



## Hosting a FARM Animal Care Evaluator Training Course

Remember, as a FARM Animal Care Certified Trainer, it is your responsibility to understand and follow appropriate procedures. In addition to following the steps outlined below, you are expected to read all FARM Program communication that you receive, attend evaluator happy hours, and understand how to administer your training courses through the database. Please adhere to all deadlines as extensions and unique accommodations are not guaranteed. If you have any questions, please email [dairyfarm@nmpf.org](mailto:dairyfarm@nmpf.org)

### Things to remember:

- An evaluator's initial Animal Care Version 4.0 trainings must occur in person.
- Recertification courses can be hosted virtually or in person
- FARM strongly recommends at least one day in the classroom and one day on the farm for each training course hosted

## AT LEAST 45 DAYS BEFORE THE TRAINING

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### 1. Create a training course in the FARM Database

In the database: [Training](#) → [Training Courses](#) → [Scroll to bottom of page and click the green +Create Course button](#)

*Note: if you do not select "is Private", the course will be able to be requested by all evaluators with FARM database access*

### 2. Add evaluators to course

- Once the course is created after inputting the necessary details requested in the form, select "[+ Invite](#)" within the course page to send email invitations to individuals you would like to have participate in your training course
- Recertifying Evaluators can find publicly available courses in the FARM Database under [Training](#) → [Training Courses](#) → [Available Training Courses](#), selecting a course and selecting "[Request to Join](#)"
- New Evaluators should complete the [Evaluator application](#) **at least 30 days** before the intended training date. When individuals complete the application, they should select "Trainer Hosted" and then enter their preferred trainer's name.



## BEFORE THE TRAINING

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- Ensure individuals have completed the **pre-work modules** and **Evaluator expectation form** within the FARM Database
- Provide trainees with course agenda and other relevant information including:
  - Attire
  - What items to bring (laptop, clipboard, boot covers, etc.)
  - Training location

## DURING THE TRAINING

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- **Instruction**
  - Utilize training slides and other relevant course materials found in the FARM Database  
*Note: Review the slides in the database library prior to the training to make sure you use the most current version. Slides can be modified however, evaluators are expected to be proficient in all material in the FARM created slides.*
  - Provide attendees FARM resources such as the animal care manual and evaluator pocket guide
- **Exam**
  - Exams are accessed by attendees through the FARM Database and are proctored by the trainer. However, this does not have to occur immediately at the conclusion of training. If your schedule allows, you may proctor the exam at a later date to give your trainees time to study the training material. All exams and retakes must be completed within 60 days of the training.
  - Before attendees can access the exam, it must be released by the trainer. This is completed in the **Training Course** by selecting the **Exam Access**  **Release** button.
  - Attendees must achieve an 80% on the exam to pass. Attendees are allowed one retake within 60 days before needing to attend an in-person training again. Missed questions can be provided to attendees by emailing [dairyfarm@nmpf.org](mailto:dairyfarm@nmpf.org). Currently, the question bank is not open access. Trainers are expected to address and clarify missed questions with attendees if needed.



## AFTER THE TRAINING

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Schedule exam retakes for any trainee scoring less than 80% on their exam. Attendees are allowed one retake within 60 days before needing to attend an in-person training again. Before attendees can access the retake exam, it must be released by the trainer. This is completed in the [Training Course](#) by selecting the  button. Missed questions can be provided to attendees by emailing [dairyfarm@nmpf.org](mailto:dairyfarm@nmpf.org). Currently, the question bank is not open access.

## SHADOW TRAINING

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- **Expectations** (*Revised January 2022*)
  - *Evaluators*
    - One shadow completed by a certified Trainer before 2023 recertification
  - *Trainers*
    - One shadow completed by a FARM vendor (FSNS) before 2023 recertification
- **Value**
  - *Elevation of FARM and evaluator role*
  - *Peer-to-peer learning*
  - *Evaluator professional development*
  - *Continuous improvement and accountability*
- **Process to Schedule**
  - *Evaluators*
    - Organizations to schedule internally
  - *Trainers*
    - *FSNS will schedule as 3<sup>rd</sup> party verifications are scheduled. If a trainer doesn't have a 3<sup>rd</sup> party verification, they should reach out to FSNS.*
- **Process to Schedule**
  1. Shadower to attend second party evaluation with evaluator:
    1. Observe evaluation from start to finish
    2. Record and assess observation on Evaluation Shadow Form
    3. Review opportunities for improvement with evaluator
    4. Give evaluator a copy of completed form
  2. Complete Evaluation Shadow Form in FARM Database



## RESOURCES

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[Animal Care Evaluator Webpage](#)

[FARM Database Library](#)

Email [dairyfarm@nmpf.org](mailto:dairyfarm@nmpf.org) to notify FARM if you have any questions.