

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

Ohio State University Extension is part of The Ohio State University
College of Food, Agricultural, and Environmental Sciences.
CFAES provides research and related educational programs to clientele on a
nondiscriminatory basis. For more information, visit cfaes.osu.edu/nondiscrimination.
For an accessible format of this publication, visit cfaes.osu.edu/accessibility.