
Specialty Crops Inspection Division Bulletin

FPD 12-2 Instructions for Continual Professional Development Form 4/30/2012

- I. **PURPOSE** To streamline and provide efficiency concerning the approval of any non-USDA sponsored courses or training used towards continual professional development (CPD) and the use of the Exhibit C 701a form.
- II. **POLICY** To maintain AMS auditor status, the Auditor must meet the criteria listed in AMS ISAAP 1 C, Section 5 regarding continual professional development. Any non-USDA sponsored course or training used towards continual professional development must be approved prior to attendance using the form 701a (attached). It is the Auditor's responsibility to document and track their CPD hours that have been approved and maintain their 701b CPD log with all supporting documentation.

Approval of CPD activities is being delegated to the individual auditor's immediate supervisor or designated individual at the state level. The 701a form no longer needs to be forwarded to the Audit Program Section for approval. For state program managers or federal-state programs with only one auditor, a Federal Program Manager will be the approving official. Federal Officers-in-Charge will submit their CPD activities to the Field Operations Section for approval.

The Fresh Products Division will verify the approval of CPD hours is being followed annually during a review of the state program through the Branch Internal Quality Management System (BIQMS) or cooperative market office check. In the case of federal staff, this will be verified either by the Audit Program Section or during the annual office check conducted by the Field Operations Section.

Document Completion

In order to be considered for approval the 701a form must include the following:

- Class, training, or event name
- Location
- Name of the entity providing the professional development

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- Date(s)
- Total number of hours being requested for approval (*with a minimum of at least 1 hour being requested*)
- Supervisor's approval prior to attendance
- Attach supporting documentation (*e.g. agenda, class, or event description, etc.*)



Division Director

Distribution: HQ, FPM, FS, EM

Originating Office: Audit Programs Section

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USDA - Agricultural Marketing Service
Fruit and Vegetable Programs
Fresh Products Division - Audit Programs

Continual Professional Development Approval Form

This form needs to be completed for any non-USDA continual professional development activity used to satisfy the AMS auditor requirements. It is the Auditor's responsibility to keep record of their approval forms and supporting documentation.

Name of Auditor (s): _____

Office: _____

Email: _____

Date(s) of Class: _____

Number of classroom hours being requested for approval (minimum 1 hour): _____

Name of Course or Training class: _____

Name of entity providing the course or training class: _____

Provide a description of the course or training class agenda and how it relates to auditing: (A copy of the course or training class description must be attached) Attach additional pages if necessary.

Auditor Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____