

# LOCAL FOOD LEADER

## Certification

### Certification Options:

The Local Food Leader certification has 5 different options for certification due to the many areas of interest from those becoming certified. Below is a list of the different certifications that connect with the online modules. Each certification bullet also shares a brief description and hours for completion. Any combination of the modules are available.

**Full:** Modules 1-4. This certification is appropriate for individuals interested in all Local Food Leader modules: Community Food Systems, Methods of Engagement, Creating Team and Tools for Success, and Evaluation. Individuals will gain understanding of how food system components work together; increased awareness of ways to engage and create inclusive partnerships; increased strategic planning skills and ability to identify technical assistance resources for their work and learn new tools in creating, delivering and evaluating quality local foods programs. Participants will have 4 months to complete certification.

**Community Food Systems:** Module 1. This certification is appropriate for individuals interested in increasing their understanding of local, global and community food systems, learning roles and responsibilities of local food coordinators, and gaining increased awareness of the different levels of policy that impact food systems. Participants will have 1 month to complete certification.

**Methods of Engagement + Leadership:** Module 2. This certification is appropriate for individuals interested in coalition development, collective impact and strategic doing methods, and leadership in food systems. Participants will learn new skills for engaging in community and facilitating projects, coalitions, and systems change projects. Participants will have 1 month to complete certification.

**Creating Teams + Tools for Success:** Module 3. This certification is appropriate for individuals interested in learning new skills in building effective teams, creating plans of work, finding funding and creating a budget for your work, gaining awareness of tools and resources for feasibility studies, and ways of gathering public input to inform community priorities. Participants will have 1 month to complete certification.

**Evaluation:** Module 4. This certification is appropriate for individuals interested in developing new skills for evaluating the impact of programs, projects and systems. The course teaches outcomes and outputs, as well as program and systems evaluation. In addition, you will learn how to create evaluation plans necessary for your work. Participants will have 1 month to complete certification.

**Cohort Timeline:** While going through the certification you will have the opportunity to participate in cohort meetings that are scheduled through Zoom. This is optional for your certification.

*This is a separate attachment that will be sent to you via email once you have registered and paid for modules.*

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### Fee Structure:

- Full: \$300
- Community Food Systems: \$75
- Methods of Engagement + Leadership: \$75
- Creating Teams + Tools for Success: \$75
- Evaluation: \$75

### 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](mailto: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.

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](mailto: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](mailto: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](mailto:kaleyh@iastate.edu) that includes a link that will direct you to the course page.

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### 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
	<a href="mailto:extstore@iastate.edu">extstore@iastate.edu</a>

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](mailto:kaleyh@iastate.edu).