

## Application period for the 2021 GAPC Certification program is now open!

All growers participating in the GAPC Certification program must apply every year in order to maintain Certification.

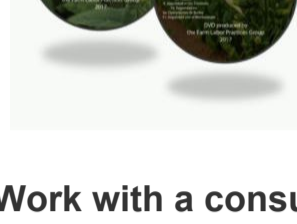
### How to Apply

1. Visit [www.gapconnections.com](http://www.gapconnections.com)
2. In the upper right hand corner, find "Log In" - "Log In to View Member Tools"
3. Enter your 6 digit Grower ID number (found at the bottom of your GAP card) and password. Passwords may be reset via email (if valid email address is on file) or by calling GAPC at (865) 622-4606.
4. Find "Certification", then "Apply". Click "Start One" to begin a 2021 Certification Application.
5. Complete the application. You know you have come to the end when you submit payment.

### Have an Associated Grower(s)?

Upon approval of your application, you will receive an approval email. At this time the Associated Growers listed on the application can sign-in using their Grower ID and password to accept terms and conditions. The Associated Grower will see a red box on their Grower Dashboard. Click and follow the instructions. All Associated Growers must accept terms and conditions before the application is considered final approved.

Growers may also call GAPC to request a paper copy by mail. Paper applications are an additional \$50 in administrative fees. More information about the Certification Program can be found on our [website](#) along with the [2021 Certification Compliance Guide](#).



**The first 100 growers to apply for GAPC Certification will receive a FREE Tobacco Worker Safety Video!**

### Work with a consultant?

A Consultant Authorization Form must be completed and on file at GAPC in order for the consultant to speak on your behalf, reset password, or access GAP information. Please call GAPC for more information.



## 2021 GAP Training Options

Tobacco growers have options for completing their 2021 GAP Annual Training. GAP Training provides growers current information on research and information covering the three management practices; crop, environmental and labor.

1. **On-line Training:** Growers can complete 2021 training through their Grower Dashboard on the GAP Connections website at [www.gapconnections.com](http://www.gapconnections.com). Growers will need to login with their grower ID number and password. View step by step instructions [here](#).

Growers will have a selection of video courses to pick from in Crop & Environment, Labor and GAPC. Upon completion of each video, the grower will take a quiz and earn credits toward each management practice. Growers must score a 100% on each quiz for training credits to be recorded. On-line training offers the grower the opportunity to complete training at their leisure in their home or farm office.

Growers can check their Training Report to make sure training is completed by checking the Training Report on their Grower Dashboard at [www.gapconnections.com](http://www.gapconnections.com).

2. **Mail Training:** If unable to complete online training, growers can complete 2021 GAP Training by mail. Request a 2021 Tobacco Information Booklet and Quiz by calling GAPC at (865) 622-4606 or email [info@gapconnections.com](mailto:info@gapconnections.com). Please be prepared to provide your Grower ID number.

Growers completing training by mail will complete and return a quiz covering the information from the booklet. Growers must score a minimum 70% on the quiz for 2021 GAP Training to be recorded.

**All quizzes must be completed and returned to GAP Connections postmarked no later than June 30.**

3. **Additional Training Opportunities:**

- February 23 - Burley & Dark Tobacco Grower Zoom Training.

Watch the [GAPC training calendar](#) for more training opportunities as they become available.

**All GAP Training must be completed by June 30, 2021**

For questions about training, contact Amy Rochkes, Training & Resource Coordinator, (865) 622-4606, extension 107

## The Difference Between Training and Certification

GAPC has received many calls from growers confusing Annual GAP Training with Certification Status...so what is the difference?

### Training.

GAPC Annual Training is done each year at no cost to growers. Annual training consists of three components; crop, environmental, and labor management practices. Growers typically attend annual GAP training at their county extension office or in conjunction with a company meeting. However, in 2021 growers can either complete training online or by mail.

Unless you are in the Certification Program, training is not required by GAPC. **Growers should learn about their GAPC Annual Training requirements from their contracting company(ies).**

### Certification

In 2018, GAPC launched the GAPC Certification Program to help growers distinguish themselves in the market place. The GAPC Certification Program is a three-year cycle. In each year there is application, annual requirements, and monitoring visit.

There are costs associated with the GAPC Certification program including the annual application fee and monitoring visit costs. GAPC Certification is not required by GAPC. **Growers should ask their contracting companies about any company requirements for GAPC Certification.**

GAPC has developed a comprehensive [GAPC Certification Compliance Guide](#) for growers that helps growers understand the expectations and requirements of the GAPC Certification Program. If you have questions about the GAPC Certification Program, contact Lauren Walker, Assessment & Compliance Coordinator at (865) 622-4606, extension 109.

**A grower is not GAPC Certified unless they receive a certificate from GAPC after successfully participating in the GAPC Certification Program.**



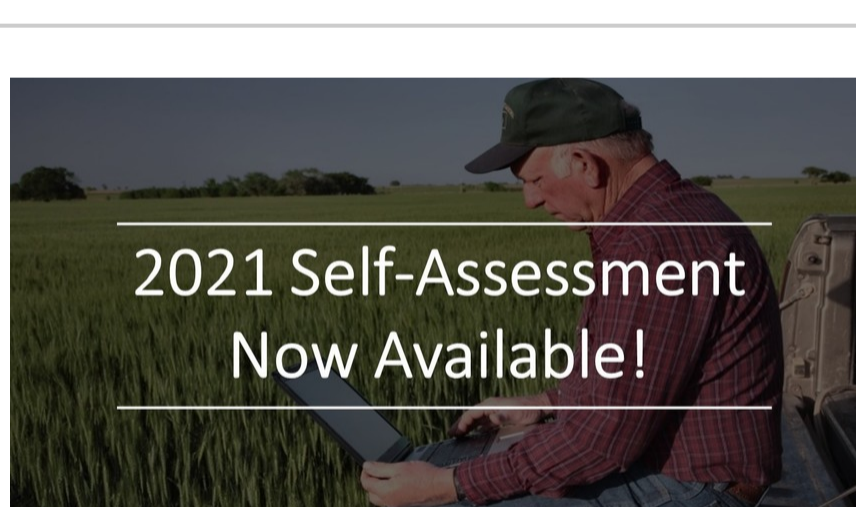
## 2021 GAPC Records

Options to obtain 2021 GAPC Records:

1. Contracting companies may be distributing GAPC Records at contract signing. Please contact the company for availability.
2. [Download editable PDF files](#) (NEW in 2021) from the GAPC website.
3. [Download Excel Spreadsheet](#) from the GAPC website.
4. Purchase from the [GAPC Store](#) for \$15.

## Keep Your GAP Records!

Growers going through a GAP Connections Certification Monitoring Visit may be asked a question that doesn't currently have a record. Example would be harvesting or NTRM inspection records. These are tasks that are usually completed late in the season and the auditor could be on your farm before the tasks have been completed. In these cases and others indicated in the [2021 Compliance Guide](#), you may be asked for the previous records to fulfill the requirement. GAPC suggests keeping the last three years of records.



Complete the 2021 Self-Assessment by logging into your account at [www.gapconnections.com](http://www.gapconnections.com). On the Grower Dashboard find "Self-Assessment" then "Grower Self-Assessment".

### Reminders:

- The Self-Assessment is one per operation.
- If you have completed the Self-Assessment in the past, you will only have to complete 20-30 questions that pertain to 2021.
- Growers in the GAPC Certification Program are required to complete the Self-Assessment prior to the monitoring visit if you wish to achieve U.S. and International Certification. The Self-Assessment is not required for U.S. Certification only.
- The Self-Assessment will auto save every 10 minutes. This will cause the screen to blink and go blank, do not panic, it's just saving. We recommend clicking "Submit" often to ensure answers are saved.
- The percentages will update at the top of the page each time you submit your answers. Depending on the speed of your internet, the new percentages could take 5 to 15 seconds to update. Self-Assessment is complete when Crop, Environment and Labor show 100%.

## GAP Connections Board Annual Meeting

The 2021 Board of Directors Annual Meeting will be virtual and is open to interested members and stakeholders. GAPC will be sharing 2020 highlights. If you wish to attend, please click the registration button and register with a valid email address.

**When: Wednesday, January 27**

**Time: 9:00am - 10:00am EST**

**Where: Virtual - meeting invite will be sent via email**

[Register Now](#)



## HR Legal Helpline

GAPC has a new partnership with Jackson Lewis to provide growers with a comprehensive risk management helpline service carefully designed to help manage workforce employment issues and reduce

exposure to employment related liability.

This helpline is free to all GAPC grower members. Growers can access the helpline by phone (833) 499-0275 or email [GAPConnectionsHotline@jacksonlewis.com](mailto:GAPConnectionsHotline@jacksonlewis.com). When contacting the helpline, please be prepared to provide, your name, GAPC grower ID #, location, type of issue, phone and email (if available). For more information visit [www.jacksonlewis.com](http://www.jacksonlewis.com). Subscribe [here](#) to receive communications from Jackson Lewis.



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