

To become GAPC Certified in 2018:

- Adhere to GAPC Certification Standards, policies and procedures
- Attend Annual GAP Training (please note **all** Grower ID numbers listed on the application must attend training)
- Contact an approved third-party audit firm to schedule your Certification Audit (list of approved auditing firms included in this envelope) prior to April 1.
- Complete Self-assessment (online when you log into the Grower System at www.gapconnections.com) prior to your Certification Audit date.
- Complete a Certification Audit between May and October
 - Audit with no employee interviews: May – October
 - Audit with employee interviews: June – October
- Achieve the minimum Certification Score:
 - 100% of critical standard points
 - 75% of additional standard points:
 - High: 5 points
 - Medium: 2 points
 - Low: 1 point
- If remediation is needed to achieve a Certification score, remediation must be completed within 4 weeks of the audit date. You will receive a detailed report indicating what you need to remediate by mail or email after the Certification Audit.

Worker Communication Requirements

- Discuss the GAPC Worker Rights and Responsibilities with all workers
- Post the GAPC Worker Rights and Responsibilities poster with all workers
- Discuss the Worker Concern Helpline with all workers (talking points found on the back of the poster)
- Post Worker Concern Helpline Poster
- Implement a worker concern process
 - This is a documented program that is discussed AND given to or posted for all workers. The policy must be written in a language common to the workers and set forth the terms of the available worker concern process to include statements stating the following (growers may use the posters and template documentation provided by GAPC). See standards for details.

If you use North Carolina Growers Association (NCGA) to source H-2A workers for your farm you may use the NCGA grievance mechanism to fulfill the requirement of a documented worker concern process and you do not have to post the GAPC Worker Concern Helpline poster. **You must provide the following:**

- Documentation that describes the procedures and policies used
- Documentation on how this is shared with your workers (found in the signed Acknowledgement of Receipt from NCGA)
- Visual evidence of it being displayed or shared on a daily basis with the workers (i.e. poster, sign, wallet card, etc.)