

CERTIFICATION TOOLS AND OSP ORIENTATION FOR YOUR STAFF

CCOF provides time to meet with our staff and learn how to use our systems to improve your users' experience!

Get yourself or your staff up to speed on CCOF's tools and your Organic System Plan (OSP) quickly with CCOF's OSP Walk-Through Service. Walk-throughs will be led by a CCOF Certification Specialist. The orientation includes an introduction to:

- » your operation's OSP and how to update it using our systems,
- » how to track and respond to compliance requests from CCOF,
- » where to find inspection information, and
- » how to communicate effectively with CCOF.

Plus, you'll take a tour of CCOF's online certification management tool, MyCCOF. Learn how to:

- » download certificates,
- » search and add materials to your OSP,
- » manage payments and pay bills,
- » manage multiple certified operations from one account, and
- » track your CCOF-certified suppliers and access their certification status in real-time through the CCOF Certificate Portal.

Be prepared for your next annual inspection and learn how CCOF's tools can help you manage the information in your OSP.

Who is this service for?

- » This service is perfect for staff who are new to your organic program or who need an additional overview of organic certification.
- » CCOF is also happy to extend this service to our other certification offerings, including our OCal and food safety clients.
- » New applicants, newly certified operations, businesses with recent ownership change, and any operation preparing for an upcoming inspection will benefit from an OSP walk-through.

What will CCOF provide?

- » A basic understanding of how to work most effectively with CCOF: how and where to direct communications, turnaround times for requests, and where to find useful information on www.ccof.org.
- » Resource materials and a login for MyCCOF.
- » Live webinar, focused on your OSP and MyCCOF account, complete with instruction on how to update your specific company details.
- » Time for questions with a CCOF Certification Specialist who can provide technical assistance to help you understand the organic regulations and best practices for communicating with CCOF.

How much does the walk-through service cost?

- » The cost for the OSP Walk-Through service is \$425 for 90 minutes. Each additional hour will be billed at \$100 per hour.
- » Payment for the service will be billed after the meeting.

Register for an OSP walk-through today!

Complete the OSP Walk-Through Service registration below and return it by email to inbox@ccof.org or by fax to (831) 423-4528. You will be contacted within one week to schedule the meeting.

Company: _____

Company main contact: _____ CCOF client code: _____

Please register the following authorized contacts*: _____

Specific topics requested: _____

Signature: _____

Date: _____

**Registration is for authorized contacts only. Please contact inbox@ccof.org to add authorized contacts to your operation's account.*

