COMMUNITY FOOD SYSTEMS

Certification

Certification Options:

The Community Food Systems certification has 6 different options for certification due to the many components included in the process, and areas of interest from those becoming certified. Below is a list of the different certifications that connect with modules described on page 1. Each certification bullet also shares a brief description and hours for completion.

Full: Modules 1-4, Design Thinking, Economic Impact Analysis, Feasibility, and Mapping 101. This certification is appropriate for individuals interested in offering the entire Community Food Systems process including facilitation, mapping development, report generation, providing general design support, offering feasibility analysis, creating teams for projects, and conducting economic impact analysis. Participants will have 8 months to complete certification and is assessed at 120 hours of time or 4 hours/ week for 32 weeks.

Facilitator: Modules 1-4 This certification is appropriate for individuals interested in offering the facilitation components of Community Food Systems process within Phase 1 and Phase 2. This includes determining mission, vision and core values, assisting in public input sessions and interviews, creating teams for projects, and working with technical assistance providers.   Participants will have 5 months to complete certification and is assessed at 80 hours' time or 4 hours/ week for 20 weeks).

Assessor: Modules 1, 3 and Mapping 101 This certification is appropriate for individuals interested in offering the assessor components of Community Food Systems process within Phase 1 and technical assistance related to mapping. This includes assisting in the community food systems assessment, snapshot, and resource manual, as well as developing maps for decision making. Participants will have 4 months to complete certification and is assessed at 60 hours' time or 4 hours/ week for 16 weeks.

Design Thinking: Module 1 and Design Thinking. This certification is appropriate for individuals interested in understanding design thinking methods and an overview of basic design practices for priority projects within Phase 2. Participants will have 1 months to complete certification and is assessed at 10 hours' time.

Economic Impact Analysis: Module 1 and Economic Impact Analysis. This certification is appropriate for individuals interested in developing new skills for conducting an economic impact analysis study for communities for priority projects within Phase 2. Participants will have 6 weeks to complete certification and is assessed at 20 hours' time.

Feasibility Analysis: Module 1 and Feasibility Analysis. This certification is appropriate for individuals interested in understanding various types of feasibility studies and analysis as it relates to food business development. Participants will have 1 months to complete certification and is assessed at 10 hours' time.

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Mapping 101: is offered as a separate certification but is included in the Full and Assessor certifications through Community Food Systems. Mapping 101 is appropriate for individuals interested in understanding how to create maps for decision making and building new skills in QGIS for data and map development. Participants will have 2 months to complete certification and is assessed at 30 hours' time.

Certification Table:

	Module 1: Community Food Systems Framework	Module 2: Collective Thinking and Facilitation	Module 3: Community Food Systems Assessment	Module 4: Project Coordination and Development	Design Thinking	Economic Impact Analysis	Feasibility	Mapping 101
Full	x	x	x	x	x	x	x	x
Facilitator	x	x	x					
Assessor	x		x					x
Design Thinking					x			
Economic Impact Analysis						x		
Feasibility							x	
Mapping 101			x(partial)					x

Design Thinking, Economic Impact Analysis, Feasibility and Mapping 101 are offered as separate certifications and are meant to provide additional skills for technical assistance in Phase 2 of the Community Food Systems program, or other projects that you may be involved in in your community. These can all be matched up as desired by participants.

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Module Outlines:

The Community Food Systems online certifications are developed through Modules. The Community Food Systems Process is taught through Modules 1-4, and Technical Assistance is taught through Design Thinking, Economic Impact Analysis, Feasibility Study, and Mapping 101. Below is an overview of each module and certification.

Module 1: Community Food Systems Framework
Framework
Internal organization the Community Food Systems process
Common Language and Practices

Module 2: Collective Thinking and Facilitation
Collective Thinking: Collective Thinking and Facilitation Techniques
Determine Collective Goals
Strategic Doing Intensive
Group Decision Making

Module 3: Community Food Systems Assessments
Importance of Community Food Systems Assessments
Research and Asset Identification
Mapping
Making the Document

Module 4: Project Coordination and Development
Phase II Projects
Precedent Reports and Case Studies
Potential Considerations
Transition Out

Design Thinking
Design Knowledge and Understanding
Design Development
Design Process Walkthrough

Economic Impact Analysis
An introduction to Economic Impact Assessment
Scenario Analysis Assessment
Creating your own Economic Impact Analysis

Feasibility Study
What Is a Feasibility Study
Feasibility Study Resources
Creating a Team for Feasibility Studies for Food Businesses

Mapping 101
Importance of Mapping
Creating Maps and Analysis
Developing an Analysis Map for your business or community

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Cohort Meetings:

While going through the certification for Full, Assessor, Facilitator or Mapping 101 you will have the opportunity to participate in cohort meetings that are scheduled through zoom, this is optional for your certification. Once your register for your certification, you will receive a timeline of cohort meetings that are scheduled through zoom.

Fee Structure:

Because you participated in a certification pilot, you are being offered these modules at no cost. However, to be transparent about the assessed cost for future cohorts, below is the fee structure once the modules move out of pilot stage:

- Full: $550
- Facilitator: $300
- Assessor: $200
- Design Thinking: $30
- Feasibility: $30
- Economic Impact Analysis: $75
- Mapping 101: $100

Course Access:

Below is the process for accessing the online certification modules.

Payment process through Iowa State University Extension Store:

1. After completing the in-person workshop, you will receive an email from kaleyh@iastate.edu that includes hyperlinks to the ISU Extension Store for each certification. This is where you will purchase modules.
2. Once you click the hyperlink of the certification(s) you wish to complete, the ISU Extension Store site will prompt you to create an ISU Extension Store account.
   NOTE: The email address you use to create this account must also be the email address you use when creating your Moodle account.
3. Once your ISU Extension Store account is created you will be able to purchase modules. The ISU Extension Store accepts payment in the form of debit or credit cards and checks. If paying by check or money order, this process may be delayed due to receipt of payment. When payment has been received by the Extension Store's Distribution Center (mailing address is displayed above if this payment method was selected), you will be notified by email that your enrollment status is now active, and your Moodle learning account can be created.

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Creating a Moodle learning account:

1. Once Iowa State receives confirmation of payment from the ISU Extension Store, an email will be sent to you from kaleyh@iastate.edu that includes a link to the ISU Moodle platform. This is where you will create your account.
NOTE: When creating your Moodle learning account, you must use the email address that was entered when the course was purchased through the ISU Extension Store as your Moodle learning account email.

2. After creating your account, you will be sent a confirmation email message from the Moodle site. That message requires you to activate your account.
3. Once you have activated your account, please confirm this with Kaley Hohenshell at kaleyh@iastate.edu to register your account to the purchased modules.
4. After your account is registered to the course, you will receive an email from kaleyh@iastate.edu that includes a link that will direct you to the course page.

Assistance Contacts:

If you need technical assistance at any time when creating and ISU Extension Store account or with payment to the ISU Extension Store, please contact the assistance contacts below.

ISU Extension Store Customer Service	515-294-5247
	extstore@iastate.edu

If you need technical assistance at any time during the course, or to report a problem with Moodle, please contact the Moodle assistance contacts below.

Moodle Username and Password assistance	515-294-1725
Course Technical Assistance	515-294-1725

For assistance with course enrollment/cancellations or questions about course content please email Kaley Hohenshell at kaleyh@iastate.edu.