



2012 IOIA BASIC INSPECTION TRAINING APPLICATION

Organic Crop Inspection Training:

Mon. April 2– Fri. Noon, April 6, 2012

Organic Livestock Inspection Training:

Mon. April 2– Fri. Noon, April 6, 2012

The location for all trainings is the Penn Stater Conference Center and Hotel, 215 Innovation Blvd., State College, PA 16803. Ph: 800-233-7505 toll free or 814-863-5000 go to: <http://www.pshs.psu.edu/>.

Instructions: This form will be used to determine your eligibility to attend IOIA Organic Inspector Training. Please review the enclosed course acceptance criteria. Include your current résumé. All fees are due with the application. If you are not accepted to the course, your fees minus a \$25.00 processing fee will be refunded. For those who cancel after acceptance, refunds minus \$100 materials/processing will be given up to March 8, 2012. Course materials will be mailed to you after acceptance to the course. All fees are nonrefundable after March 8, 2012. **All applications must be received by February 18, 2012. Applications received after that date will be accepted if the course is not full and if possible for an extra \$75 late fee. Minimum course size for each training is 15.** If we do not have 15 applicants, that course will be cancelled and all funds will be returned to applicants, who will be notified by March 8. **Maximum course size is 25 for Crop and Livestock.** Applications will be evaluated on merit first and order received next. If you are also applying for the Advanced course on March 31-April 1, please use the separate application for that course.

Part I: General Information We will mail your acceptance package to the address given here.
Please designate the complete address required for the package to reach you.

Part I: General Information

Name _____ Phone _____ check one: cell home work Fax _____

Company Name (only if needs to appear on the Mailing Label) _____

Address _____ Email _____

City _____ State/Prov. _____ Zip/Postal Code _____ Country _____

1. Specify for which trainings you are applying:

Crop Inspection Training? Yes No
Livestock Inspection Training? Yes No

2. Are you currently an organic farm/livestock/processing inspector? Yes No

How long have you been inspecting? # of years _____ Approximately how many inspections? _____

For what organizations have you inspected? _____

List Inspector Training Seminars attended, and year (if any): _____

3. Academic education: _____

4. Do you plan to become an organic inspector after completing this course? _____

5. Check the level that best describes your current communication skill in each area.

Skill	Poor	Good	Excellent	Skill	Poor	Good	Excellent
Writing (grammar, spelling)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. List 2 professional references: Name, address and phone #.

1.		
2.		

OFFICE ONLY: Date received _____ Amt. Fees Received _____ Date course materials mailed _____
Method of payment: check money order travelers' checks credit card

7. What are your plans to continue your education as it relates to organic agricultural production, processing and/or organic inspection? If you are not planning to become an inspector, please explain why you wish to take the course.

8. Do you have any physical, psychological or emotional disabilities that might require accommodation to complete this course? Yes No If yes, please describe. Attach additional sheets if necessary. **It is essential that we know in advance if you require any special accommodation for the course.**

By checking this box I hereby state that the information given in this application is true and accurate to the best of my knowledge. I understand that falsely representing my experience and background is grounds for disqualification from IOIA trainings. I also understand that successful completion of this course does not guarantee future inspection contracts.

Date

STOP: If you are applying for the Organic Crop Inspection Training, please complete Part II.

If you are applying for the Organic Livestock Inspection Training, please complete Part III.

If you are applying to audit the course, please explain on another sheet of paper how the IOIA training will help you and why you would like to participate. The full course fee is due with applications for audit.

All applicants should complete Part IV, Registration.

Be clear, concise, and complete. Your writing skills are evaluated as part of the acceptance criteria. Your related experience and education will be considered in the selection process. Use additional pages if necessary. We do not expect you to know all the answers but we use these to assess your knowledge base.

Part II: Basic Organic Crop Inspection Training Application:

1. What do you feel are your responsibilities as an organic inspector?

2. Please describe your background in the following areas:

a) Professional/technical background in agricultural production. Please list employment and/or experience, including both organic and conventional agricultural activities.

b) Agricultural seminars attended:

c) Organic and/or environmental activities:

3. What types of organic farming/livestock operations have you inspected, if any?

4. As a candidate for this training, you are expected to have prior knowledge of organic practices. Define the following terms as they relate to organic farm/livestock inspection:

a) Audit trail

b) Fertility management

c) Buffer zones

d) Sources of seeds and planting stock

e) Residue Analysis

Part III: Basic Organic Livestock Inspection Training Application:

1. If you have not previously attended IOIA Crop Inspection Training, you are expected to have a working knowledge of organic crop standards. Please explain your related experience and qualifications on a separate sheet of paper.
2. What do you feel are your responsibilities as an organic inspector?

3. Please describe your Professional/technical background in agricultural production, including livestock. Please list:
 - a. Related employment and/or experience, including organic and conventional livestock activities:

b. Livestock seminars attended:

c. Organic and/or environmental activities:

4. Check livestock species with which you are knowledgeable:

Beef cattle Dairy cattle Goats Sheep Bison
Chickens Turkeys Hogs Bees Other

5. What types of organic farming/livestock operations have you inspected, if any?

6. As a candidate for this training, you are expected to have prior knowledge of organic practices. Describe the importance of the following aspects of an organic livestock operation:

a. Feed Requirements:

b. Animal Health Management:

c. Animal Identification:

d. Manure management:

TRANSPORTATION TO THE TRAINING: Nearest Airport is State College, PA (SCE). If you are not a local commuter, please try to arrange to arrive and register no later than 9 p.m. the night before your course begins. Late arrivals may register in the morning. You must leave no earlier than the actual end of the course or final exam. Directions will be provided in the acceptance package. Individuals are responsible for making their own transportation arrangements to and from The Penn Stater Conference Center and Hotel for the trainings. Complimentary direct shuttle service is available from the State College airport, you can call upon your arrival or before your arrival to schedule pickup, phone 814-863-5000 direct or 800-233-7505 toll-free.

All applicants must complete Part IV. REGISTRATION PAGE

Part IV: REGISTRATION TO APPLY FOR ALL TRAININGS IN STATE COLLEGE, PENNSYLVANIA.

Name

Date

1. Dues are \$125 annually for Supporting Individual Members and \$165 for Inspector Members. If you apply for either of the 2 IOIA basic inspection training courses and are currently an IOIA member you may take a \$50 member discount. If you become a NEW member you may take a \$75 discount.

I am an IOIA member in 2012. Yes No
My NEW membership application is enclosed. Yes No
My 2012 membership dues are enclosed, but I still need a membership application. Yes No

2. Dietary needs or food allergies (i.e., diabetic, vegetarian, etc.)

Note: We must be notified at least 2 weeks before you arrive if you have special dietary restrictions.

3. Payment: VISA/ MasterCard accepted. Make checks or money orders out to International Organic Inspectors Association (IOIA) in U.S. funds.

I wish to charge the registration fee to my: VISA MasterCard Expiration Date
Account # By checking this box I agree to the terms and conditions set forth by IOIA in this application.

International members without US currency accounts are encouraged to use credit cards for the greatest simplicity in the transaction. All others- please consider paying by check or money order, if equally convenient. (It saves IOIA about 3% if you do not use a credit card. Thank you for considering it.)

4. Accommodations: Participant is responsible for your own lodging. IOIA has reserved a block of rooms at the Penn Stater Conference Center Hotel in State College, Pennsylvania. The group rate is \$91/night plus 8.5% tax. You are responsible for making your own room reservation if you desire a private room. However, IOIA is providing a shared rooming option for those that want a roommate. If you are requesting the shared room option, do NOT call the hotel. IOIA will prepare the rooming list for shared rooms. For more info on the facility, visit <http://www.pshs.psu.edu/>. For private rooms, please call and ask for a reservation under the **Reservation Identification Number INTC12B** room block.

Registration, Lodging and Meals: Fees for each course include tuition, course materials, lunches, and some breakfasts.
If this application is submitted after the February 18 deadline, add \$75 late fee.

Registration Fees (US currency) (Please check all those that apply):

IOIA 2012 Membership Dues (optional) (Supporting) \$125 or (Inspector) \$165
Organic Crop Inspection Training (4.5 days) \$1850
Organic Livestock Inspection Training (4.5 days) \$1800

Shared Room at Penn Stater

April 1 April 2 April 3 April 4 April 5 Nights Lodging X \$55 US =

**Shared Room option is provided as a convenience for those who want a roommate. For a Private Room, call the hotel and book your room directly with them. Be sure to ask for the IOIA rate.

***Note:** The IFOAM/IOIA Manual is included in your basic training fees unless you have taken IOIA Basic training within the past 3 years. If you have taken basic training within 3 years, you will NOT be mailed a new copy of the Manual. If you no longer have your manual, please add \$45 for a new manual to the fee calculation below and you will be mailed another copy.

FEE CALCULATION

TOTAL FEES DUE WITH THIS APPLICATION:
Less IOIA Membership Discount (\$50):
Less IOIA NEW Membership Discount (\$75):
Plus Late Fee if submitted after February 18, Crops and Livestock (\$75):
Plus Late Fee if submitted after February 24, Advanced (\$25):
2012 IOIA Membership Dues:
IFOAM/IOIA Manual (*see note above)
TOTAL FEES ENCLOSED:

Mail application, résumé, and tuition fees to IOIA, P.O. Box 6, Broadus, Montana, 59317-0006
ph/fax: (406) 436-2031, email: ioia@ioia.net. **All fees are nonrefundable after March 8, 2012.**