

Checklist for GAPC Certification

- Apply for GAPC Certification and select your monitoring firm⁶ at the time of application. Application must be submitted **by April 15** and be approved by GAPC.
- Follow all GAPC Membership and GAPC Certification Standards, policies, and procedures as listed in the GAPC Certification Application and the 2023 GAPC Certification Compliance Guide including:
 - Participation in the GAPC Worker Concern Helpline or other approved third-party concern process.
 - Attending annual GAPC Training before June 30 of current year (ALL Grower ID's listed on the application must attend training by deadline).
 - Complete the self-assessment
- Maintain all records and documentation required within the GAPC Certification Standards. (See Appendix G: Required Record Checklist) Complete your Certification Monitoring Visit **before October 1** of current year.
- Submit payment to selected monitoring firm for the monitoring visit. GAPC Certification will not be granted until the chosen monitoring firm has confirmed payment.**
- Complete worker interviews if required:

Audit (A)	<ul style="list-style-type: none"> • Worker interviews are required if non-immediate family farm labor is hired on the farming operation.
Site Visit (SV)	<ul style="list-style-type: none"> • Worker interviews can be conducted at the request of the grower but <u>will only be required</u> if the GAPC Certified Grower (1) remediated an issue in previous year that required worker interviews, (2) changed the source of hired labor (3) hire workers indirectly.

- Achieve the minimum score required:

Audit (A)	<ul style="list-style-type: none"> • 100% of Critical standard points labeled as (A)* • 75% of Additional standard points labeled as (A)* (High: 5 points, Medium: 2 points, Low: 1 point)
Site Visit (SV)	<ul style="list-style-type: none"> • 100% of Critical standard points labeled as (SV)*

*See year label (i.e. A, SV) in the Standard Category column in the Certification Standards section in Compliance Guide.

- If remediation is needed to achieve a passing Certification score, it must be completed within 30 days of the date the Certification Monitoring Activity report was originally submitted. Grower Member will receive a copy of the report indicating what needs remediation by mail or email after the Certification Monitoring Activity.

⁶ A list of approved monitoring firms is included in this Guide in the section titled 2023 Approved Monitoring Firms for GAPC Certification or at www.gapconnections.com when logged in (Grower Dashboard under Certification).