**IOIA BASIC COURSE FOR ORGANIC INSPECTION**

**CROP ONLINE COURSE OUTLINE**

***Course Format: 4 ½ days – live on-line [further details will be provided]***

***– C2 (Mon), C3 (Tues), C4 (Wed & Thurs), C5 Exam (Fri)***

**Pre-requisites for the course:**

**C1 – NOP Crop Standards Webinar**

*Please review the Acceptance Criteria and Client Responsibilities*
*that appear at the end of this document and*

**For further information contact:***Executive Director* - Margaret Scoles

          International Organic Inspectors Assoc.

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**Course Description:**

The course provides basic level training to develop skills required for inspecting and reporting on the management of an organic crop production unit according to a specified set of standards. For courses conducted in the United States, the standard is usually the USDA, National Organic Program (NOP). However, this basic organic crop inspection course may also be presented using other standards as required (please contact the IOIA office).

In addition, participants will be introduced to topics such as global organic certification, biodiversity, soil fertility management, and inspecting as a career. These and other topics are meant to provide historical background, more in-depth knowledge and awareness of current trends in the industry.

**Aim:**

To enable participants to use appropriate skills and knowledge gained from this course to enhance their personal or professional activities in the organic sector.

**Learning Outcomes: Modules C1, C2, C3, C4 and C5**

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| 1  | Recognize the principles of organic agriculture.  |
| 2  | C1–C2: Demonstrate a working knowledge of the organization and content of the **United States Department of Agriculture (USDA) National Organic Program (NOP)** standards by accessing and applying correctly the standards relating to organic crop production.  |
| 3  | C2: Recognize the role of the inspector in the certification process and distinguish it from other roles, such as consulting.  |
| 4  | C2: Appreciate & appraise biodiversity as part of a well-functioning organic operation.  |
| 5  | C2: Recognize a variety of crop input materials and assess their compliance to the Regulation.   |
| 6  | C3: Evaluate **organic control points** **(OCP’s)** for their level of risk regarding organic integrity in organic crop production.  |
| 7  | C3: Review and analyze an **organic system plan** **(OSP)** for its potential to meet NOP standards and develop a plan to review these areas during an inspection.  |
| 8  | C3: Review guidelines to make ethical & professional decisions relating to the inspector role.  |
| 9  | C3: Recognize the components of an audit trail. Use audit trail processes to conduct an audit trail check which includes crop yield estimating and an in-out balance.  |
| 10  | C3: Report verbally and in a variety of written formats, findings regarding crop production operations.  |
| 11  | C3: Develop an exit interview report and/or cite appropriate parts of the standard, as necessary, to indicate where/how the management of a production unit may not be meeting the standard.  |
| 12  | C4: Using an OSP, which aligns to a videoed inspection, review and evaluate**in class** farm records and procedures for a crop production unit and determine potential risks to organic integrity and other potential compliance issues.  |
| 13  | C4 - Develop sufficient questioning techniques and recording methods to collect valid information. Use these skills in a **class setting** by observing and critiquing a videoed inspection process.  |
| 14  | C4: Assess whether an organic crop production unit is being managed as outlined in the OSP. Participants will develop critical thinking skills by**observing a videoed inspection process and participating in online group discussions with guidance from a course trainer.**   |
| 15  | C4 - Complete an inspection report (or part of an inspection report) using the forms of a given Certifying Body (CB) or Agency (CA)and following a provided format**. A “satisfactory” assessment of this report is required to be eligible for a Basic Crop Inspection Certificate.**  |
| 16  |  C5 - Successfully complete the **final exam with a score at or above 75%.**  |

**IOIA Crop -Basic Course Participant Agenda - Summary**



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| --- | --- | --- | --- |
| Module  | Module  | Module  | Module  |
| **C2**  | **C3**  | **C4**  | **C5**  |
| **Assessing Compliance**  | **Conducting Inspection**  | **Reporting**  | **Exam**  |
| Monday  | Tuesday  | Wed  | Thursday  | Friday  |
| Introductions  |  OSP Review and preparing Inspection Plan  |    Communications Interview Styles  |   Final Individual Exit Report  |           8:00 -11:30 PDT  |
|   The Certification Process  |
|  Ethics and Conduct  |              Individual Report writing with Trainer oversight  |
| NOP Standards Review  |   Crop Production Records  |   Report Writing  |
|   Ecological Perspectives  |
| Crop Calculations  |   OSP Review and Inspection Plan for Virtual Inspection  |
|   Crop Input Materials  |  Conducting the Crop Inspection  |
|   Risk Assessment  |  Trace Back and In/Out Balance  |  Virtual Inspection Video  |   Successful completion of Exam (75%) to be eligible for certificate (required for those going on for IOIA Field Training)  |
| Investigative Skills - Exercise  |  VIRTUAL INSPECTION and Exit Interview  |   Debrief of Inspection Notes  |
| NOP Standards - Exercise  |
|  Reviewing OSP and Inspection Plan  |  Taking Notes and Written Exit  |  Preparation of Draft Exit Report  |  Completion of report by 6:00 pm PDT  |   |
| SDL - OSP Assignment and Additional Materials  | OSP Review for Inspection Video  |  Finalize Exit Report  |  Exam Study  |   |
|  - Evening  |  - Evening  |  - Evening  |  - Evening  |

**Learning Resources:**

**These items are sent as part of the acceptance package**.  **Please consider these** **copies to be your course reference material**. **There will be no other copies provided**.

1. USDA National Organic Program (NOP) Final Rule (7 CFR 205) in two documents
2. IFOAM/IOIA International Organic Inspection Manual

**Web Sites:** for other resources and information please visit:  www.ioia.net, www.ifoam.bio, www.omri.org www.ota.com, www.ams.usda.gov/NOP and/or [www.attra.ncat.org](http://www.attra.ncat.org/)

**Acceptance Criteria**

Inspector applicants to these IOIA trainings must meet the following acceptance criteria.

**All Courses:**

* Submission of complete registration, application, résumé, 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 related continuing education.

**Additional Crop Course Acceptance Criteria**

* A minimum of 1year training and/or 1year experience in crop production with knowledge of both organic and conventional crop practices.
* Knowledge of basic accounting and ability to solve mathematical problems.
* Completion of the**C1 NOP Crop Standards Webinar**

**Client Responsibilities:**

***Pre-course:***

Submission of

- completed Course Application including letter, resume and references.

- signed IOIA Confidentiality/Liability Waiver

- Completed Pre-course Assignments by **deadline**

***During course:***

**-**Attendance at all sessions

- Participation in all class/learning activities

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**Payment of fees:**No certificate will be issued if payment in full is not received.