

2018 GAP Connections Certification Program Standards

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Introduction

GAP Connections (GAPC) develops, maintains, and provides leadership for agricultural standards and practices. We seek to promote production that is competitive, sustainable, fair, compliant, and responsive to changing industry conditions and stakeholder needs.

The GAP Connections Grower Certification Program is a voluntary program to help domestic tobacco growers be recognized for their excellence in the areas of Crop, Environment and Labor practices. This document outlines requirements and measurable standards associated with the voluntary GAP Connections Certification Program. Growers can follow GAP Connections Certification Standards and choose not to participate in the GAP Connections Certification Program.

GAP Connections Certification Standards do not replace or supersede contract requirements between growers and purchasing companies but instead offer the industry a set of guiding principles that identify and promote best practices for on-farm production and post-production processes which produce a quality crop while protecting, sustaining or enhancing the environment with regard to soil, water, air, animal and plant life as well as protecting and ensuring the rights of farm laborers.

Growers can learn more about the voluntary GAPC Certification Program by contacting GAP Connections at 865.622.4606 or by visiting www.gapconnections.com.

Types of Certifications

Growers may choose one of two types of GAP Connections Certification to achieve:

- United States (U.S.) Certification
- International Certification

To be certified, a grower must adhere to the GAP Connections Certification Standards set forth for each Certification.

Certification Standards

Within each of the types of GAP Connections Certifications, Certification Standards are defined as Critical or Additional.

- **Critical Standards** - are aligned to current legal requirements or otherwise deemed necessary for the quality of the crop, or protection of the environment or workers. Compliance with Certification Standards does not guarantee compliance with Federal, State or local law
- **Additional Standards** - are aligned to best practices in the industry.

APPENDIX 1: Hazardous Lists Reference

List A: DOL Hazardous Tasks List Items Related to Tobacco Production¹

- Operating a tractor of over 20 power-take-off (PTO) horsepower, or connecting or disconnecting an implement or any of its parts to or from such a tractor.
- Operating or assisting to operate (including starting, stopping, adjusting, feeding or any other activity involving physical contact associated with the operation) any of the following machines: the unloading mechanism of a non-gravity-type self-unloading wagon or trailer, power post hole digger, power post driver, or non-walking type rotary tiller.
- Operating or assisting to operate (including starting, stopping, adjusting, feeding, or any other activity involving physical contact associated with the operation) any of the following machines: trencher or earthmoving equipment; forklift; or power-driven circular, band, or chain saw.
- Working from a ladder or scaffold (painting, repairing, or building structures, pruning trees, picking fruit, etc.) at a height of over 20 feet.
- Driving a bus, truck, or automobile when transporting passengers or riding on a tractor as a passenger or helper.
- Handling or applying toxic agricultural chemicals (including cleaning or decontaminating equipment, disposal or return of empty containers, or serving as a flagman for aircraft applying such chemicals). Such toxic chemicals are identified by the word “poison,” or “warning,” or are identified by a “skull and crossbones” on the label.

List B: International Restricted Tasks (for youth under 18 years of age)

- Harvesting, topping, suckering tobacco.
- Operating machinery with moving parts or moving vehicles.
- Use of tools requiring motion for cutting (e.g., machete) or shears.
- Handling and application of crop protection agents (agrochemical) or fertilizers.
- Lifting and handling heavy loads unless the load is less than 10% of the person’s body mass.
- Working at heights greater than four feet without approved fall protection equipment.
- Work at night (30 minutes after sundown to 30 minutes before sunrise).
- Working in intense hot weather, humidity, or direct sunlight unless guidelines in the GTS and Heat Stress Bulletin and precautions in the OSHA Heat Safety Tool and “Using the Heat Index: A Guide to Employees” are followed.
- Ready access to cool, potable water is required.
- Working long hours (more than 8 hours in a 24-hour period).

¹Source: <https://www.dol.gov/whd/regs/compliance/whdfs40.pdf>

APPENDIX 2: Resources and Examples

1. Resources for Agrochemical Label and SDS Information

- o List of pesticide product labels approved by the Environmental Protection Agency (EPA)
 - <https://iaspub.epa.gov/apex/pesticides/f?p=PPLS:1>
- o Database that allows a search for different types of pesticides, the active ingredient, application recommendations, and states that approve its use
 - <http://www.agrian.com/labelcenter/results.cfm>
- o List of common chemicals used in tobacco production
 - <http://www.uky.edu/Ag/Tobacco/CommonCPA.html>

2. Production Guides and Resources for Selection of Tobacco Varieties

- o 2017 Burley and Dark Tobacco Production Guide:
 - <http://www2.ca.uky.edu/agcomm/pubs/id/id160/id160.pdf>
- o 2017 Flue-cured Tobacco Production Guide:
 - <https://content.ces.ncsu.edu/flue-cured-tobacco-information>
- o Flue-Cured Tobacco Variety Information
 - <https://tobacco.ces.ncsu.edu/tobacco-agronomics-varieties/>
- o Flue Cured Tobacco Variety Evaluation in Georgia
 - <http://caes2.caes.uga.edu/commodities/fieldcrops/tobacco/guide/documents2014/VarietyInformationFor2014.pdf>
- o 2017 Virginia Tech Flue Cured Tobacco Production Guide
 - http://arec.vaes.vt.edu/content/dam/arec_vaes_vt_edu/southern-piedmont/Documents/01-COVER-2017.pdf

3. Example of Documented Scouting Program

Date of Scouting	Pests Observed	Percent of plants affected/infested	Action taken	Effectiveness (very good, good, fair, poor)
6/27/2017	Budworms found in field A and B	20%	Blackhawk sprayed in fields A and B on 2/28/17. See CPA field records for more detail.	Good

4. Resources for Crop Rotation Recommendations

- o NC State Extension: Managing Diseases (Pages 120-121)
 - <https://content.ces.ncsu.edu/flue-cured-tobacco-information/managing-diseases>
- o Flue Cured Tobacco Disease Control (Page 47)
 - http://www.arec.vaes.vt.edu/content/dam/arec_vaes_vt_edu/southern-piedmont/Documents/04-Discon17.pdf

5. Resources for Nutrient Management Regulations

- o Liming and Fertilizing Burley Tobacco
 - <http://www2.ca.uky.edu/agcomm/pubs/agr/agr49/agr49.htm>
- o NC State: Fertilizer Use, 2017 North Carolina Agricultural Chemicals Manual (page 43)
 - <https://content.ces.ncsu.edu/north-carolina-agricultural-chemicals-manual/fertilizer-use>
- o NC State: New Tobacco Nutrient Disorder
 - <https://tobacco.ces.ncsu.edu/2017/01/new-tobacco-nutrient-disorder-ibook-available/>

6. Resources for guidelines on the use of animal manure and muriate of potash

- o Burley and Dark Tobacco Production Guide (pages 28-29):
 - <http://www2.ca.uky.edu/agcomm/pubs/id/id160/id160.pdf>
- o Liming and Fertilizing Burley Tobacco
 - <http://www2.ca.uky.edu/agcomm/pubs/agr/agr49/agr49.htm>
- o The Agronomics of Manure use for Crop Production
 - <http://www2.ca.uky.edu/agcomm/pubs/agr/agr165/agr165.htm>
- o NC State: Chemical Free Burley Tobacco (Page 130)
 - http://ipm.ncsu.edu/Production_Guides/burley/2007/chptr11.pdf

7. Resources on University recommended rates of MH in sucker control

- o Air and Fire-cured Growers in Kentucky, North Carolina, Tennessee, Virginia: (Pages 44-45)
 - <http://www2.ca.uky.edu/agcomm/pubs/id/id160/id160.pdf>
- o NC State: Topping and Sucker Control for Flue Cured Tobacco
 - <https://tobacco.ces.ncsu.edu/topping-sucker-control-chemical-sucker-control/>
- o Topping and Chemical Sucker Control Programs for Georgia (Pages 126-127)
 - <http://caes2.caes.uga.edu/commodities/fieldcrops/tobacco/guide/documents2013/11ToppingAndSuckerControlPrograms2013.pdf>
- o Virginia Tech 2017 Flue-Cured Tobacco Production Guide (Pages 36-45)
 - http://arec.vaes.vt.edu/content/dam/arec_vaes_vt_edu/southern-piedmont/Documents/01-COVER-2017.pdf

Appendices

8. Resources and rainfall and irrigation records and Examples

- o University of Kentucky Numerical Rainfall Estimates
 - <http://www.wagwx.ca.uky.edu/gpdata.php>
- o National Weather Service (Click on your state and then select “Past Weather”)
 - <http://www.weather.gov/>
- o National Centers for Environmental Information: Climate Data Online Search (Select “global summaries of the month” as datatype)
 - <https://www.ncdc.noaa.gov/cdo-web/search>

Date of Weather Event	Farm Name	Amount of Precipitation	Crop Condition
6/27/2017	Harmon Farm	0.25 inches	Good

9. Resources on Recommended measures to control weed seed contamination

- o NC State Weed Seed Contamination in US Produced Flue-Cured Tobacco Leaf
 - <https://tobacco.ces.ncsu.edu/2014/02/weed-seed-contamination-in-us-produced-flue-cured-tobacco-leaf/>

10. Resources for proper methods for cleaning and sanitizing greenhouse trays:

- o NC State Flue-cured Tobacco Greenhouse Guide:
 - <https://tobacco.ces.ncsu.edu/wp-content/uploads/2015/12/Tobacco-Greenhouse-Guide-2016.pdf?fw=no>

11. Example of a safety program for air and fire-cured barns. Template provided in record handouts.

Below are the check points used as part of the Smith Farm Barn Safety Inspection. Smith Farm does this inspection prior to having any workers enter the barn as well as each day the workers enter the barn. We record the date of the inspection, who did it, and any comments about what was found and corrected if needed.

Outside the Structure:

- Check for structural integrity by observing if the structure is leaning.
- Ensure that the building is not showing any signs that it may not be able to withstand normal winds and weather events or the weight you will be placing on the rails.

Inside the Structure:

- Check structural supports like barn poles, beams and braces for decay, cracks, breaks or loose or broken braces.
- Space rails properly to allow for maximized worker safety and stability.
- Replace any rails that are broken or show signs of rotting, cracking or splintering.
- Clear the barn of any insect nests such as bees, wasps, or hornets.
- In multi-tiered barns, create a clear and safe path for workers to climb to assigned rail.
- Remove any items off the floor of the barn that would cause harm to someone to fall on such as equipment and sharp objects.

Appendices

12. Example of a traceability program for tobacco

- o GAP Connections template to identify each barn associated with the grower’s farm, as well as various characteristics about the barn including stick capacity.

Farm Name	Barn ID/ Structure	Type	Barn Size (stick capacity)	Ventilation	Ventilation Locations	Barn Construction Materials	Topography of Barn Location
Harmon Farms	H001	<input checked="" type="checkbox"/> Outdoor Structure <input type="checkbox"/> Multi-tier Vertical Tier Spacing: _____	12,000	<input checked="" type="checkbox"/> Natural <input type="checkbox"/> Forced	<input type="checkbox"/> Top Vents <input type="checkbox"/> Side Vents <input checked="" type="checkbox"/> Open Sides <input type="checkbox"/> Open Doors <input type="checkbox"/> Plastic Covered <input type="checkbox"/> Other: _____	<input type="checkbox"/> Metal Siding <input checked="" type="checkbox"/> Wood Siding <input type="checkbox"/> Metal Over Over Wood Siding	<input type="checkbox"/> High Ground-Sheltered <input type="checkbox"/> High Ground-Open <input type="checkbox"/> Low Ground-Sheltered <input checked="" type="checkbox"/> Low Ground-Open
Harmon Farms	H002	<input type="checkbox"/> Outdoor Structure <input checked="" type="checkbox"/> Multi-tier Vertical Tier Spacing: _____	4,800	<input checked="" type="checkbox"/> Natural <input type="checkbox"/> Forced	<input type="checkbox"/> Top Vents <input type="checkbox"/> Side Vents <input type="checkbox"/> Open Sides <input checked="" type="checkbox"/> Open Doors <input type="checkbox"/> Plastic Covered <input type="checkbox"/> Other: _____	<input type="checkbox"/> Metal Siding <input checked="" type="checkbox"/> Wood Siding <input type="checkbox"/> Metal Over Over Wood Siding	<input type="checkbox"/> High Ground-Sheltered <input type="checkbox"/> High Ground-Open <input checked="" type="checkbox"/> Low Ground-Sheltered <input type="checkbox"/> Low Ground-Open

- o GAP Connections Harvesting and curing records template. Important information in this template would be the field or tract ID in the upper right hand corner (EJChapman001), the dates, and the barn structure that tobacco from Field “EJChapman001” was placed in.

Field/Tract ID: EJ Chapman001

Harvesting and Curing Record

Harvesting Date	Date Housed	Barn/ Structure ID	Spacing of Sticks	Tobacco Ordering Method	Date Removed from Housing
9/1/17	9/4/17	H001	5 inches	<input checked="" type="checkbox"/> Natural <input type="checkbox"/> Moisture Added	11/13/17
9/2/17	9/4/17	H002	5 inches	<input checked="" type="checkbox"/> Natural <input type="checkbox"/> Moisture Added	11/15/17
				<input type="checkbox"/> Natural <input type="checkbox"/> Moisture Added	
				<input type="checkbox"/> Natural <input type="checkbox"/> Moisture Added	
				<input type="checkbox"/> Natural <input type="checkbox"/> Moisture Added	
				<input type="checkbox"/> Natural <input type="checkbox"/> Moisture Added	
				<input type="checkbox"/> Natural <input type="checkbox"/> Moisture Added	
				<input type="checkbox"/> Natural <input type="checkbox"/> Moisture Added	

*Applicator or Reference Number in CPA Information
 **Brand/Product Name or Reference Number from CPA Information
 ***Total Amount of Product Used (indicate unit: oz., pt., q.t, gal.)

- o In the example above we would say that tobacco from field “EJChapman001” was placed in Barn “H001” and “H002”. From this point we can keep track of the dates tobacco was housed and removed from housing.
- o In addition to this information, growers should have some way to identify bales of tobacco, a BALEID system is suggested. This will allow the grower to trace their tobacco back to a single bale from harvest through delivery to their contracting company.

13. Example of NTRM Inspection sheet

Who did the Inspection?	Areas Inspected (<i>ex: market prep facilities, baling equipment, break areas</i>)	Comments (<i>ex: No new sources of NTRM, added a trash can in break area</i>)
Xavier Harmon	Break Area	Added a trash can in break area
Xavier Harmon	Market Prep Facilities	No NTRM observed

14. Resources for Flue-cured and Fire-cured Temperature and Humidity Monitoring

- o 2017 Burley and Dark Production Guide Pages 53-54:
 - <http://www.ca.uky.edu/agcomm/pubs/id160.pdf>
- o 2017 Virginia Tech Flue Cured Tobacco Production Guide pages 103-106:
 - <http://arec.vaes.vt.edu/content/dam/arec-vaes-vt-edu/southern-piedmont/documents/01-cover-2017.pdf>

15. Resources for label-required PPE

- o AGRIAN Label Lookup
 - <http://www.agrian.com/labelcenter/results.cfm>

16. Resources on Sprayer Calibration

- o Virginia Tech: Fine Tuning a Sprayer with “Ounce” Calibration Method
 - https://pubs.ext.vt.edu/442/442-453/442-453_pdf.pdf
- o Georgia Extension: Sprayer Nozzle Selection
 - <http://extension.uga.edu/publications/detail.cfm?number=B1158>

17. Resources on proper pesticide storage

- o Georgia Extension: Pesticide Storage and Mixing Facilities
 - <http://extension.uga.edu/publications/detail.cfm?number=B1095>
- o Storage and handling of pesticides and bulk fertilizer
 - <http://www.lrc.state.ky.us/kar/302/031/040.htm>
- o North Carolina Pesticide Storage Regulations
 - <http://www.ncagr.gov/SPCAP/pesticides/storagebrochure.pdf>

18. Resources on barn efficiency and energy monitoring

- o NC State Post Harvest Efficiency
 - https://www.bae.ncsu.edu/programs/extension/tobacco/grant/post_harvest_efficiency-6-23.pdf

19. Example of irrigation scheduling method

- o Georgia Extension: Irrigation Scheduling Methods
 - http://extension.uga.edu/publications/files/pdf/B%20974_3.PDF

20. Example of calculation used to calculate irrigation water used per pound of cured tobacco produced.

Total Gallons of Water		
A	Specify the total inches of irrigation water you applied from transplanting to harvest	
Gallons per Acre of Cured Tobacco		
B	In this cell, specify the total water your crop recieved from transplanting to harvest (From A)	
C	Multiply by the inches of water per acre (<i>one inch of water falling on 1 acre of ground is equal to about 27,154 gallons</i>)	x 27,154
D	Gallons of Irrigation water per acre of cured tobacco	=
Gallons per Pound of Cured Tobacco		
E	Specify the gallons of total water per acre of cured tobacco (From D)	
F	Divide by your average yield over th e past three years	÷
G	The result is the gallons of total water per pound of cured tobacco	=

Appendices

21. Resources for terms and conditions of work commitment

- o United States Department of Labor Terms and Conditions of Employment
 - <https://www.dol.gov/whd/forms/wh516.pdf>

22. Resources on minimum wage requirements or adverse effect wage rates


- o Adverse Effect Wage Rates
 - <https://www.foreignlaborcert.doleta.gov/adverse.cfm>
- o Minimum Wage by state
 - <https://www.dol.gov/whd/minwage/america.htm>

23. Resources for Form I-9

- o US Department of Labor Form I-9
 - https://www.doleta.gov/ohr/forms/I-9_form.pdf

24. Resources for wage statements and an Example

- o US Department of Labor Wage Statement
 - https://www.dol.gov/whd/forms/form_wh-501.pdf

Wage Statement (Optional Form)		U.S. Department of Labor Wage and Hour Division							 U.S. Wage and Hour Division		
Employee: Joe Jones		Social Security No. XXX-XX-XXXX		OMB No. 1235-0002		Expires: 06/30/2017					
Permanent Address: 2184 Robert Jones Rd, Tompkinsville, KY 42167									Week Ending		
									Total Hours Worked in Week		
Day/Date	Sun	Mon 8/21/17	Tues 8/22/17	Wed 8/23/17	Thurs	Fri 8/25/17	Sat 8/26/17	43	Itemized Deductions		
Starting Time		7:00 AM	7:00 AM	7:00 AM		7:00 AM	7:00 AM			FICA	\$ 37.10
Outing Time		8:30 PM	8:30 PM	2:15 PM		8:30 PM	1:00 PM			Federal Tax	\$ 48.60
Hours worked		10.5	10.5	6.5		10.5	6.0			State Tax	
Crop/Task Units Done								Total Gross Pay	Food		
Rate of Pay (Hourly or Piece Rate)		\$10 / hr	\$10 / hr	\$10 / hr		\$10 / hr	\$10 / hr	Transportation	Other		
Daily Pay		\$ 105	\$ 105	\$ 65		\$ 105	\$ 105	\$ 485	Other		
Employer: James Fowler									Total Deductions	\$ 115.60	
Address: 1234 New Hope Church Road, Tompkinsville, KY 42167									Net Pay (Amount Due Employee)	\$ 369.40	
Employer Identification Number: XX-XXXXXX									Date Paid 8/26/17		

25. Resource for all legally required labor standards posters

- o US Department of Labor Workplace Posters
 - Migrant and Seasonal Agricultural Worker Protection Act (MSPA): <https://www.dol.gov/whd/regs/compliance/posters/mspaensp.htm>
 - Notice of Employee Rights under the Fair Labor Standards Act: <https://www.dol.gov/whd/regs/compliance/posters/wh1386Agrcltr.pdf>
 - Employee Rights Under the H-2A Program: https://www.dol.gov/whd/posters/pdf/WHD1491Eng_H2A.pdf
 - OSHA Occupational Safety and Health Poster: <https://www.osha.gov/Publications/poster.html>

26. Resources for housing certification

- o US Department of Labor Housing Occupancy Certificate
 - <https://www.dol.gov/whd/forms/wh520.pdf>

27. Resource for the OSHA safety and health checklist

- o GAP Connections Resource
 - <https://growersystem.gapconnections.com/LaborResources/OSHAHousingCheckList.html>

28. Examples of terms and conditions of occupancy

- o US Department of Labor Housing Terms and Conditions
 - <https://www.dol.gov/whd/forms/wh521.pdf>

29. Examples of vehicle inspection records

- o US Department of Labor Vehicle Mechanical Inspection Report for Transportation
 - <https://www.dol.gov/whd/forms/wh514.pdf3>
- o US Department of Labor Transportation Fact Sheet
 - <https://www.dol.gov/whd/regs/compliance/whdfs50.pdf>

30. Resource for registered FLCs

- o Registered Farm Labor Contractor Listing January 2017
 - <https://www.dol.gov/whd/regs/statutes/FLCList.htm>

31. Examples of FLC Certificate of Registration

**Employment Standards Administration
Wage and Hour Division**

Farm Labor Contractor Certificate of Registration
No. C-
Expires _____

Name _____
I certify that the person named above is registered pursuant to the Migrant and Seasonal Agricultural Worker Protection Act and is authorized to perform the following activities covered by the Act: Recruit, solicit, furnish, hire and employ.

Transportation Authorized Not Authorized
Housing Authorized Not Authorized
Driving Authorized Not Authorized

Transportation and/or Housing Authorization is specified on this Certificate.

Approved _____ Date _____
(Assistant Regional Administrator) (WH-51 (6/66))

The following vehicle(s) is/are authorized to transport migrant and seasonal agricultural workers within the meaning of the Act as specified below unless such authorization is otherwise terminated.

Yr.	Make and Model	Serial or Motor No.	No. of Seats in Vehicle	Authorization Ending

Worker's Compensation Insurance Holders (if applicable):
C- _____ Date _____
Name _____

Social Security Account No. _____
Social Security Employer ID No. _____
Perm. Home Address _____
(City or Town) (State) (ZIP Code)
Date of Birth _____ Height _____ Weight _____
(Month, Day, Year) (Month, Day, Year)

This certificate is based on the Migrant and Seasonal Agricultural Worker Protection Act and regulations issued thereunder, and on my application for registration. It may be revoked or suspended, or its renewal denied, for noncompliance with the Act or regulations, including applicable requirements for transporting and housing migrant workers. Such noncompliance may constitute a criminal offense.

(Signature of Holder) (Title)

Location of Facilities or Real Properties:
1) _____ No. of Units _____
Owner's Name _____
Mailing Address _____
2) _____ No. of Units _____
Owner's Name _____
Mailing Address _____

Based on the contractor's submission, housing is authorized at the above locations unless such authorization is otherwise terminated:
C- _____ Date _____
Name _____

Example ONLY

Insert Farm Labor Contractor

Registration Here

**U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division**

FLC Certificate of Registration
No. E
Expires _____

Name _____
(Last) (First) (Middle)

I certify that the person named above is registered pursuant to the Migrant and Seasonal Agricultural Worker Protection Act and is authorized to perform the following activities covered by the Act: Recruit, solicit, furnish, hire and employ.

Employer's Name _____
Registration Number _____
Driving Authorized Not Authorized

Approved _____ Date _____
(Assistant Regional Administrator) (Form WH-513 (6/84))

Social Security Account No. _____
Permanent Home Address _____
(City or Town) (State) (ZIP Code)
Date of Birth _____ Height _____ Weight _____
(Month) (Day) (Year) (Month, Day, Year)

This Certificate of Registration is based on the Migrant and Seasonal Agricultural Worker Protection Act and regulations issued thereunder, and on my application for registration. It may be revoked or suspended, or its renewal denied, for noncompliance with the Act or regulations. Such noncompliance may constitute a criminal offense.

(Signature of Holder) (Title)

32. Resources on hours a child can work

- o Youth Rules: Know the Rules
 - <https://www.youthrules.gov/know-the-limits/index.htm>

33. Resources on how to become certified in First Aid/CPR/AED

- o Red Cross:
 - <http://www.redcross.org/m/phssmrd/take-a-class>
- o American Heart Association:
 - http://cpr.heart.org/AHA/ECC/CPRAndECC/FindACourse/UCM_473162_Find-A-Course.jsp