

# STEPS TO OBTAIN YOUR FARMER'S MARKET FOOD SAMPLING HANDLER CERTIFICATE

The Farmers Market Food Product Sampling Handler Certificate is only issued by **IDPH** once the required documentation has been received. There are 2 ways to earn this certificate:

1. If the sampler possesses a valid Illinois Food Service Sanitation Manager Certification (FSSMC) they must:
  - A. Submit a completed [Farmers Market Food Product Sampling Handler Certificate application](#); and
  - B. Copy of valid **FSSMC**; and
  - C. **\$10.00** application fee submitted with required documentation to address provided on application.
  
2. If the sampler does not possess a valid IL FSSMC, they must:
  - A. Submit a completed [Farmers Market Food Product Sampling Handler Certificate application](#); and
  - B. Evidence of successful completion of an [ANSI accredited food handler training course](#); and
  - C. Evidence of successful completion of **IDPH's Farmers Market Food Product Sampling Handler training video** (certificate example below); and



D. **\$40.00** application fee submitted with required documentation to address provided on application.

How do I access the Farmer's Market Sampling Training?

**Step 1:** go to [www.i.train.org](http://www.i.train.org)

A screenshot of the Illinois TRAIN website. The header includes "Illinois TRAIN" and "Welcome Guest! | Login". The main content area has a navigation menu with "Home", "About", "Help", and "Competencies". A search bar is present with the text "Search by Keyword or Course ID". On the left, there is a login form with fields for "Login Name" and "Password", a "LOGIN" button, a "Remember My Login Name and Password" checkbox, and a "Forgot Your Login Name/Password?" link. Below the login form is an "-OR-" separator and a "CREATE ACCOUNT" button. To the right of the login form, there is a "Welcome to Illinois TRAIN" section with a list of instructions for users who cannot remember their login ID and/or password, and a list of features available on the site. The IDPH logo is also visible on the right side of the page.

**Step 2:** Click "Create Account", check "I agree to these TRAIN policies" and click "Next"

Illinois TRAIN Welcome Guest! | Login

**I-TR** 

Friday, March 11, 2016

[Home](#) [About](#) [Help](#) [Competencies](#)  [Advanced Search](#)

Please read the following TRAIN policies carefully. If you agree to these policies, check the box below to continue with the registration.  
 Note: You must agree to these policies to be able to access the TRAIN website.

**TRAIN Policies**

1. [General Policies and Liability Terms](#)
2. [Confidentiality Statement](#)
3. [Learner Rights and Responsibilities](#)
4. [Course Provider Rights and Responsibilities](#)
5. [Definitions](#)

I agree to these TRAIN policies

## Step 3: Fill out the required form and click 'Next'

**Required Fields**

Login Name \*

Password \*

Confirm Password \*

First Name \*

Last Name \*

Position Title \*

Telephone (daytime) \*   
 Example: (777)777-7777

Email \*

Confirm Email \*

Organization name \*

Department / Division \*

Address 1 \*

Country \*

State / Territory \*

City / Township / Town \*

Zip code / Postal code \*

County \*

Please choose your secret question and provide a ONE WORD answer.

Question \*

Answer \*

- Choose a unique login name
- Choose a unique password
- 'Position Title,' Organization Name,' and 'Division' may be whatever you choose - - these questions are asked due to many other organizations having separate accounts for staff and volunteers

## Step 4: Click 'Select Groups' for the State Portal, a pop up screen with drop down boxes will appear.

**Group Selection:** As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. TRAIN portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select.

To participate on one or more portals, follow the instructions below.

1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corps), "CDC Portal" (Centers for Disease Control and Prevention) or "VHA Portal".
2. Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International".

**State Portal**  **No Groups Selected**

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

**MRC Portal**  **No Groups Selected**

To access additional CDC TRAIN (Centers for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

**CDC Portal**  **No Groups Selected**

To access additional Veterans Health Administration, Employee Education System content, you should add the VHA Portal.

**VHA Portal**  **No Groups Selected**

Note: You must select at least one portal.

---

**Step 5:** Select the county you reside in and the following groups from the drop down

Select Groups

Illinois

Knox

IL Dept Public Health

Office of Health Protection

Div of Food,Drug,Dairies

Laboratories (HOLD)

Submit Cancel

## Step 6: Select 'Food Services / Facilities Management Staff / Housekeeper' under professional roles. Feel free to select other roles that interest you.

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available. If the "Other" option is selected, please enter specialization.

	Professional Role	Value
<input type="checkbox"/>	Allied Health Professional	Select
<input type="checkbox"/>	Administrator / Director / Manager	
<input type="checkbox"/>	Administrative Support Staff	
<input type="checkbox"/>	Animal Control Specialist / Veterinarian	
<input type="checkbox"/>	Biostatistician	
<input type="checkbox"/>	Childcare Provider	
<input type="checkbox"/>	Communicable Disease / Infection Control Staff	
<input type="checkbox"/>	Computer / Information Systems Specialist	
<input type="checkbox"/>	Dental Professional	Select
<input type="checkbox"/>	Emergency Responder	Select
<input type="checkbox"/>	Environmental Health Professional	Select
<input type="checkbox"/>	Epidemiologist / Surveillance Staff	
<input type="checkbox"/>	Finance and Budget Staff	
<input checked="" type="checkbox"/>	Food Services / Facilities Management Staff / Housekeeper	

## Step 7: Select "Other" as the work setting and type in "Farmer's Market"

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

	Work Settings	Value
<input type="checkbox"/>	Academic / Educational Institution	Select
<input type="checkbox"/>	Official Public Health Agencies	Select
<input type="checkbox"/>	Military	
<input type="checkbox"/>	Other Government Agencies (except Military)	
<input type="checkbox"/>	Healthcare Services	Select
<input type="checkbox"/>	Indian Health Service	
<input type="checkbox"/>	Tribal Health Sites	
<input type="checkbox"/>	Non-Profit Organization (except Healthcare)	
<input type="checkbox"/>	Private Industry (except Healthcare)	
<input checked="" type="checkbox"/>	Other (specify)	Farmer's Market

Back

Next

**Step 8:** You can skip the next several sections for: a) demographic information b) Illinois License/Specialty c) and FEMA Student ID #, if you wish by clicking ‘Next’

**Step 9:** Select ‘Food Service / Facilities Management Staff / Housekeeper’ as the role

**User Attribute Primary Selection**

You have selected more than one professional role and/or work setting as listed below. Please choose which of these selections represents your professional role and/or work setting

Category name	Primary Attribute
Professional Role	Food Services / Facilities Management Staff / Housekeeper ▼

[Continue](#)

*Congratulations, you now have an ITRAIN account!*

**Step 10:** search ‘Farmer’s Market sampling’

The screenshot shows the ITRAIN user interface. At the top, there is a navigation bar with links for Home, Competency Assessment, Resources, Discussions, and Help. A search bar on the right contains the text 'farmer's market sampling' and a magnifying glass icon, with a link to 'Advanced Search' next to it. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'Announcements' and contains a 'Back' link, a 'Pause' link, and a 'Next' link. Below these links, there is a section for 'Upcoming Events for the next 2 months' with a red button that says '+ Upcoming Events' and a 'Click to Expand' button. Below this, there is a section for '10 TRAIN Tips for TRAIN Administrators' with a paragraph of text. The right column is titled 'Sam's Dashboard' and contains a list of items: 'My Action Items' (with a 'Click to Expand' button), 'My Learning', 'My Certificates', 'My Training Plans', 'My Surveys', and 'My Links'. Each item has a plus sign icon to its left.

# Step 11: Click “IDPH Illinois Farmer’s Markets Food Product Sampling Handler Training”

**Course Search**

Search Parameters [v]  
Search Result [^]

**Tip:** To sort by any column, click the column heading. Or use default order by [Keyword Search Proximity](#)  
**Tip:** To view course description, click on the Course Title  
**Tip:** Alphabetical page indexing is used when sorted by Title, Sponsor/Offerer or Format.  
\$ = Fee associated with the course    🏠 = Credit is offered

20 rows per page    Filter \* A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Select page within selected letter: [<] [1] [2] [>]    Displaying page 1 of 2, items from 1 to 20 of 35

\$ 🏠	Title	Type	Sponsor/Offerer	Rating
	<a href="#">IDPH Illinois Farmers Markets Food Product Sampling Handler Training</a>	Course	Illinois Department of Public Health-Office of Food, Drugs and Dairies	★★★★☆ (27) 4.0 out of 5 stars

# Step 12: click the ‘Registration’ tab and click ‘Launch’

Home Competency Assessment Resources Discussions Help    Search by Keyword or C

**Course Details**

**IDPH Illinois Farmers Markets Food Product Sampling Handler Training**    Back

Course Details    Contacts    **Registration**    Reviews

Share

Course ID: 1061218

# Step 13: follow the instructions on the video. Once you have completed the video, return to the ‘Home’ page and click on ‘My Certificates’ and click the ‘Printer Icon’

**My Action Items**    Click to Expand

My Learning

My Certificates

Course Name	Date Completed	
<a href="#">IDPH Illinois Farmers Markets Food Product Sampling Handler Training</a>	03/11/2016	

[View All Certificates](#)