

INFORMATION YOU NEED TO KNOW



IOIA BASIC ORGANIC CROP & LIVESTOCK INSPECTION TRAININGS

The Century House - Latham, New York

BASIC CROP INSPECTION TRAINING

April 29 – May 3, 2024

BASIC LIVESTOCK INSPECTION TRAINING

May 6 – 10, 2024

This document is the companion document for the Inspection Training Application and the Online Registration for attending the following IOIA Basic Organic Crop and Livestock Inspection Trainings. Please read this document carefully before filling out the application form.

Online Registration and Application consists of two steps. Both must be completed by the deadline for you to be considered for acceptance to the basic courses.

REGISTRATION DEADLINE FOR THE BASIC CROP TRAINING - March 18, 2024

1) IOIA Basic Crop Inspection Training – [REGISTER HERE](#)

REGISTRATION DEADLINE FOR THE BASIC LIVESTOCK TRAINING - March 25, 2024

2) IOIA Basic Livestock Inspection Training – [REGISTER HERE](#)

All registration is through the IOIA office. If you have any questions, please contact IOIA at (406) 436-2031, or email ioiassistant@rangeweb.net. Application forms and information are available on the IOIA website [IOIA Onsite Training Schedule](#)

GENERAL INFORMATION

IOIA will sponsor each course which includes 4 days of instruction including a field trip to a certified organic operation, plus ½ day for testing. A minimum of 12 participants is required for each course or it will be cancelled.

PARTICIPANTS: WHO SHOULD ATTEND?

IOIA Basic Organic Inspection Training courses are recommended for inspector trainees, certification agency staff, regulatory agency staff, farmers, quality control personnel, consultants, and technical service providers who want to better understand the organic inspection and certification process.

PARTICIPANT: Acceptance, Timeline, Materials, and Completion Expectations

Participants accepted into the course are mailed an acceptance package about one month before the course. Participants should allow several days to complete pre-course reading and assignments.. The IFOAM/IOIA International Organic Inspection Manual and the USDA National Organic Program Standards are the basis for the Crop and Livestock Inspection courses. Copies of the Manual and the USDA Rule are included in the registration fee. Participants will be using the Organic Materials

Review Institute (OMRI) resources. This link gives you access to generic materials lists in addition the publicly available resources at www.omri.org.

The courses are rigorous, with some evening sessions. A Certificate of Completion is provided for the basic courses - participants must meet minimum course acceptance criteria, participate in all sessions, complete the pre-course assignments, complete specific in-course assignments, and earn at least 75% on the final exam and a satisfactory on the written inspection report. Letters of Participation are provided for those who choose to audit the course (test and written assignments not required of persons who audit courses) and for those who fail to meet the course completion requirements or the minimum score on graded materials including the exam.

WHAT THE COURSE INCLUDES:

Basic Organic Crop Inspection Training: Non-commuter participants should arrive on Sunday evening. Registration is scheduled on Monday morning, between 7:30-8:00 a.m., commuters may register upon arrival. The 4 ½ -day Basic Crop Inspection Training follows IOIA's curriculum requirements which include: classroom instruction on the organic standards (focus on the USDA National Organic Rule); working with organic system plans; how to inspect organic farms; audit trail requirements; risk assessment; investigative skills; report writing; approved input materials; assessing natural resource management; inspector conduct, confidentiality, and ethics; understanding the difference between inspecting and consulting; and effective communication.

The course also includes a field trip to a certified organic farm, a written assignment (inspection report), and final exam. The exam is scheduled for Friday morning – May 3, 2024.

The course begins at 8:30 a.m. on Monday, April 29, 2024, and will conclude at 12:00 p.m. (noon) on Friday, May 3, 2024. Participants must leave no earlier than the actual end of the course or completion of final exam, to receive credit. This course is based on the USDA National Organic Program regulations.

Participants are also required to complete IOIA's 6-hour, prerequisite 100-level NOP Crop Standards Webinar before taking the in person Basic Crop course. Registration Link is available on the IOIA website. Cost for this webinar is \$350 (IOIA non-member rate), \$325 (member rate). If a company is paying for more than 5 participants there is an extra \$25 discount.

IOIA designed our training format to increase the opportunity for learning and increase participant success. The format has 3 steps (1) standards webinar, (2) 4 ½ day on-site training, and (3) field training to provide structured apprenticeship. Participants are not required to participate in step (3) to receive a certificate for on-site basic training.

REQUIRED - NOP CROP STANDARDS WEBINAR

Date – April 9 & 12, 2024

9:00 AM - 12:00 PM (Noon) Pacific

Registration Link is available on the IOIA website.

Note: Participants are required to complete a pre-webinar assignment, mid-webinar assignment and final exam and some background reading preparatory work in addition to participating in the Webinar. Applicants who have already completed this webinar training previously are not required to pay the registration fee again.

Basic Organic Livestock Inspection Training - Non commuter participants should arrive on Sunday evening. Registration is scheduled on Monday morning, between 7:30-8:00 a.m., commuters may register upon arrival. The 4 ½ day comprehensive Basic Organic Livestock Inspection Training follows IOIA's livestock curriculum requirements and includes classroom instruction on applying and using 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 begins at 8:30 a.m. on Monday, May 6, 2024 and will conclude at 12:00pm (noon) on Friday, May 10, 2024. Participants must leave no earlier than the actual end of the course or completion of final exam, to receive credit. This course is based on the USDA National Organic Program regulations.

Participants are required to complete IOIA's 6 hour, prerequisite 100-level NOP Livestock Standards Webinar before taking the course. Registration Link is available on the IOIA website. Cost for this webinar is \$350 (IOIA non-member rate), \$325 (member rate).

IOIA designed our training format to increase the opportunity for learning and increase participant success. The format has 3 steps (1) standards webinar, (2) 4 ½ day on-site training, and (3) field training to provide structured apprenticeship. The 2-day Field Training for Livestock Inspection is scheduled periodically. Participants are not required to participate in step (3) to receive a certificate for on-site training.

REQUIRED - NOP LIVESTOCK STANDARDS WEBINAR

Date - April 16 & 19, 2024

9:00 AM-12:00 PM (Noon) Pacific

Registration Link is available on the IOIA website.

Note: Participants are required to complete a pre-webinar assignment, mid-webinar assignment and final exam and some background reading preparatory work in addition to participating in the Webinar. Applicants who have already completed this webinar training previously are not required to pay the registration fee again.

*****Please note all participants who have NOT taken a previous Basic Crop Inspection Training are also required to take the 100-level Crop Standards webinar training (6 Hours) before taking the Livestock course.***

APPLICATION ACCEPTANCE CRITERIA

Applications for participation in IOIA courses are evaluated and ranked according to the applicant's relevant education, training, and life experiences. Attendance to IOIA courses is limited. If you are accepted into the course, an instructional letter and the curriculum materials including pre-course readings and assignments will be mailed to you (about one month prior to the training). Applicants to IOIA trainings must meet the following acceptance criteria. The applicants who do not meet acceptance criteria are welcome to audit the course and receive a Letter of Participation.

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 Course Acceptance Criteria

- **Basic Organic Crop Inspection Training**
 - A minimum of 1-year training and/or 1-year experience in organic agriculture, with knowledge of conventional agricultural practices.
 - Knowledge of basic accounting and ability to solve mathematical problems.
 - The 100-level NOP Crop Standards webinar training (6 hours), will be offered
 - If you have already completed this webinar, you are not required to retake.
- **Basic Organic Livestock Inspection Training**
 - A minimum of 1-year training and/or 1-year experience in livestock production, with knowledge of both organic and conventional livestock practices
 - Knowledge of basic accounting and ability to solve mathematical problems.
 - The 100-Level NOP Livestock Standards webinar training (6 Hours). If you have already completed this webinar, you are not required to retake.
 - It is strongly recommended that participants complete the Basic Organic Crop Inspection Training prior to the Livestock course. Requests for exceptions must be directed to the Executive Director and will only be considered for applicants with a solid practical background.

****Please note all participants who have NOT taken a previous Basic Crop Inspection Training are also required to take the 100-level Crop Standards webinar training (6 Hours) before taking the Livestock course.**

TRAINING SITE:**MEALS:**

Monday – Friday -- Lunch is included in the registration fee for the course. Any special requests including vegetarian, or gluten free diets will be accommodated with advanced notice.

Note: IOIA must be notified at least 30 days before you arrive for the training if you have special dietary restrictions.

LODGING:

Participants will be responsible for their own lodging accommodation. IOIA recommends a maximum 20-minute daily commute.

This training will be held at The Century House, Latham, New York. Just outside of Albany, New York. Lodging is available for \$99 + Taxes a night. This includes a hot buffet breakfast.

After acceptance into the training, a reservation link will be provided to the IOIA Room Block. Information about The Century House can be found on their website - www.thecenturyhouse.com

TRANSPORTATION:

Participants are responsible for their own transportation to the training. IOIA will provide more information and options in the acceptance packet. If you are not a local commuter, please try to arrange to arrive the night before your course begins. You must leave no earlier than the actual end of the course or final exam.

WHAT TO WEAR AND BRING TO THE TRAINING:

Please bring athletic or other sturdy footwear, light outer wear, rain gear and boots are suggested for field trips, extra notepaper, clipboard, and calculator. **Laptop computers are required for the written assignments.**

TUITION:

Fees for the course include tuition, course materials and meals as specified above. Fees do not include the required pre-course Standards webinar.

The NOP Standards webinars are paid upon webinar registration (\$350 non-member / \$325 IOIA member.

Registration Fees (US currency)

Organic Crop or Livestock Inspection Training (4.5 days)	\$2300.00
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Lodging Options – View Details above in making choice:

Participant responsible for Travel, Lodging Reservations and Payment

IOIA 2024 Membership Dues (optional)

Supporting Individual – One-Year Membership	\$150.00
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Inspector – see criteria below	\$220.00
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Supporting Business -	\$250.00
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IOIA Current Member Discount	-\$ 50.00
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IOIA New Member Discount	-\$ 75.00
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Standards Webinar (If you have not taken previously) \$325 -Members / \$350 Non-Members

IOIA members receive a **\$50.00 discount** off the total amount for **in person** training and / or a \$25.00 discount for each webinar training.

IFOAM/IOIA Manual: 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 received a manual within the past 3 years but no longer have the manual, add \$45.00 to your registration fees receive a new one.

PAYMENTS AND IMPORTANT DUE DATES

- ***All applications for the Basic Organic Crop training must be received - March 18, 2024***
- ***All applications for the Basic Organic Livestock training must be received – Mar. 25, 2024***
- If you are accepted into the training, you will be emailed an invoice. Please pay in US funds only - checks, money orders, traveler's checks. Information to pay via VISA, Discover or MasterCard is in the Application.
- Applications received after deadline will be accepted if the course is not full and will be

charged a \$75 late fee.

- Minimum course size for the trainings is 12. If there are not 12 qualified applicants, that course will be cancelled and all funds will be returned to applicants, who will be notified by April 1, 2024.
- Maximum course size is 18 participants for each course.
- If an applicant is not accepted into the course, the application fee minus a \$25 processing charge will be refunded.
- If an applicant cancels after acceptance, but before April 1, 2023, the application fee minus \$100 for materials and processing, will be refunded.
- All fees are non-refundable after April 1, 2024.
- Course materials will be mailed to each applicant after acceptance to the course (about one month before the beginning of the course).

NOTE: IOIA prints a participant list with contact information for all participants (phone, and email) If you do not want included on this list, please contact the IOIA before April 19.

Criteria for acceptance as an Inspector Member, based on IOIA Bylaws:
<ul style="list-style-type: none">• 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:<ol style="list-style-type: none">1. Ten organic inspections performed, plus a letter from a certification agency attesting to completion of these inspections. OR2. Five supervised inspections performed, plus a letter from a mentor inspector attesting to completion of these inspections.