Occasional Quantity Cooks (OQC)

Directions to access the online training

Proceed to **campus.extension.org/course/view.php?id=2760**.

- Create a new account or log in.
- To create a new account, you will create/enter the following information:
  - Click the "I agree to the Cookie Policy" button.
  - Username, password, email, first/last name, city/town, country, state, county, 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”.
  - Click on “Create my new account” button.
- You will be sent an account confirmation email.
  - The "confirm your new account” message is required to complete your registration. Click on the link contained in the email. You will be taken to a new website.
  - From your dashboard, search for **FCS Occasional Quantity Cooks Training for OSU**.
  - Select the course. Click the "Enroll Me" button.

Completing the Course Requirements

- The first module is “Enter Course Join Code”
  - Enter the Join Code, “**OSUEOQCF**” (must be all capital letters). Click “Next.”
- You will need to complete the pages in order.
  - Please watch the video in each lesson and download accompanying lesson materials. Transcripts and audio for PowerPoints can be downloaded as well as a variety of handouts.
  - Plan on spending at least 90 minutes to complete the lessons.
  - Navigate through each lesson by marking as "Done" or using the arrows at the bottom of the page.
- 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/passed the post-test, click on the "Occasional Quantity Cooks Certificate" link on the left-hand navigation menu.
  - Click on the "Get your certificate" button to open your certificate.
  - Download/print your certificate and share (paper/electronically) with your County Educator/supervisor.
- When finished, logout of the system using the drop-down menu in the upper-right of the screen.

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

Contact your supervisor or e-mail shumaker.68@osu.edu if you experience technological issues or have questions regarding the training.

THE OHIO STATE UNIVERSITY EXTENSION

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