



NM Public Education Department (PED)
Approved Supplier Program 2020-2021

FOR RETURNING PED VENDORS (Approved Suppliers during the **2019-2020** school year)

If you are a **Returning Grower** and have attended a training from PED's Approved Course List, you are required to follow the deadlines previously stated. As a reminder, you are required to fulfill the following guidelines to participate in the New Mexico Grown Approved Supplier Program:

Training: Attend the **Produce Safety Risk Assessment Online Series** by **June 1, 2020**. This 7-part series is modeled after the Tier 2 workshop curriculum and can be accessed [here](#). **To satisfy this requirement you will be required to respond to quizzes throughout the course, and must pass with 80% correct.**

Approved Food Safety Plan: Each farm is required to submit an updated Farm Food Safety Risk Assessment and supporting documentation by **June 30, 2020**. If you wish to use another plan template, please make sure it meets the requirements stated in the attached checklist.

FOR NEW PED VENDORS (Applying for the **2020-2021** school year)

If you have not attended an alternative training from the Approved Course List, you must complete the following tasks. Dates have changed due to the COVID-19 situation..

Training: Because in-person trainings have been cancelled, we are offering an online course for new growers to meet the training requirement for the 2020-21 school year. Rather than selecting a training from PED's Approved Course List, you will simply attend the online course **by June 1, 2020** to satisfy this requirement. **To clarify, there will be only one option to satisfy this requirement this year.** If you foresee having any issues accessing the online training due to internet or equipment issues, please let Kendal Chavez (see below) know as soon as possible so she can coordinate another training option for you.

Approved Food Safety Plan: Each farm is required to submit a draft of a Risk-Based Food Safety Plan **by June 30, 2020**. If you wish to use another plan template, please make sure it meets the requirements stated in PED's checklist.

Kendal Chavez
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Produce Safety Risk Assessment Online Training
—for PED Returning and New vendors, or farmers without prior training—
FAQs & HOW TO GET STARTED

1. How much does the training cost?

RETURNING PED VENDORS	NEW PED VENDORS, OR NO PRIOR TRAINING
\$25. This will be done through joining the New Mexico Farmers' Marketing Association (NMFMA). Scholarship assistance is available upon request.	\$25 covers all training requirements. This will be done through joining the New Mexico Farmers' Marketing Association (NMFMA). Scholarship assistance is available upon request.

2. When can I take the training?

RETURNING PED VENDORS	NEW PED VENDORS, OR NO PRIOR TRAINING
Immediately. See question #8 for details.	Webinars must be taken between April 20 and May 9.

3. When can I request my preferred times for webinar training?

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Immediately. See question #8 for details.	Immediately, when you use the Google survey link (see question #8).

4. What are the course requirements?

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Must complete the video series and quizzes, receiving 80% correct on the quizzes.	<ul style="list-style-type: none"> • Register for Tier 1 <u>and</u> Tier 2, separate webinars • Pre-survey • Farm Map: You will create one for your farm and submit it • Online video modules and quizzes: must pass with 80% correct • Tier 1 online webinar (About 1.5 hours) • Sample Risk-Based Food Safety Assessment Assignment

	<ul style="list-style-type: none"> • Tier 2 online webinar (About 2 hours) • Risk-Based Food Safety Assessment or Food Safety Plan* • Course evaluation <p><i>*A Risk-Based Food Safety Assessment or Food Safety Plan is not required for course completion, but prospective PED vendors must turn in a draft to PED by June 30.</i></p>
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5. What course materials will I receive?

RETURNING PED VENDORS	NEW PED VENDORS, OR NO PRIOR TRAINING
Video modules and quizzes	<ul style="list-style-type: none"> • Risk assessment form • Farm map resources • Video modules and quizzes • Supplemental reading and materials

6. Where will I get my course material?

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NMFMA’s member website: NewMexicoFMA.org	All course materials and resources will be available on NMSU’s Canvas platform. You will get a link to their website after you register with the NMFMA. (See steps below in #9.)

7. What do I receive when the course is complete?

RETURNING PED VENDORS	NEW PED VENDORS, OR NO PRIOR TRAINING
A certificate confirming your completion of the Video Course.	A certificate confirming your completion of the Produce Safety Risk Assessment Online Training.

8. How do I get started?

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<p>1. Go to NewMexicoFMA.org and register for the “Produce Safety Training for Returning PED Vendors” event. Make sure you are a member.</p> <p>2. The NMFMA will send you a link to watch the videos and take the quizzes. There are a total of 7 videos that will take you about 1.5 hours,</p>	<p>1. Please start by choosing your preferred webinar times by using the link provided here (or in your email letter). It will take you to a simple Google form that provides many webinar options between April 20 and May 9. Please choose your top THREE preferences for both Tier 1 and Tier 2 webinars. Please keep each time available in your calendar until we schedule the classes. There will be a limit of 10 participants per class, so sign up soon to get your preferred time slots.</p>

<p>including the quizzes.</p>	<p><i>(Please read through question 9 before choosing your webinar times.)</i></p> <p>2. After we schedule the classes, you will receive an event registration link so that you can formally register for the webinars and become an NMFMA member, if you are not currently.*</p> <p>3. Next, you will be sent a link so that you can also access NMSU’s online learning platform called Canvas where all of the learning will take place.</p> <p>4. A course syllabus will be accessible from NMSU’s Canvas platform.</p> <p><i>*Cost for the entire training is \$25. You may request a scholarship. If for any reason, you prefer not to become a member of the NMFMA, the cost for the trainings is \$75.</i></p>
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9. What do I do when I go to Canvas, and when do assignments need to be completed?

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<p>The only training requirement is completing the video series and quizzes, receiving 80% correct on the quizzes.</p>	<ol style="list-style-type: none"> 1. When you sign into Canvas, scroll down the page until you see a box that says “On-Farm Food Safety Course.” Click here. 2. On the left-hand side of the page you will see tabs. Click on “Announcements.” Click “Start Here” 3. Take the short “Pre-Course Survey.” 4. Your assignments can be viewed in either of the following tabs: “Assignments” and “Course Syllabus.” 5. You will receive an email with your pre-scheduled Tier 1 webinar for a zoom meeting. <p>6. Assignments that MUST be complete before your Tier 2 webinar are:</p> <ol style="list-style-type: none"> a) Farm Map Assignment b) Online video modules and quizzes c) Sample Risk-Based Food Safety Assessment Assignment <p>You may start these assignments anytime after you sign on to Canvas, but if you need assistance, things will be explained</p>

	<p>during the Tier 1 webinar. The time between your Tier 1 and Tier 2 webinars is designed for you to work on these assignments.</p> <p>7. You will receive an email with your pre-scheduled Tier 2 webinar for a zoom meeting.</p> <p>8. Course Evaluation</p> <p>9. Instructor feedback on your Risk-Based Food Safety Plan will be available. Further instructions to come from your instructors.</p> <p>10. All course assignments must be complete by June 1.</p>
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10. HELP! I’m lost. Can someone help me get started?

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<p>Ashley Taylor: ashley@farmersmarketsnm.org 330-635-3764</p> <p>Kendal Chavez Farm to School Specialist NM Public Education Dept. (505) 827-1807 kendal.chavez@state.nm.us</p>	<ul style="list-style-type: none"> • Using the Google Form to choose webinars: Ashley Taylor • NMFMA Membership and Event Registration: Ashley Taylor • Questions about timing of assignments: Ashley Taylor • General canvas or course questions: Bonnie Hopkins, NMSU 505-334-9496 please leave a voicemail or bhopkins@nmsu.edu • Setting up a time for phone assistance via phone with one of the trainers when completing your farm’s Risk Assessment: Ashley Taylor <p>Ashley Taylor: ashley@farmersmarketsnm.org or 330-635-3764</p>

Information about your fabulous instructors can be found on Canvas.

Thank you for working through this difficult time with us.
 We hope you find the online trainings valuable for improving your on-farm food safety.

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