

THE ORGANIC CERTIFICATION PROCESS

<u>STEPS</u>	<u>FORMS</u>
1. * Applicant fills out certification questionnaire and submits it to the Department along with attachments as appropriate.	Certification Questionnaire Field History Sheet Farm Map/ Facility Map Organic Product Profiles
2. The Department reviews the questionnaire and sends the applicant a list of concerns or areas that need to be addressed at or before the inspection visit.	Certification Processing Form Application Verification Checklist Application Review
3. An inspector arranges inspection date and time with the applicant.	
4. Inspector signs a confidentiality agreement and performs the on-site inspection to verify information contained on the application and determine applicant's ability to comply with the National Organic Program Standards.	Inspector Confidentiality Agreement Organic Inspection Report
5. The Department reviews inspector's findings along with the organic questionnaire to make a decision on the applicant's certification status.	Certification Review Checklist
6. Applicant is informed of the certification decision and is asked to sign an organic certification contract.	Organic Certification Contract
7. Applicant is issued an Organic Certificate.	Organic Certificate

* Re-certification applicants can submit a re-certification questionnaire along with the appropriate attachments.