



Attending a FARM Animal Care Evaluator/Trainer Training Course

Before the training you should:

- Submit your application by the appropriate deadline¹**
 - *If completing an Animal Version 4 Certification for the first time, submit your **application at least 30 days** prior to your scheduled training:*
<https://nationaldairyfarm.com/animal-care-program-application/>.
 - *If you have been previously certified under Animal Care Version 4, submit your recertification application **at least 14 days** prior to your scheduled training*
<https://nationaldairyfarm.com/recertification-as-a-animal-care-evaluator-or-trainer/>
- Complete six required prework modules**

Login to <https://eval.nationaldairyfarm.com/dfdm> and select "Training". The "Begin" prework button is accessed from the "My Trainings" section or your course page.
- E-sign the evaluator expectations form**

Login to <https://eval.nationaldairyfarm.com/dfdm> and select "Training". The "Sign" button can be accessed from the "My Trainings" section or your course page.
- Review course slides**

Review the course materials prior to the training. They are available to download from <https://eval.nationaldairyfarm.com/dfdm/library>.

Note: *if you experience technical difficulties, you should email farmtechsupport@nmpf.org or dairyfarm@nmpf.org for assistance. Provide as much detail as possible so that we can identify where the problem is occurring—URLS and screen grabs of the problem pages are helpful.*

During the Training you should:

- Be engaged**

Training is to provide you with certification and ensure that you are prepared to be on-farm: limit distractions, pay attention, silence your phones, and ask questions for clarity.
- Complete your exam**

Your exam is closed note and must be proctored by your trainer. To pass, you must achieve a score of 60/75 (evaluators) or 65/80 (trainers).
- If needed, complete your retake exam***

If you don't achieve the required score, you must retake the exam within 60 days. Your trainer must provide 48 hours' notice to FARM prior proctoring your retake.

After the training, you should:

- Confirm that your certification has been issued within 5 days**

If you do not receive an email notification that your certification was issued within 5 days of successfully completing all requirements, email dairyfarm@nmpf.org to request your certification be issued.

¹ You must receive approval from FARM prior to attending a training. Failure to adhere to required deadlines will make you ineligible to attend your desired training.