

PLANT MILK AND CREAM GRADERS' (PMCG) TRAINING PROGRAM ENROLMENT FORM

(PLEASE PRINT CLEARLY)

Plant Milk and Cream Graders' Certificates are issued by the Ontario Ministry of Agriculture, Food and Rural Affairs to successful candidates. As such, individuals hold the certificate as opposed to the company you are employed with. ODC collects your home information in order to be able to contact you directly rather than the company you are employed with. ODC will only contact you at your home address to deal with education programs and PMCG renewal information.

HOME ADDRESS INFORMATION

Name (Mr./Ms.) _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ E-Mail _____

Present Position/Title _____

Company Name _____

Company Address _____

City _____ Province _____ Postal Code _____

Name of Supervisor (Mr./Ms.) _____

Telephone _____ Supervisor E-Mail _____

- I agree to allow ODC to use my home information for the use of contacting me for ODC education programs and PMCG renewal information.
- I understand and agree to complete the Plant Milk and Cream Graders' Training Program as per ODC's Program Completion Policy.

Signature _____

PROGRAM FEE*(S):

Employees of Member Companies: \$550
Employees of Non-Member Companies: \$750

ENROLMENT:

Enrolment Fee _____
+13% HST (#107797508RT) _____
Total Enclosed _____

**Non Refundable*

PAYMENT	<input type="checkbox"/> VISA	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Cheque
VISA / Mastercard #	<input type="text"/>	<input type="text"/>	Card Expiry <input type="text"/> / <input type="text"/>
Cardholder Name	Signature		

Please return your original completed enrolment form with required fees to:

Ontario Dairy Council
6533 Mississauga Road, Unit D, Mississauga, ON L5N 1A6
Tel: 905.542.3620 Toll Free: 1.866.542.3620 Fax: 905.542.3624
E-Mail: info@ontariodairies.ca www.ontariodairies.ca



Plant Milk and Cream Graders' (PMCG) Training Program

ODC's PMCG Training Program is recognized by the Ontario Ministry of Agriculture, Food and Rural Affairs as the official certification program for plant milk and cream graders. Upon successful completion of this training program, you may qualify for a Plant Milk and Cream Graders' Certificate. Under Ontario regulations, outlined in the *Milk Act*, only certified Plant Milk and Cream Graders have the authority to accept or reject raw milk at the plant.

Ontario Dairy Council's Plant Milk and Cream Grader's Training Program will provide you with the knowledge that is essential to the role of the plant milk and cream grader, including information about milk and cream quality, milk receiving, cleaning and sanitizing, and milk receiving systems.

Whether you are a dairy employee or a supplier to the industry; whether you are a member of ODC or not, you can gain new skills and confidence through program participation. So, don't delay! Grow and learn with us by enrolling today!

Students who enroll to acquire or improve skills for their occupation may qualify for a tuition tax credit, under Section 118.5 of the Income Tax Act, when course fees exceed \$100.00. If you require a receipt, please forward your request in writing to the ODC office, as ODC does not automatically issue receipts.

NOTE: ODC members receive substantial course discounts. If non-members enrol and join the Council within 30 days, the difference between non-member and member enrolment fees will be applied to your first year of ODC membership fees.

HOW TO GET STARTED

Once your completed enrolment form and payment are received by ODC, a complete Plant Milk and Cream Graders' Training program manual will be emailed to you. Along with course completion instructions, the electronic manual includes all home-study lessons with corresponding question and answer sheets, an Employer Endorsement Form, and information about upcoming graders' training sessions. Everything you need to get started is included in your electronic manual.

PROGRAM FORMAT

Completion of the Plant Milk and Cream Graders' Training Program includes the following three steps:

Step 1 - Home Study Element

Successful completion of the home study element is the first step to obtaining your Ontario Plant Milk and Cream Graders' Certificate. All you have to do is read each of the four lessons, complete the corresponding assignment, and forward it to the ODC office for grading. Your assignments will be graded, on a confidential basis, and returned to you promptly. Once all assignments have been completed, you can proceed to Step 2.

Step 2 - Employer Endorsement

In preparation for your Graders' Training Session, we strongly recommend that you work a minimum of 50 hours in a milk receiving area under the direct supervision of a certified milk grader. In addition, you must assist a certified milk grader in the receiving and grading of at least 10 loads of milk prior to attending the Graders' Training Session. Each of the 10 loads must be recorded on the Employer Endorsement Form (included with your manual) with the results of the load and the signature of the Plant Manager/Supervisor. Your completed form must be submitted to the ODC office and will be kept on file.

Step 3 - Graders' Training Session

The final step of the Plant Milk and Cream Graders' Training Program is to attend an ODC Graders' Training Session. Each session will be approximately 1½ days in length and will be held 3-4 times per year in Mississauga or at various locations across the province, based on demand. During the session, you will complete a written exam on the four home-study lessons, receive training in the techniques of grading milk and cream, and perform a practical milk grading exam.

COMPLETION REQUIREMENTS

To qualify for your Plant Milk and Cream Graders' Certificate, you must complete all 3 steps listed above and have a minimum of 70% in the written segment (the four home-study assignments are worth 60% of the written mark) and a minimum of 70% in the practical grading segment. Participants who meet the completion requirements will qualify for their Plant Milk and Cream Graders' Certificate.

PROGRAM COMPLETION POLICY

ODC's course completion policy requires that at least one home-study lesson be completed per month and submitted to the ODC office for grading. Furthermore, each student is required to attend a Graders' Training Session within six months following the completion of the home-study assignments. Failure to comply with this policy will result in suspension, and only written requests for reinstatement received within 30 days of Notice of Suspension will be considered. A reinstatement fee will apply.

Note: Please contact the ODC office or visit our web-site www.ontariodairies.ca to obtain dates and locations of upcoming sessions.

Upon request and with sufficient numbers, ODC will consider holding an exclusive PMCG training session at your plant. Contact ODC for more information.