

**INFORMATION YOU NEED TO KNOW  
ABOUT THE PENNSYLVANIA 2012 IOIA/PCO ORGANIC INSPECTOR TRAININGS**

This document is the companion document for the application for attending the following IOIA organic inspector trainings held at: The Penn Stater Conference Center Hotel, 215 Innovation Blvd., State College, PA 16803. Ph: 800-233-7505 <http://www.pshs.psu.edu/>.

Trainings are cosponsored by Pennsylvania Certified Organic (PCO).

<b>Advanced Organic Inspector Training:</b>	<b>Sat. March 31 – Sun. April 1, 2012</b>
<b>Organic Crop Inspection Training:</b>	<b>Mon. April 2– Fri. Noon, April 6, 2012</b>
<b>Organic Livestock Inspection Training:</b>	<b>Mon. April 2– Fri. Noon, April 6, 2012</b>

All registration is through the IOIA office. If you have any questions, please phone/fax IOIA: (406) 436-2031, or email: [ioia@ioia.net](mailto:ioia@ioia.net). Application forms and information can also be downloaded from the IOIA website at [www.ioia.net](http://www.ioia.net). **Please note that the same registration form is used for the Livestock and Crop Trainings.** If you are interested in the IOIA/PCO Advanced Inspector Training on March 31-April 1, please use a separate application form for that training.

**REGISTRATION DEADLINE FOR BASIC CROP AND LIVESTOCK TRAININGS IS FEBRUARY 18, 2012.**  
**REGISTRATION DEADLINE FOR THE ADVANCED TRAINING IS FEBRUARY 24, 2012.**

**GENERAL INFORMATION**

IOIA and Pennsylvania Certified Organic (PCO) will cosponsor three organic inspection training opportunities in Central Pennsylvania March 31-April 6, 2012. All trainings will be held at The Penn Stater Conference Center Hotel, State College.

The three trainings include Basic Crop and Livestock Inspection Training running concurrently April 2-6 plus an Advanced Inspection Training, March 31-April 1. Each basic course includes 4 days of instruction including a field trip to a certified organic operation, plus ½ day for testing. Dairy field trips are scheduled for the livestock inspection training. Small grains and vegetable production field trips are scheduled for the crop inspection training.

Advanced Organic Inspector Training will be on March 31-April 1. The two-day advanced training will focus on residue testing and unannounced inspections. Other topics are under development.

PCO is a USDA-accredited certification agency that performs about 700 organic inspections annually in Pennsylvania and surrounding states (Delaware, District of Columbia, Maryland, New Jersey, New York, North Carolina, Ohio, Virginia and West Virginia). For more information about PCO, visit [www.paorganic.org](http://www.paorganic.org).

The Penn Stater Conference Center Hotel is located adjacent to the Penn State University and 5 minutes from the State College Airport. State College is nearly equidistant from Pittsburgh, Baltimore, New York City, and Philadelphia. State College has been ranked by Psychology Today as the lowest stress city in the United States, by Places Rated Almanac as the seventh safest city, and by Money magazine as the fifth best place to live among small northeastern cities. The area is known also for its preserved 18<sup>th</sup> century iron furnaces. For more information about the area, visit [www.statecollege.com](http://www.statecollege.com).

Accommodations – The Penn Stater Conference Center Hotel features more than 50,000 sq. ft. of meeting and banquet facilities and spacious sleeping rooms. The hotel features complimentary wireless high speed internet access in all guest and meeting rooms. A room block is reserved at The Penn State Conference Center Hotel. 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 offers a shared

rooming option to assist those who want a roommate. For private rooms, please call and ask for a reservation under the **Reservation Identification Number INTC12B** room block. For more information on the facility, visit <http://www.pshs.psu.edu/>. Amenities include refrigerators, coffee makers, hairdryers, iron, and ironing board. Facilities include Business Center, Lap Pool and Jacuzzi. For dining, the Penn Stater offers The Gardens Restaurant and Legends Pub — both serving classic American cuisine with an eclectic flair. The Gardens is the more formal restaurant with a variety of dining choices for breakfast, lunch, brunch and dinner. Legends Pub is the casual dining place for lunch and dinner.

**Please bring athletic or other sturdy footwear, warm outer clothing for field trips, extra notepaper, clipboard, and calculator. Laptop computers are useful and encouraged (but not required) for the written assignments. A printer will be available. Legible, handwritten reports are acceptable.**

**Weather in April will be unpredictable but will most likely be chilly during the day and could be snowy/rainy (average high 45°F and low 28°F). For current weather forecasts, plan to check weather before departure at [www.weather.com](http://www.weather.com).**

## TRANSPORTATION

**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 between 7 and 8 a.m. 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.

## PARTICIPANTS

IOIA Organic Inspector Training courses are recommended for inspector trainees, certification agency staff, and regulatory agency staff who want to better understand the organic inspection and certification process. Letters of Attendance are provided for those who choose to audit the course (test and written assignments not required of persons who audit courses) and those who fail to meet the course completion requirements. Certificates of Completion are given to those who meet acceptance criteria, attend all sessions, and receive passing grades on the required written assignments and tests. The courses are rigorous, with some evening sessions.

Participants are mailed an acceptance package about five weeks before the course and should allow several days to complete pre-course reading and assignments. Completed assignments must be emailed to IOIA according to deadlines. The IFOAM/IOIA International Organic Inspection Manual and the USDA National Organic Program standards are the basis for the Livestock and/or Crop course. Copies of the Manual and the USDA Rule are included in the registration fee. Participants are also provided with the Generic Materials List from the Organic Materials Review Institute (OMRI).

## WHAT THE COURSES INCLUDE

**Basic Organic Crop Inspection Training-** Participants should try to arrive Sunday evening, April 1, no sooner than 4 p.m. and no later than 9 p.m. to register in the evening. Others may register upon arrival on Monday, April 2, 7:00-8:00 a.m. The 4 ½ day comprehensive Basic Organic Crop Inspection Training follows IOIA's crop curriculum requirements and includes classroom instruction on organic crop standards; crop materials; risk assessment; audit trail requirements; report writing; inspector conduct, confidentiality, and ethics; understanding the difference between inspecting and consulting; effective communication; and organic inspection procedures for field crop and vegetable production. The course also includes a field trip to a certified organic farm, a graded written assignment (inspection report), and final test. The test is scheduled for Friday, April 6. The course

concludes at 12:00 Noon on Friday, April 6th. **A minimum of 15 people is required or the course will be cancelled.**

**Basic Organic Livestock Inspection Training-** Participants should try to arrive Sunday evening, April 1, no sooner than 4 p.m. and no later than 9 p.m. to register in the evening. Others may register upon arrival on Monday, April 2, 7:00-8:00 a.m. The 4 ½ day comprehensive Basic Organic Livestock Inspection Training follows IOIA's livestock curriculum requirements and includes classroom instruction on organic livestock standards; livestock materials; risk assessment; audit trail requirements; report writing; inspector conduct, confidentiality, and ethics; understanding the difference between inspecting and consulting; effective communication; and organic inspection procedures for meat and dairy animals; fiber-bearing animals; and poultry (meat and eggs). The course also includes a field trip to a certified organic farm, a graded written assignment (inspection report), and final test. The test is scheduled for Friday, April 6. The course concludes at 12:00 Noon on Friday, April 6th. **A minimum of 15 people is required or the course will be cancelled.**

**How to Operate an Organic Inspection Business (Optional):** This 1-hour session is offered late Monday afternoon, April 2 and is open to all Crop and Livestock Inspection Training participants.

**Advanced Organic Inspector Training:** Participants lodging at the hotel should arrive Friday March 30, no sooner than 4 p.m. Registration is Saturday, March 31, between 7:00-8:00 a.m. The course will include residue testing and unannounced inspections, an update on NOP and international standards, and other topics. Agenda is under development. Draft agenda will be available by early February. **A minimum of 15 people is required or the course will be cancelled.**

*To receive a Certificate of Completion for the Basic courses, students must meet minimum course acceptance criteria, attend all sessions, complete the Pre-Course assignments, complete specific in-course assignments, and earn at least 75% on the test and written assignments.*

#### **ACCEPTANCE CRITERIA**

Attendance to IOIA courses is limited. Once you are accepted to the course, an instructional letter and curriculum materials including pre-course readings and assignments will be mailed to you (about one month prior to the training). **Please plan to take the time to read these in full and to complete all pre-course assignments before attending the course.** Inspector applicants to these IOIA trainings must meet the following acceptance criteria.

#### **All Courses:**

- \* Submission of complete application, resume and fees.
- \* Fluency of the language in which the course is given.
- \* Demonstration of good communication skills (written, verbal and listening).
- \* Understanding of and commitment to enforcement of organic certification principles.
- \* Demonstration of continuing education.
- \* Appropriate physical and mental health.

#### **Additional Course Acceptance Criteria**

##### ▶ **Basic Organic Crop Inspector Training**

A minimum of 1 year training and/or 1 year experience in crop production with knowledge of both organic and conventional livestock practices.

##### ▶ **Basic Organic Livestock Inspector Training**

A minimum of 1 year training and/or 1 year experience in livestock production, with knowledge of both organic and conventional livestock practices.

**Note: At a minimum, participants should have a working knowledge of the NOP Organic Crop or Livestock Standards, for the related course category. Completion of the IOIA Crop Inspection Course is strongly encouraged prior to registering for the Livestock Course. If you are registering for the Livestock Course but have not completed the Crop Course, contact the IOIA office. You will be expected to complete an additional pre-course learning assessment and some preparatory work, for an additional fee.**

► **Advanced Inspector Training Acceptance Criteria**

Prior completion of two inspector training courses and 2 years inspection experience with at least 20 inspections or 1 year inspection experience with at least 30 inspections. Exceptions may be granted on a case-by-case basis and must be requested in writing to the IOIA Executive Director. Others who do not meet those criteria are welcome to audit the course and receive a Letter of Attendance.

**TUITION**

Fees for each basic course include tuition, course materials, field trip, and lunch daily Monday through Thursday. Participants are responsible for their other meals and their own lodging. Fees for the advanced course include tuition, course materials, and lunches both days. Participants are responsible for their other meals and their own lodging. If you are interested in shared lodging with a roommate, please note the shared option on your application and IOIA will reserve your room. For a Private Room, call the hotel and book your room directly with them, no later than March 1. Ask for the **INTC12B** block.

**Registration Fees (US currency)**

Organic Crop Inspection Training (4.5 days)	\$1850
Organic Livestock Inspection Training (4.5 days)	\$1800
Advanced Organic Inspector Training	\$625

Shared Room at The Penn Stater:

March 30, March 31, April 1, April 2, April 3, April 4, April 5. \$55/night

IOIA 2012 Membership Dues (optional) \$125 (Supporting) or \$165 (Inspector)

**Note:** If you took IOIA Basic training within the past 3 years, you will NOT be mailed a copy of the IFOAM/IOIA Manual. If you no longer have the manual, add \$45 to receive a new one.

IOIA members receive a \$50.00 discount off the total amount for one training each year. If you are not a member, join IOIA with this training and take a \$75 discount immediately. Your dues will be good through 2012. All fees are due with the application (US funds only - checks, money orders, traveler's checks). Information to pay via VISA or MasterCard is in 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 basic trainings 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 (about one month before the beginning of the course). All fees are nonrefundable after March 8. For the advanced course, all fees are nonrefundable after March 8. **All applications for the basic trainings must be received by February 18, 2012. Applications received after that date will be accepted if the course is not full and for an extra \$75 late fee. All applications for the advanced training must be received by February 24, 2012. Applications received after that date will be accepted if the course is not full and if possible for an extra \$25 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 size for each course is 25.**

IOIA welcomes all participants to consider joining IOIA. Please contact IOIA to request membership application forms or visit the website to download the appropriate application form. In addition to training discounts and discounts on IOIA publications, IOIA members receive many other membership benefits.

**Criteria of acceptance as an Inspector Member, based on IOIA Bylaws, are:**

- **Formal basic inspector training.**
- **Training or experience in agriculture, processing, and/or trade.**
- **Review and approval by the IOIA Membership Committee.**
- **Completion of IOIA Membership Application.**
- **Understanding and acceptance of IOIA Mission Statement, Code of Ethics and Code of Conduct.**
- **Experience in inspection of organic farming, food processing, and/or trade. Minimum experience is documented in 1 of 2 manners:**
  - 1. Ten organic inspections performed, plus a letter from a certification agency attesting to completion of these inspections. OR**
  - 2. Five supervised inspections performed, plus a letter from a mentor inspector attesting to completion of these inspections.**