



Hosting a FARM Animal Care Evaluator Training Course

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 emails that you receive, attend monthly happy hour, and understand how to administer your course through the database. ***Do not*** wait until the last minute—we will make no exceptions for missed deadlines.

Before the training you should:

- **Schedule and create your training course at least 14 days prior to the training's first day**
You must create your course in the database no less than 14 days prior to the start of the training. Schedule as far in advance as possible to ensure trainees are prepared to train. First-time AC Version 4 trainees must be in person. Only recertifications may be done virtually.
- **Communicate requirements to trainees**
Provide trainees with the [Attending a FARM Evaluator Training fact sheet](#) so that they have a checklist of FARM's requirements from application to certification. *Trainees must meet all application deadlines and complete required work prior to attending your training. **No exceptions.***
- **Provide trainees with course agenda and other relevant information**
Make sure your trainees know when and where the training will occur. FARM recommends one day in the classroom and one day on farm.
- **Verify trainees have completed prework and e-signed the expectations form**
Completing the prework prior to training will help ensure your trainees are prepared to train and be certified.

During the Training you should:

- **Provide trainees with slides, other relevant course materials**
Training slides are available to download for free in the [database library](#) and binders containing the slides can be purchased from the [FARM Store](#). Review the slides in the database library prior to the training to make sure you use the most current version.
- **Proctor the exam**
The exam must be proctored by you. 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.*

After the training, you should:

- **Schedule exam retakes for any trainee scoring less than 60/75 (80%) on their exam**
Any evaluator that did not achieve an 80% must complete a retake within 60 days of the end of training, and retakes must be scheduled with 48 hours' notice. If the retake is not completed within this timeline, or the evaluator fails a second attempt, they will be required to attend a FARM-hosted training before attempting the exam again.
- **Notify FARM when trainees have completed all requirements and are eligible for certification**
FARM does not receive notifications when a trainee has completed all training requirements. Email dairyfarm@nmpf.org to notify FARM that certifications can be issued.