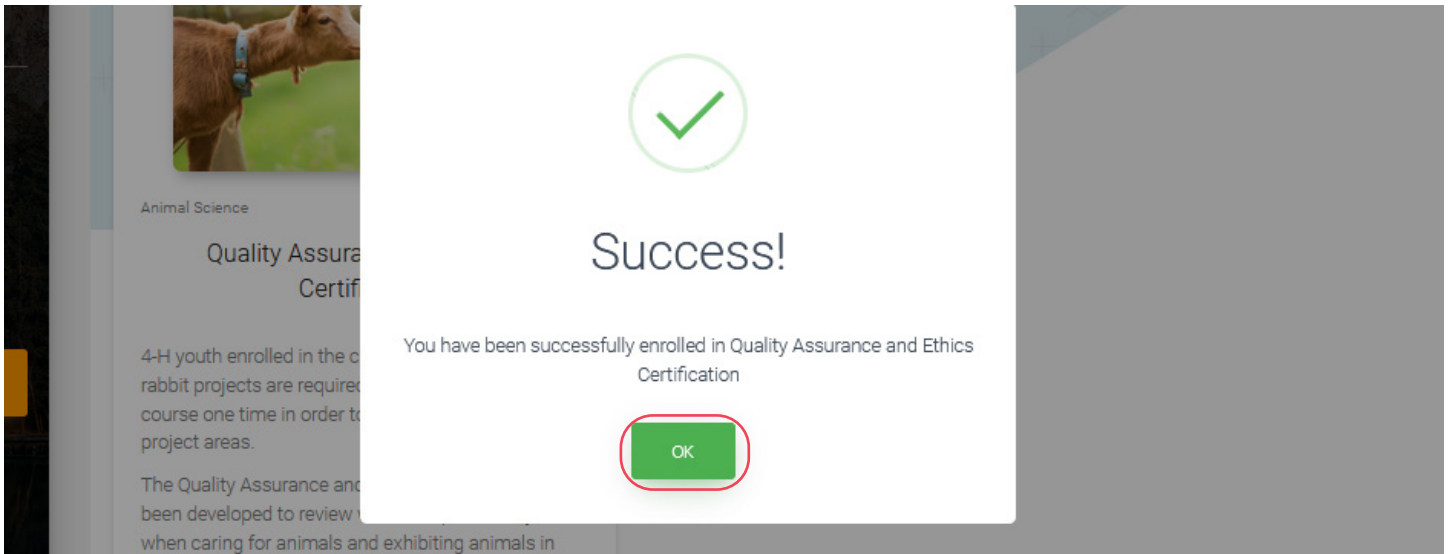
4. Once the Clover Academy opens, look for the "Quality Assurance and Ethics Certification" in the course catalog that is visible on the landing page. Click on the "Enroll" button below that course.



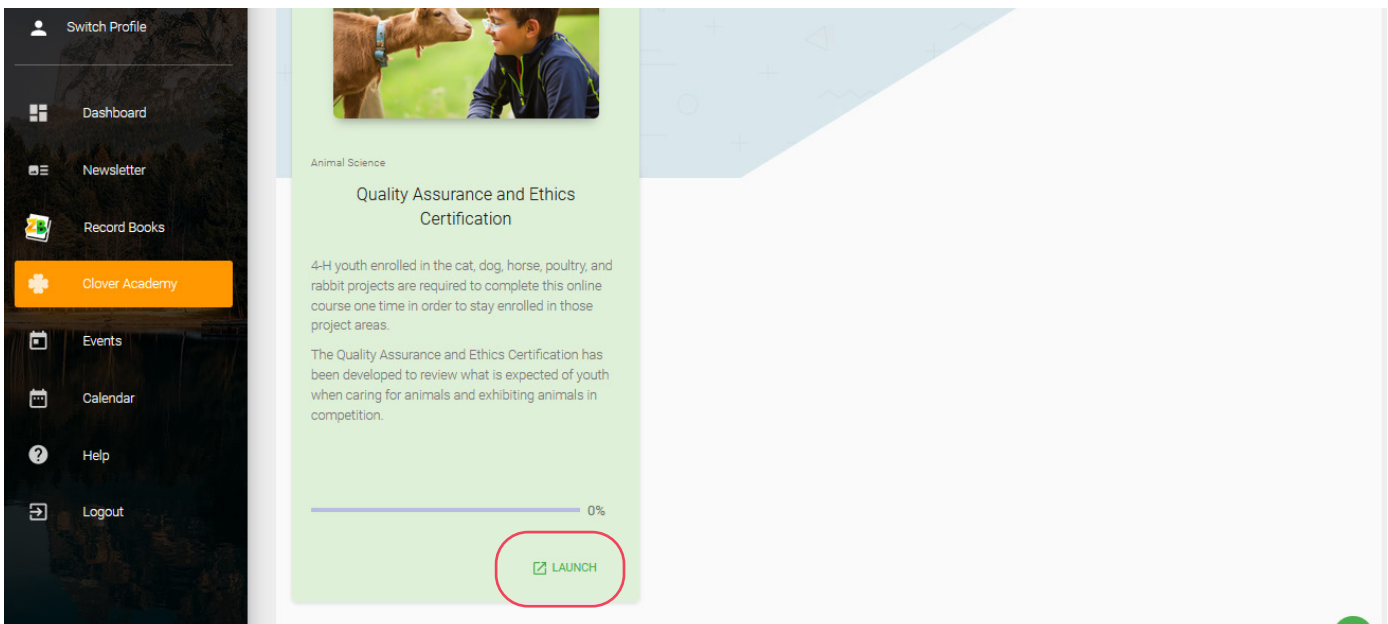
5. A pop-up will appear that asks you to confirm your enrollment in the course. Select “YES”.



6. Another pop up will appear that confirms you have successfully enrolled in the course. Hit the “OK” button on this pop-up.



7. In the course catalog a “Launch” button will now be visible under the QAEC course. Click this button to launch the course in a new window.



8. You'll then be taken to the course landing page. Read through the "Welcome" section, which features course information and directions.

**THE CLOVER ACADEMY** HOME DASHBOARD MY COURSES COURSE LISTING

Course Competencies

Course Content Course start date: 02/21/24 Category: Animal Science

General Collapse all

# Welcome!

The Quality Assurance and Ethics Training is required for all Illinois 4-H youth enrolled in project areas of poultry, horses, rabbits, dogs, and cats.

You only need to complete this training once. If you add an animal in the future, you are not required to retake this training for that animal.

Once you complete this program, you will earn your certificate of completion for the Quality Assurance and Ethics Certification requirement and will be eligible to show your animals and stay in your 4-H project area!

To get started, scroll down and read through the Introduction book.

9. Once you've read the welcome, scroll down the page. You'll begin the course by clicking on the "Introduction" text. A red "To do: View" message should appear next to this section.

Introduction To do: View

10. Read through the introduction section. You'll be required to hit the "Next" buttons at the bottom of each page to proceed through all of the content.

### 1. Who is required to complete this certification?

All Illinois 4-H Youth enrolled in the 4-H project areas of poultry, rabbits, horses, dogs and cats.

- 4. Why must Junior exhibitors complete this certification?
- 5. Troubleshooting
- 6. Let's Get Started

Next

11. Once you complete the Introduction section, a button will appear on the last page to indicate you can start the actual lesson content. Click on the green button that says "Let's Get Started" and you'll be taken directly to this content.



Learn more about the steps you need to follow to complete the certification.

Previous

## 6. Let's Get Started

To complete your certification, you need to follow these steps:

1. Advance to the next module using the "Part 1: Let's Get Started!" button below.
2. You will then be able to access and complete *Part 1: Let's Get Started!* This part covers: benefits, purpose, care, and medicine.
3. Once you have completed *Part 1: Let's Get Started!*, go back to the main course page and all four animal sections will be unlocked.
4. Open the animal module that corresponds to the animal that you will be showing. Make sure you complete all the activities in the module to continue moving forward.
5. After completing the animal module, you will be able to access and download/print the certificate of completion for your records.

Your 4-H county or local Extension office will be notified that you have completed the certification.

**Note:** If you would like to review another animal module, now or in the future, return to the main course page at any time and select a different animal.

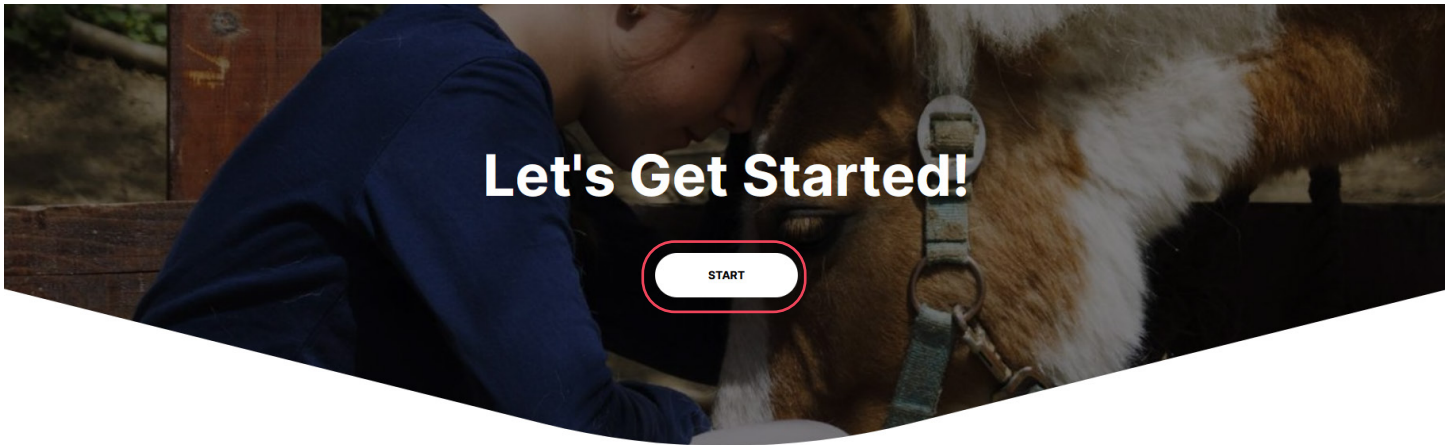
Previous

1. Who is required to complete this certification?
2. What is Quality Assurance?
3. What does ethics mean?
4. Why must Junior exhibitors complete this certification?
5. Troubleshooting
6. Let's Get Started

Jump to...

Let's Get Started! ▶

12. The "Let's Get Started" lesson content will load. Click the "Start" button to begin the section.



This is the first part of your Quality Assurance and Ethics Training. After you review all the sections below, this first part will be marked complete and you will be able to move on to the second part where you will select the animal you will be showing.

13. Proceed through the sections in the lesson, reading the content, then hitting any "next" and "continue" buttons as they appear. You may need to interact with certain elements on each page, or answer pop quiz questions before you can advance. When you reach the end of the section, you'll be instructed to click the green "Exit activity" button located in the upper right corner of the window to be taken back to the main course screen.

Exit activity

**You have reached the end of this first part of the training!**

Click the "Exit Activity" button located in the upper right corner. Follow the instructions to access the second part of the training.



14. Once you return to the main course page, you'll need to find the "Select an Animal" section of the course and select the lesson for any species you are enrolled in. So if you're in just one QAEC-eligible animal project, you'll select just one additional course section. If you are in more than one QAEC-eligible animal project you can optionally complete additional animal sections. To select an animal section, click on the species name that matches one of the projects you are enrolled (in the example below the youth is enrolled in the cat project).

▼ Main Content

Let's Get Started! ✓ Done: Complete the activity

Select an Animal

Once you have completed the *Let's Get Started!* module, select the animal you are planning to show. You only need to complete one animal module, but you are welcome to view as many as you like.

- Dogs and Cats To do: Complete the activity
- Horses and Ponies To do: Complete the activity
- Poultry To do: Complete the activity
- Rabbits To do: Complete the activity

15. Once you click on a species name that course content will load. Follow the directions in steps 12 and 13 to proceed through that content. You'll be told to use the "Exit activity" button and return to the main course page when you complete the section.

16. Once you return to the main page from the species course content you are done with the course and can access your certificate of completion at the bottom of the screen. To confirm you have completed the course, make sure the words "Done: Complete the activity" appear next to both "Let's Get Started" and the animal species you completed. If you desire, you can complete additional animal sections by clicking on those species' names. You are technically only required to complete one species to complete the course. When complete we recommend you download and save a copy of your completion certificate for your records.

Let's Get Started! ✓ Done: Complete the activity

Select an Animal

Once you have completed the *Let's Get Started!* module, select the animal you are planning to show. You only need to complete one animal module, but you are welcome to view as many as you like.

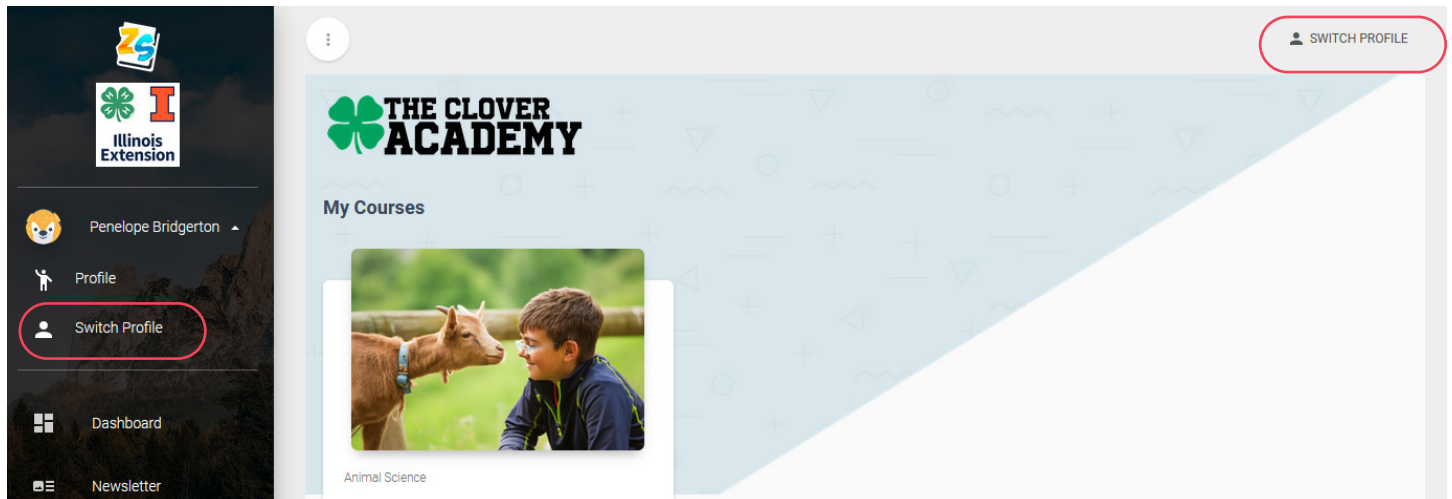
- Dogs and Cats ✓ Done: Complete the activity
- Horses and Ponies To do: Complete the activity
- Poultry To do: Complete the activity
- Rabbits To do: Complete the activity

▼ Certificate

- Quality Assurance and Ethics Certificate of Completion To do: View



17. Once you've completed the course and downloaded your certificate you can exit out of the Clover Academy window. If you have additional youth in your household who need to complete the course you can log out of ZSuite and repeat the steps above, selecting a different youth profile. You can also change profiles using either of the "Switch Profile" buttons which appear near the top of the left menu or in the top right corner of the screen.



## Notes

Your county staff will have access to a dashboard to track course completions. You only need to complete this course once in your 4-H career. If you've taken a previous version of this course already, you do not need to re-take this version. Courses do not need to be completed in one sitting. Youth can return to the course by accessing their profile, then accessing the Clover Academy from the menu, then clicking on the launch course button. Youth can go back and review content from courses they have completed at any time.

## Questions?

Reach out to 4-H staff at your local Extension office for support via email or telephone.



**Illinois Extension**  
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