

## FCS Occasional Quantity Cooks Training (OQC)

Please follow these directions to access the Occasional Quantity Cooks Online Volunteer Training.

Proceed to [cfaesosu.catalog.instructure.com/courses/fcs-occasional-quantity-cooks-training-oqc](https://cfaesosu.catalog.instructure.com/courses/fcs-occasional-quantity-cooks-training-oqc).

- Enter the information required:
  - Full name, email, phone number, and postal code.
  - Click the box next to “I agree to the Acceptable Use Policy and acknowledge the Privacy Policy.”
  - Click the box next to “I’m not a robot” for the CAPTCHA authentication. Complete the task assigned (select pictures/boxes with bicycles, traffic lights, fire hydrants, etc.)
  - Click on “Enroll in Course” button.
- You will be sent two emails.
  - The “Please confirm your e-mail address” message is required to complete your registration. Click on the “Complete Registration” button. You will be taken to a new website. Your email address is your default username. You will be asked to create a password and select your time zone.
  - Once complete, you will automatically be taken to your Scarlet Canvas Dashboard. Select the **FCS Occasional Quantity Cooks Training (OQC)**.
- Begin the course by clicking on the “**Modules**” link on the left side of the screen.
  - The first module is “Enter Course Join Code”
  - Enter the Join Code, “**OSUEOQCF**” (must be all capital letters). Click “Next.”

### Completing the Course Requirements

- You will need to complete the pages in order. Please watch the video in each lesson and download all accompanying lesson materials. You should plan on spending at least 90 minutes to complete the lessons. Navigate through each lesson’s materials using the “Next” button in the lower right corner of the screen.
- From the “Modules” landing page complete the following lessons/sections:
  - Welcome page
  - Pre-Test
  - Lesson 1: Introduction and Background
    - Hover your mouse pointer over the bottom of the lesson video black frame to reveal the controls.
  - Lesson 2: Personal Hygiene
  - Lesson 3: Time and Temperature
  - Lesson 4: Cleaning and Sanitizing
  - Lesson 5: Cross Contamination
  - Lesson 6: Special Considerations
  - Lesson 7: Event Management
  - Post-Test
    - You must receive a score of 70% or higher to receive a Certificate.
- After you have completed the post-test, the system will email you a link to your Certificate of Completion.
  - Your certificate will be emailed to you within a few minutes. Look for an email message from **Canvas Catalog** with a subject line of “Congrats on Successfully Completing...”; you may need to check your spam/junk email folder. Print a copy of your certificate of completion.
- When finished, click on “account” on the far-left side of your screen and **logout**.

**Please print a copy of certificate and turn it in to your County OSU Extension Office.**

Contact your County OSU Extension Office or e-mail [shumaker.68@osu.edu](mailto:shumaker.68@osu.edu) if you experience technological issues or have any questions regarding the training.

