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Series

# **Terminal Market Inspection Training Manual**

February 2026

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# Terminal Market Training Manual

## Table of Contents

|                                                                          |    |
|--------------------------------------------------------------------------|----|
| INTRODUCTION .....                                                       | 1  |
| GUIDE FOR ELECTRONIC USAGE .....                                         | 1  |
| PURPOSE .....                                                            | 2  |
| RESPONSIBILITIES .....                                                   | 2  |
| Student .....                                                            | 2  |
| Qualified Training Provider (QTP).....                                   | 3  |
| Supervisor .....                                                         | 4  |
| Federal Program Managers .....                                           | 4  |
| TRAINING DOCUMENTATION .....                                             | 5  |
| SC-340 TMI Probationary Evaluation Form .....                            | 5  |
| On-the-Job Training (OJT) Checklist .....                                | 5  |
| Specialty Crops Inspection Division Agricultural Commodity Graders ..... | 5  |
| Federal-State Cooperative Market (Fed-State) Inspectors.....             | 6  |
| MIT COURSE I: FUNDAMENTALS OF MARKET INSPECTION .....                    | 6  |
| Overview .....                                                           | 6  |
| Pre-enrollment.....                                                      | 6  |
| Required Office Resources .....                                          | 6  |
| Equipment .....                                                          | 7  |
| Read and Review .....                                                    | 7  |
| Enrollment.....                                                          | 7  |
| Structure.....                                                           | 8  |
| FOMI On-the-Job Activities .....                                         | 8  |
| Qualified Training Provider (QTP) for FOMI .....                         | 8  |
| Course Progress .....                                                    | 8  |
| Approximate Course Length.....                                           | 9  |
| Successful Completion of Course.....                                     | 9  |
| MIT COURSE II: CORE COMMODITY, INSPECTION & CERTIFICATION .....          | 9  |
| Overview .....                                                           | 9  |
| Pre-enrollment.....                                                      | 10 |
| Required Resources at Training Location for Core CIC .....               | 10 |
| Enrollment.....                                                          | 11 |
| Structure.....                                                           | 11 |
| Commodities Covered .....                                                | 11 |
| MIT COURSE III: COMPREHENSIVE COMMODITY, INSPECTION & CERTIFICATION      |    |
| TRAINING .....                                                           | 12 |
| Overview .....                                                           | 12 |
| COURSE III PRACTICUM INSTRUCTION.....                                    | 13 |
| Pre-requisites.....                                                      | 13 |
| Required Resources at Training Location .....                            | 14 |
| Enrollment.....                                                          | 14 |
| Comp CIC Structure .....                                                 | 14 |
| Commodities Covered .....                                                | 14 |
| ON-THE-JOB COMMODITY TRAINING AND EVALUATION .....                       | 15 |
| MIT QUALIFIED TRAINING PROVIDER (QTP) .....                              | 18 |

|                                                                                |    |
|--------------------------------------------------------------------------------|----|
| MIT ENROLLMENT PROCEDURES .....                                                | 22 |
| ONLINE ACTIVITIES PROCEDURES.....                                              | 23 |
| Blackboard Modules .....                                                       | 24 |
| Knowledge Check Exams .....                                                    | 24 |
| NEXT STEPS FOLLOWING PROGRAM COMPLETION .....                                  | 25 |
| FEIRS.....                                                                     | 25 |
| REFERENCE LINKS.....                                                           | 26 |
| APPENDIX I – MIT PROGRAM COMPLETION DETAILS.....                               | 27 |
| Course I.....                                                                  | 27 |
| Course II.....                                                                 | 28 |
| Course III .....                                                               | 28 |
| APPENDIX II – MIT ON-THE-JOB TRAINING CHECKLIST .....                          | 30 |
| APPENDIX III – CORE CIC AND COMP CIC OJT TEACHING AND EVALUATION<br>PLANS..... | 31 |
| APPENDIX IV – MIT COURSE III: KEY COMMODITIES & PRACTICUM GUIDE .....          | 32 |
| APPENDIX V – MIT COURSE III: PARTICIPANT OVERVIEW GUIDE .....                  | 33 |

## INTRODUCTION

This manual is designed to provide guidance to Specialty Crops Inspection (SCI) Division and Federal-State personnel of the United States Department of Agriculture (USDA), in terminal market inspection training of Agricultural Commodity Graders and Federal-State market licensees. If needed, contact your immediate supervisor for any situation not addressed in this manual.

Compliance with the Agricultural Marketing Service (AMS) guidelines does not excuse failure to comply with the Food, Drug, and Cosmetic Act or any other applicable Federal or State laws or regulations. SCI Division of the Specialty Crops Programs (SCP), AMS is responsible for grading/inspecting, audits and standardization programs of fresh and/or processed fruits and vegetables and related products. The legal authority for grading, auditing and standardization activities are the Agricultural Marketing Acts of 1936 and 1946, as amended.

## GUIDE FOR ELECTRONIC USAGE

The AIM system of instructional manuals is available electronically in Adobe Acrobat Portable Document Format (PDF) at the following intranet address:

<https://usdagcc.sharepoint.com/sites/ams/AMS-SCI/SitePages/Home.aspx>.

When accessed electronically, AIM materials have hyperlinks and hypertext (visible as underlined [blue text](#)) available to the PDF user. Clicking on a hyperlink takes the reader to a web site with information relating to the subject. Hypertext links the reader to a different page within the current manual, or a different manual, with information relating to the subject. For example, the hypertext in the Table of Contents allows a reader to go directly to the section of interest in the manual by clicking on the section title.

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- Click on the “Help” tab on the top of any page in Adobe Acrobat,
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- Type the word “Search” in the “Search” box, and click on the “Search” button,
- A series of options will become available,
- Click on the “Access Search Features” link and follow the instructions for the type of search you are interested in.

## **PURPOSE**

Within this document, SCI Division Agricultural Commodity Graders (ACGs) and Federal-State Cooperative Market (Fed-State) Inspectors will be collectively known as ACGs unless otherwise designated.

This policy is intended for full-time, not mixed-tour or intermittent, SCI ACGs providing Terminal Market Inspection (TMI) services and full-time/non-seasonal Fed-State ACGs seeking unrestricted market licensee status. For Fed-State ACGs seeking restricted market license status contact a Federal Program Manager.

The Market Inspector Training (MIT) program provides developing ACGs fundamental and comprehensive technical and professional skills training to ensure mission-critical performance. Within MIT, the following critical areas of terminal market inspection are divided into courses and timetables of progressive development:

- MIT Course I: Fundamentals of Market Inspection (FOMI)
- MIT Course II: Core Commodity, Inspection & Certification (Core CIC)
- MIT COURSE III: Comprehensive Commodity, Inspection & Certification Training (Comp CIC)

MIT provides the training necessary to prepare an ACG to perform terminal market inspection tasks and commodity inspection without direct supervision. It does not authorize, certify or license the student to perform terminal market inspection. That responsibility rests with the student's supervisor or Federal Program Manager (FPM). Thus, students successfully completing any MIT commodity training course must still have their ability attested to by the supervisor and for Fed-State ACGs, also to be evaluated by the FPM, to become qualified to perform market commodity inspections or to receive an unrestricted market license.

## **RESPONSIBILITIES**

### **Student**

The student is the focal point of all training and must make every effort to become qualified to perform their inspection duties without direct supervision. The success of student training greatly depends on the relationship between the supervisor and student. Student responsibilities include the following:

- Actively participate in all scopes of the training.
- Comprehend the applicable task requirements.
- Obtain and maintain knowledge and appropriate skill levels within all training courses.

- Budget on-duty time to complete assigned tasks within established time limits.
- Request assistance from the supervisor when having difficulty with any part of training.

### **Qualified Training Provider (QTP)**

While the supervisor is responsible for ensuring the student is fully trained in the performance of their assigned duties, MIT courses allow QTPs to provide instruction, demonstration and evaluation of student ability and proficiency so that the supervisor can make an educated decision on student qualifications to perform inspection duties without direct supervision.

Qualified Training Providers may include the following:

- GS-9 or unrestricted terminal market ACGs
- Inspectors-in-Charge
- Officers-in-Charge (OIC), Assistant Officers-in-Charge (AOIC), and Sub-Area Supervisors
- Federal-State Supervisors
- SCI and Federal-State Training Officers
- SCI Training and Development Branch Training Specialists and contractors
- Federal Program Managers

QTPs must be trained in all aspects of terminal market inspection prior to QTP enrollment and qualification and must maintain a fully successful performance rating or unrestricted market license status.

Qualified Training Provider responsibilities include the following:

- Advise and assist supervisor in executing training responsibilities.
- Conduct training in support of MIT course requirements.
- Maintain a record of student progress.
- Review student training documentation, provide instructional feedback and evaluation on student proficiency and ability.
- Brief supervisor on student status, provide training updates and recommend training mitigation for non-proficiency.

- Assist supervisor in completion and documentation of mitigation corrective actions.
- Identify training resources in support of training activities.

### **Supervisor**

The student's supervisor has the single greatest impact on mission accomplishment. They must share their experiences and expertise to meet mission requirements and provide a quality training environment for student success.

The supervisor is responsible for ensuring the student is qualified to perform inspection duties without direct supervision although they may use QTPs to provide MIT training and evaluation. While QTPs provide training, ultimately the supervisor will determine the student's qualifications in performing inspection duties without direct supervision. Supervisor's responsibilities include the following:

- Evaluate training results and documentation to ensure students are fully prepared for their mission responsibilities.
- Ensure student performance deficiencies are addressed via effective corrective actions.
- Ensure student training duties do not detract from primary duties.
- Ensure training is planned and scheduled accordingly to meet office needs.
- Ensure QTPs are aware of the training requirements in support of the overall mission.
- Budget and allocate resources to support training requirements, including training time and training providers.
- For probationary students, ensure division-required evaluations include a review of previously certified tasks to ensure the student meets duty position requirements.

### **Federal Program Managers**

Federal Program Managers are responsible for the issuance of market licenses to Fed-State ACGs. MIT courses are designed to provide Fed-State ACGs sufficient training for license evaluation.

ACG MIT courses supplement, not replace, established USDA Fed-State ACG licensing requirements and procedures. For further information regarding Fed-State ACG licensing, contact a Federal Program Manager or the SCI Federal State Inspection Management Branch Chief or Assistant Branch Chief.

## TRAINING DOCUMENTATION

Keeping records of the training provided, including critical milestone dates, is essential in maintaining the integrity of a training program. All documentation pertaining to ACG's terminal market inspection training must be kept either as electronic files (i.e., in Blackboard, in computer server shared files, in supervisor's hard drive, etc.) or as hard copy documents (i.e., written exams and exercises in a secured file cabinet). All records will include the name of the ACG, and where applicable, dates, market office, scope and supervisor signature. Training documentation will fall under the general records retention policy and will be transferred accordingly during changes of an ACG's official duty station.

Each course of MIT has unique training documentation designed to support learning objectives. These include exercise worksheets, student evaluations and supervisor verifications. Refer to each course section in this manual to learn more about the documentation needed per course.

The documentation listed below will be used throughout all courses of MIT.

### SC-340 TMI Probationary Evaluation Form

The [SC-340 TMI Probationary Evaluation Form](#) (intranet link) is to be used to document the performance of probationary SCI ACGs performing Terminal Market Inspections (TMI). SC-340 is not required for ACGs who are not in probationary status or for Fed-State ACGs. The Probationary Evaluation form needs to be completed until the ACG satisfactorily completes their first-year probationary period. However, in certain situations, it may be appropriate to use this form beyond the employee's probationary period; please consult with your supervisor concerning such a situation.

The evaluation needs to be completed bi-weekly, starting two weeks after the first day on duty until the ACG successfully completes MIT Course II: Core Commodity, Inspection and Certification (Core CIC) and has no unacceptable or deficient elements noted. Once those criteria are met, begin to incorporate performance reviews as outlined in the [Supervisory Reviews of Agricultural Commodity Graders](#) policy and reduce SC-340 completion to once per month for the duration of the probationary period. If at any time during the monthly evaluation period the ACG's performance becomes unacceptable or deficient, the evaluation period would revert to bi-weekly until at least two consecutive acceptable ratings, which must include specific focus on the area of concern. Once these conditions are met, monthly reviews can resume.

The SC-340 TMI Probationary Evaluation Form is available on the AMS Forms Catalog at the following intranet link: <https://usdagcc.sharepoint.com/sites/ams/AMSFormsCatalog/SC-340.pdf>.

### On-the-Job Training (OJT) Checklist

#### Specialty Crops Inspection Division Agricultural Commodity Graders

SCI ACG training progress will be tracked via the [On-the-Job \(OJT\) Checklist \(Appendix II\)](#). It is intended to record critical training information related to commodity inspection and

certification and other inspection-related tasks. Once the training for a task or for each commodity under MIT Course II: Core Commodity, Inspection & Certification is successfully completed, the supervisor will update the student's OJT Checklist with signature indicating that the employee is qualified to perform that task or inspect a commodity without direct supervision based on evaluated proficiency.

The OJT Checklist can be used as a quick reference guide by a dispatcher assigning daily inspection work to identify which commodities the ACG can inspect without direct supervision. The OJT Checklist will be maintained until the completion of the OJT Training Timetable for new Terminal Market Inspection Agricultural Commodity Graders.

### Federal-State Cooperative Market (Fed-State) Inspectors

Fed-State inspector training progress may use the [OJT Checklist \(Appendix II\)](#) to track training progress but is not a requirement as training may already be tracked via the cooperative market licensing process. Contact the Federal State Inspection Management (FSIM) Branch Chief for additional guidance.

## **MIT COURSE I: FUNDAMENTALS OF MARKET INSPECTION**

### **Overview**

The FOMI course is required for all full-time, not mixed-tour or intermittent, SCI ACGs providing TMI services and full-time/non-seasonal Fed-State ACGs seeking unrestricted market licensee status that perform terminal market inspections. Mixed-tour, intermittent, and seasonal staff may take this course with their supervisor's or Federal Program Manager's approval. ACGs are required to successfully complete the FOMI course prior to entrance into MIT Course II: Core Commodity, Inspection & Certification.

The FOMI course is a balanced delivery approach utilizing the Blackboard online learning system for remote virtual learning and on-the-job training activities, within an actual terminal market environment. A certificate of completion is issued with the successful completion of all FOMI requirements. Once the FOMI is successfully completed, commodity training according to the timetable can commence.

FOMI must be successfully completed within six weeks of beginning the course.

### **Pre-enrollment**

#### Required Office Resources

- Hard copy of the current [General Market Manual](#) and [Fresh Fruit and Vegetable Inspection Certificate \(FV-300\) Manual](#)
- Computer access with internet and printer connectivity

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Effective Date: February 2026

Page 7 of 33

- SC-300N notesheets
- Pen
- Notepad
- Calculator

### Equipment

Prior to enrollment, the student will be assigned inspection equipment as outlined in the General Market Manual and Inspector Grading Equipment Inventory Sheet.

### Read and Review

The supervisor will provide a hard copy of the current [General Market Manual](#) (GMM) and [Fresh Fruit and Vegetable Inspection Certificate \(FV-300\) Manual](#) and provide sufficient time for the student to read and review the sections as indicated below.

#### A. General Market Manual

- Authority
- Relationship with Industry
- Prohibited Activities
- Requesting Inspections
- Inspection Equipment
- Carrier, Load, Lot
- Determining Type of Inspection
- Performing the Inspection
- Federal Marketing Orders and Section 8e Requirements
- Certificate
- Fees
- Re-inspections and Appeals
- PACA

#### B. Fresh Fruit and Vegetable Inspection Certificate (FV-300) Manual

- General Instructions
- Identifying the Inspection
- Describing the Product

### **Enrollment**

See the [MIT Enrollment Procedures](#) section in this document.

## Structure

See the [Online Activities Procedures](#) section of this document.

### FOMI On-the-Job Activities

FOMI OJT activities will be completed within the local office or at another market location if sufficient live inspection availability is not feasible. Activities are listed within Blackboard for certain modules and are taken once the module is successfully completed. Many activities require the student to accompany a QTP for OJT exposure to live inspections. While more than one activity may be completed during a single live inspection, it is recommended that supervisors provide as much exposure to the live TMI environment as possible by utilizing multiple live inspections in completion of activities. Further guidance per activity is listed within each activity worksheet in Blackboard.

Activity worksheets require a QTP or supervisor review for accurate student responses. Answer keys will be provided for efficient and uniform reviews. Activity worksheets must be complete, accurate, legible and be in accordance with established division policy and instructions. Errors must be addressed, and effective corrective actions noted. Once an activity worksheet is reviewed and necessary corrective actions are complete, the supervisor will do the following:

- Sign the activity worksheet acknowledging that student responses are successfully completed and are in accordance with established the SCI Division policy and instructions.
- Complete the FOMI activity attestation record in Blackboard once all FOMI activities are successfully completed.
- Keep completed activity worksheets in the student's local training file.

### **Qualified Training Provider (QTP) for FOMI**

The following qualifications must be met to be a QTP assisting in FOMI training.

- The QTP must be qualified to perform all fresh commodity inspections without direct supervision and maintain a fully successful performance rating or unrestricted market license status.

### **Course Progress**

Student FOMI progress can be accessed in Blackboard by the designated supervisor, Officer in Charge/Assistant Officer in Charge/Subarea Supervisor, Federal Program Manager, Regional Branch Chief or Assistant Regional Branch Chief, and Training Officers, as indicated on the FOMI enrollment email.

**Approximate Course Length**

FOMI must be successfully completed within six weeks of beginning the course.

The average time to complete all requirements of the FOMI course is 32 hours (12 hours of Blackboard virtual training and testing, and 20 hours of activities). As many OJT activities require the student to accompany another inspector during a live inspection, local workload and staffing may impact the time it takes to complete on-site activities.

**Successful Completion of Course**

FOMI is successfully completed when the following criteria are met:

- All modules have been viewed
- All knowledge check exams passed
- All OJT activity completion is attested to by the supervisor in Blackboard

When the FOMI course has been successfully completed, a certificate of completion will be issued to the student. For SCI ACGs the supervisor will record course name and date successfully completed on the student's office file [MIT On-the-Job Training Checklist \(Appendix II\)](#) with signature and date.

FOMI must be successfully completed within six weeks of beginning the course. Exceptions can only be granted with Associate Director approval.

**MIT COURSE II: CORE COMMODITY, INSPECTION & CERTIFICATION****Overview**

The Core CIC course is required for all-time, not mixed-tour or intermittent, SCI ACGs providing TMI services and full-time/non-seasonal Fed-State ACGs seeking unrestricted market licensee status. ACGs are required to successfully complete MIT Course I: Fundamentals of Market Inspection prior to enrollment of Core CIC.

The Core CIC course is a balanced delivery approach utilizing the Blackboard online learning system for remote virtual learning, on-the-job teaching and hands-on learning of commodity inspection and certification policy and procedures. The on-the-job component is delivered by a QTP at a terminal market location and reinforces fundamental TMI procedures while providing in-depth instruction, demonstration, and evaluation of inspection processes for five selected commodities.

A Certificate of Completion is issued with the successful completion of all Core CIC requirements. Core CIC is successfully completed when the student is sufficiently trained and

has demonstrated proficiency in the inspection of five commodities or commodity groupings (i.e., Berries, Oranges, Melons, etc.) without direct supervision.

The students' supervisor or FPM will ensure the student is qualified to perform inspection on the five commodities without direct supervision.

The entire Core CIC course must be successfully completed within 10 weeks of assignment within Blackboard. The supervisor and QTP will coordinate schedules to ensure OJT commodity training is provided in a mutually agreeable timeframe within the required 10-week window for course completion. The timeframe may be dependent on student ability and performance, QTP travel status or a selected commodity's availability. The average time to complete all course requirements is eight weeks and can be completed in one period of time or over a series of weekly periods. If the course is not completed within 10 weeks of assignment, the Supervisor should discuss the status and alternatives with the Training and Development Branch Chief for further assistance.

Student training progress can be accessed in Blackboard by the designated supervisor, Officer-in-Charge/Assistant Officer-in-Charge/Sub-Area Supervisor, Federal Program Manager, Regional Branch Chief or Assistant Regional Branch Chief as indicated on the Core CIC enrollment email.

### **Pre-enrollment**

Students must have successfully completed MIT Course I: Fundamentals of Market Inspection.

#### Required Resources at Training Location for Core CIC

The supervisor will coordinate with the QTP to ensure the following resources are in place prior to training:

- Hard copies of [General Market Manual](#) (GMM), [Fresh Fruit and Vegetable Inspection Certificate \(FV-300\) Manual](#), [Sanitation Manual](#), U.S. Grade Standards and Market Inspection Instructions.
- Access to all commodity-specific official and unofficial aids and references
- Inspector Grading Equipment
- SC-300N notesheets
- SC-300 mock or serialized certificates
- Access to commodities covered; via actual service requests, prearranged access via local applicants or via official purchase order produce buy

The student and QTP may find all references at [www.ams.usda.gov](http://www.ams.usda.gov).

## Enrollment

The Core CIC course is required for all full-time, not mixed-tour or intermittent, SCI ACGs providing TMI services and full-time/non-seasonal Fed-State ACGs seeking unrestricted market licensee status. ACGs are required to successfully complete the FOMI course within six months prior to enrollment of Core CIC.

See the [MIT Enrollment Procedures](#) section in this document.

## Structure

Core CIC course structure consists of Blackboard modules, knowledge check exams, and on-the-job commodity training and evaluation.

## Commodities Covered

Core CIC will cover the two required core commodities, and three elective core commodities as determined by the supervisor at time of enrollment. This allows flexibility to develop an ACG that meets SCI's mission and local office needs.

Commodities include commodity groupings such as *berries* to cover material from several commodities within a single Market Inspection Instruction, or from several commodities within multiple Instructions such as *oranges*. Elective core commodities are designed to be flexible, and they may have limited seasonal availability.

Peppers and avocados are required for all Core CIC students. In addition, three of fifteen elective Core commodities must be selected from below:

- Required Core Commodities (both are required):
  - Peppers (Sweet and Other Than)
  - Avocados (including Section 8e)
- Elective Core Commodities (select three):
  - Apples
  - Asparagus
  - (Strawberry, Raspberries, Blackberries)
  - Blueberries
  - Broccoli

- Cucumbers (Field Grown, Greenhouse, Pickling)
- Kiwifruit (including Section 8e)
- Lemons & Limes
- Lettuce (including Leaf and Romaine)
- Mangos
- Melons (Honeydew & Cantaloup)
- (BGG and Other than BGG) (including Section 8e)
- Oranges (FL/CA/TX) (including Section 8e)
- Potatoes (including Section 8e)
- Summer Squash
- Sweet Cherries
- Table Grapes (including Section 8e)
- Tomatoes (Fresh, Tomatoes on the Vine, Greenhouse) (including Section 8e)
- Watermelon

See also [Online Activities Procedures](#) section of this document.

## **MIT COURSE III: COMPREHENSIVE COMMODITY, INSPECTION & CERTIFICATION TRAINING**

### **Overview**

The Comp CIC course is required for all federal agricultural commodity graders (ACG) who will perform inspections on more than five fresh commodities and Fed-State inspectors earning an unrestricted license.

The Comp CIC course is a balanced delivery approach utilizing the Blackboard online learning system for remote virtual learning and on-the-job teaching and hands-on learning of commodity inspection and certification policy and procedures. The on-the-job component is delivered by a QTP at a terminal market location and reinforces fundamental TMI procedures while providing in-depth instruction, demonstration, and evaluation of inspection processes for ten selected commodities.

A Certificate of Completion is issued with the successful completion of all Comp CIC requirements. Once Comp CIC is successfully completed, the student will be sufficiently trained and has demonstrated proficiency in the inspection of five required core commodities and five elective core commodities, and has successfully completed all required practicums, as determined by the supervisor at time of enrollment without direct supervision.

The students' supervisor or FPM will ensure the student is qualified to perform inspection on the 10 commodities without direct supervision. Additionally, after successful completion of Comp CIC, the Fed-State student's FPM will evaluate the student for an unrestricted market license.

The entire Comp CIC course must be successfully completed within twenty (20) weeks of assignment within Blackboard. The supervisor and QTP will coordinate schedules to ensure OJT commodity training is provided in a mutually agreeable timeframe within the required twenty-week window for course completion. The timeframe may be dependent on student ability and performance, QTPs travel status or a selected commodity's availability. The average time to complete all course requirements is eight to ten weeks and can be completed in one period of time or over a series of weekly periods.

Student training progress can be accessed in Blackboard by the designated supervisor, Officer in Charge/Assistant Officer in Charge/Subarea Supervisor, Federal Program Manager, Regional Branch Chief or Assistant Regional Branch Chief and Training Officers as indicated on the Comp CIC enrollment email.

### **Course III Practicum Instruction**

Practicum instruction is a required component of the MIT training program and is intended to ensure inspectors develop and demonstrate applied technical skills necessary for accurate and consistent inspection services. Practicums provide structured, hands-on opportunities to reinforce inspection concepts introduced through Blackboard instruction and On-the-Job Training (OJT). While completion of all applicable practicum activities is required, the timing, sequencing, and delivery of practicums are determined by the supervisor based on local operational needs, commodities inspected, or products routinely graded within a specific office or market.

Required practicum topics include, Freezing, Net Weight, Digital Imaging, Titration and Maturity Testing, Pressure Testing, No-Grade Opinions (NOGs), Salad Mix evaluations, and Mixed and Commodity Standards (see Practicum Guide). Successful completion of Course III includes practicum instruction. Associated training outcomes must be documented using the SCI Records Review Form (SC-383) in accordance with Division training and documentation requirements. (see [Appendix IV – MIT Course III: Key Commodities & Practicum Guide](#)).

### **Pre-requisites**

Students must have successfully completed MIT Course II: Core Commodity, Inspection & Certification Training.

### Required Resources at Training Location

The supervisor will coordinate with the QTP to ensure the following resources are in place prior to training:

- Hard copies of [General Market Manual](#)
- [Fresh Fruit and Vegetable Inspection Certificate \(FV-300\) Manual](#)
- [Sanitation Manual](#)
- U.S. Grade Standards and Market Inspection Instructions found at [www.ams.usda.gov](http://www.ams.usda.gov)
- Access to all commodity-specific official and unofficial aids and references
- Inspector Grading Equipment
- SC-300N notesheets
- SC-300 mock or serialized certificates
- Access to commodities covered; via actual service requests, prearranged access via local applicants or via official purchase order produce buy

### **Enrollment**

The Comp CIC course is required for all full-time, SCI ACGs providing TMI services and full-time/non-seasonal Fed-State ACGs seeking unrestricted market licensee status. ACGs are required to successfully complete the Core CIC course within two months prior to enrollment of Comp CIC.

See also the [MIT Enrollment Procedures](#) section in this document.

### **Comp CIC Structure**

Comp CIC course structure consists of Blackboard modules, knowledge check exams, and on-the-job commodity training and evaluation.

### Commodities Covered

Comp CIC will cover the five required core commodities, and five elective core commodities as determined by the supervisor at time of enrollment. This allows flexibility to develop an ACG that meets SCI's mission and local office service needs.

- Required Complex Core Commodities (all are required):
  - Tomatoes
  - Table Grapes
  - Oranges (FL/CA/TX)
  - Lettuce (including Leaf and Romaine)
  - Potatoes
- Elective Core Commodities (Select 5):
  - Apples
  - Asparagus
  - Berries (Strawberry, Raspberries, Blackberries)
  - Blueberries
  - Broccoli
  - Cucumbers (Field Grown, Greenhouse, Pickling)
  - Kiwifruit (including Section 8e)
  - Lemons & Limes
  - Mangos
  - Melons (Honeydew & Cantaloup)
  - Onions (BGG and Other than BGG) (including Section 8e)
  - Summer Squash
  - Sweet Cherries
  - Watermelon

## **ON-THE-JOB COMMODITY TRAINING AND EVALUATION**

After the commodity Blackboard module and knowledge check exam is successfully completed, OJT and evaluation should begin to further support commodity grading knowledge and ability.

OJT commodity training for selected commodities is delivered in-person by a QTP and includes the use of market inspection locations and product samples to provide practical and comprehensive instruction, demonstration, and evaluation on the following scopes of instruction:

- Basic inspection responsibilities
- Efficiency and customer service techniques
- Grading criteria within grade standards and instructions
- Use of references, resources, and equipment
- Identifying defects, scoring guides and/or factors affecting U.S. Grade
- Applying critical elements of Section 8e inspection as per applicable commodity
- Applying the critical elements needed to certify inspection results on a notesheet and certificate

OJT commodity training will be conducted at one of these locations:

- Student's local office with a local QTP, out-of-market QTP or designated SCI Training offices
- Travel arranged by the students' supervisor

Student's inspection point/sub-office/area office is responsible for all travel costs, regardless of training location. Contact the SCI Training and Development Branch for a list of approved QTPs and contact information. Student's supervisor will contact the approved QTP directly to make scheduling and travel arrangements for the training.

Fed-State supervisors are to contact the Federal-State Inspection Management Branch Chief prior to enrollment for policy related to any training costs not related to travel expenses.

### **OJT Product and Specimens**

The supervisor will coordinate with the QTP to ensure that sufficient commodity products and specimens are available. Whenever practical, live inspection requests and inspection products will be used. If it is not practical, the QTP will provide sufficient samples from a local source and use a suitable learning space.

### **OJT Teaching and Evaluation Plans**

To assist the QTP in the delivery of on-the-job commodity training, a structured teaching and evaluation plan for basic inspection responsibilities and for each commodity will be used. Plans provide unique instructional and demonstrational guidance with tips on teaching the various

scopes of the commodity to meet objectives. Plans also provide guidance on the evaluation and use of the [SC-369 Market Inspector Training \(MIT\) Core Commodity Inspection Certification \(CIC\) Training Evaluation](#) form. Further details are located within each plan. Plans for each Comp CIC commodity are found in [Appendix III – Comp CIC OJT Teaching and Evaluation Plans](#).

### **OJT Teaching and Evaluation Scope Completion Progress Documentation**

QTPs will use the [SC-359 MIT Core Commodity Inspection Certification \(CIC\) Commodity OJT Progress](#) form to track completion of all scopes within each OJT Teaching and Evaluation plan. The form will consist of the scope number, name, signature of the QTP performing the training, the date scope was completed, and any applicable comments or remarks. Students will be made aware of their progress throughout the entire teaching process. If multiple QTP's are used to teach scopes, the student's supervisor will be responsible for sharing the started SC-359 form with each QTP until all scopes are completed.

QTPs will ensure updated or fully completed SC-359 forms are forwarded to the student's supervisor for local filing within the student's training file.

### **OJT Commodity Training Evaluation**

Once all scopes for a commodity Teaching and Evaluation plan are completed, the QTP evaluation process for that taught commodity will take place. To evaluate performance, the student will independently complete live or mock evaluation inspections. Details of these inspection scenarios to be evaluated will be determined by the complexity and scope of the commodity; see individual commodity OJT Teaching & Evaluation Plans for further guidance.

The QTP will complete the [SC-369 Market Inspector Training \(MIT\) Core Commodity Inspection Certification \(CIC\) Training Evaluation](#) form for each evaluation inspection scenario. The SC-369 will indicate if the student has demonstrated proficient or deficient level of performance regarding the commodity scopes.

Deficient performance will be addressed via mitigation training involving subject-matter review to ensure the student has retained the appropriate knowledge and demonstrates the relative ability. Qualified Training Providers may be used to provide mitigation training. All mitigation training is documented on the SC-369 form.

The SC-369 form requires a QTP name and title and student signature.

### **Distribution of Completed Forms**

The QTP will forward all completed SC-359 Progress and SC-369 Evaluation forms to the student's front-line supervisor for further evaluation and filing within the student's training file.

**Qualification Evaluation, Affirmation, and Attestation**Specialty Crops Inspection Division Agricultural Commodity Graders

For each commodity, the front-line supervisor will evaluate the student to affirm demonstrated proficiency regarding inspection and certification of the commodity. The evaluation may be based on information within each SC-369 MIT CIC Training Evaluation form, discussion with the QTP or personal observations of the student. The front-line supervisor will complete the Front-Line Supervisor Comp CIC OJT Commodity Training Affirmation record in Blackboard for each commodity and submit the student's SC-369 MIT CIC Training Evaluation forms to the OIC.

The OIC will evaluate the student to attest demonstrated proficiency and that the ACG is qualified in performing an inspection on the commodity without direct supervision. The evaluation may be based on information within each SC-369 MIT CIC Training Evaluation form, discussion with the front-line supervisor or Qualified Training Provider or personal observations of the student. The OIC or FPM will complete Training Attestation record in Blackboard to indicate the student has successfully completed the Comp CIC course requirements and is qualified to perform an inspection on Comp CIC commodities without direct supervision.

Federal-State Cooperative Market Inspectors

For each commodity, the front-line supervisor will evaluate the student to affirm demonstrated proficiency regarding inspection and certification of the commodity. The evaluation may be based on information within each SC-369 MIT CIC Training Evaluation form, discussion with the QTP or personal observations of the student. The front-line supervisor will complete the Front-Line Supervisor Commodity Training Affirmation record in Blackboard for each commodity and submit the student's SC-369 Market Inspector Training MIT CIC Training Evaluation forms to the FPM.

In coordination with the Fed-State unrestricted licensing process, the FPM will evaluate the student for licensing. The evaluation may be based on information within each SC-369 MIT CIC Training Evaluation form, discussion with the front-line supervisor or QTP or personal observations of the student. The FPM will complete the OIC/FPM Comp CIC OJT Commodity Training Attestation record in Blackboard to indicate the student has successfully completed the Comp CIC course requirements. The FPM will complete remaining requirements for licensing.

Contact the Federal State Inspection Management (FSIM) Branch Chief for additional guidance.

**MIT QUALIFIED TRAINING PROVIDER (QTP)**

OJT commodity training will be conducted by an approved QTP. Approval to be a QTP is determined by qualifications based on position status, subject-matter knowledge and teaching ability. A Blackboard learning program is used to validate a candidate's qualifications. On a limited basis, and with the approval of the Associate Director of Operations or their designee, an SME who is not yet a QTP may be used to conduct limited, commodity-specific training under the oversight of a Training Officer or Supervisor.

To be recommended as a QTP, Regional Branch Chiefs (RBCs) or Federal Program Managers (FPMs) will submit an ACG, Training Officer, Subarea Supervisor, or Fed-State inspector who meets the following prerequisites as a candidate for a QTP:

- Fully successful GS-9 or higher (for SCI)
- Unrestricted market licensee (for Fed-State)
- Qualified to perform all fresh commodity inspections without direct supervision

For those that meet these prerequisites, the RBC or FPM will submit an enrollment email to the SCI Training and Development Branch (TDB) via [SCITrainingBranch@usda.gov](mailto:SCITrainingBranch@usda.gov) requesting enrollment for the candidate into the Core CIC and Comp CIC QTP Evaluation and Development learning program in Blackboard.

Email must include the following:

- Candidate name and USDA or Fed-State email address
- Front-line supervisor name and email address
- Officer-in-Charge and Assistant Officer-in-Charge (if applicable), name and USDA email address (SCI only)
- Market office or inspection point name
- Name of program to be enrolled in (Core CIC and Comp CIC QTP Evaluation and Development)

The TDB will assign the Blackboard Core CIC and Comp CIC QTP Evaluation and Development learning program to the candidate. The program must be completed within 60 days of assignment within Blackboard.

#### A. QTP Evaluation and Development Program

The QTP Evaluation and Development learning program will evaluate a candidate's subject-matter knowledge and develop specific teaching ability. It consists of three courses that must be successfully completed to be an approved QTP:

- Evaluation of Knowledge
- Adult Learning Development
- Core CIC and Comp CIC OJT Teaching Development

## 1. Evaluation of Knowledge Course

Two parts of the course are used to evaluate a candidate's knowledge of material that will be taught within the Core CIC and Comp CIC.

### a. Fundamentals of Market Inspection Evaluation

The FOMI Evaluation consists of a 30-question exam based on the existing MIT: FOMI program. Evaluation is successfully completed with a minimum exam passing score of 80%. If not successfully completed, candidate will be required to review the MIT: FOMI modules from the failed questions and re-take the module exam requiring a passing score of 80%. If a candidate fails to successfully complete the retest, they have failed the evaluation of knowledge and will not be approved as a QTP at this time. See Successful Completion below for further details.

### b. Core CIC and Comp CIC Commodity Grading Evaluation

After successfully completing the FOMI Evaluation, the candidate will complete the Core CIC and Comp CIC Commodity Grading Evaluation. Core CIC and Comp CIC commodity knowledge tested will consist of the following commodity groupings:

- Asparagus
- Avocados (including Section 8e)
- Berries (Strawberries, Raspberries, Blackberries)
- Blueberries
- Cucumbers
- Kiwifruit (including Section 8e)
- Lemons & Limes
- Mangos
- Melons (Honeydew & Cantaloupe)
- Onions (including Section 8e)
- Oranges (FL/CA/TX) (incl. Section 8e)
- Peppers (Sweet and Other Than)

- Potatoes (including Section 8e)
- Summer Squash
- Table Grapes (including Section 8e)
- Tomatoes (including Section 8e)
- Watermelon

The Evaluation consists of 17 exams, with each consisting of five questions, covering the 17-commodity grouping above. Evaluation is successfully completed with a minimum passing score of 80% for each exam. If it is not successfully completed, candidate will be required to review the Core CIC and Comp CIC module(s) for each failed commodity grouping and take the associated module exam(s) requiring a passing score of 80%. If candidate fails to successfully complete the module exam(s) after the re-test, they have failed the evaluation of knowledge and will not be approved as a QTP at this time. The candidate must successfully complete the requirements of mitigation training before re-enrollment in the Core CIC and Comp CIC QTP course.

See Successful Completion below for further details.

## 2. Adult Learning Development Course

After successfully completing the Evaluation of Knowledge course, the candidate will attend the Adult Learning Development course. Sessions will be live, virtual, and instructor-presented to develop proper demonstration, psycho-motor, communication and questioning techniques and abilities. To evaluate successful development, candidates will prepare a presentation on a Core CIC and Comp CIC training scenario applying the adult learning techniques covered within the sessions. The Adult Learning Development course is successfully completed when the presentation is satisfactorily prepared and presented. The candidate will then move on to the Core CIC and Comp CIC OJT Teaching Procedures and Tools Development course.

## 3. Core CIC and Comp CIC OJT Teaching Development Course

After successfully completing the Adult Learning Development course, the candidate will attend the Core CIC and Comp CIC OJT Teaching Development course. Sessions will be live, virtual, and instructor-presented to develop functional awareness of the Core CIC and Comp CIC OJT teaching plans, student evaluations, documentation, and communication methods that they will be responsible for as Core CIC and Comp CIC QTPs. Core CIC and Comp CIC OJT

Teaching Development are successfully completed when the candidate attends all sessions.

The QTP Evaluation and Development program is successfully completed when the candidate has successfully completed its three courses:

- Evaluation of Knowledge
- Adult Learning Development
- Core CIC and Comp CIC OJT Teaching Development

Once successfully completed, the candidate is qualified and is an approved QTP. The SCI Training and Development Branch will maintain the list of approved Core CIC and Comp CIC QTPs. **Only approved QTPs may deliver final Core CIC and Comp CIC training and evaluate students.**

If a candidate fails to successfully complete any part of the course, they will not be approved as a QTP and must complete mitigation training to address deficiencies. Mitigation training will be coordinated via candidate's supervisor.

Candidates that complete mitigation training must wait a period of five days before being resubmitted for QTP consideration. When resubmitting a candidate who has completed mitigation training, the RBC or FPM will include a brief report of the mitigation with the re-enrollment email sent to the SCI Training and Development Branch. Final determination of re-enrollment will be handled on case-by-case basis and made by the SCI Training and Development Branch Chief in consultation with candidate's supervisor and Regional Operations Branch Chief, or FISMB Branch Chief as applicable.

Candidates that are approved to be re-enrolled will complete the part of the course failed. For Evaluation of Knowledge exams, the re-enrolled candidate would re-take the five question commodity exam(s) initially failed. Evaluation is successfully completed with a minimum passing score of 80%. Then, the candidate may proceed to the next course in the program. If candidate fails to successfully complete the re-enrollment commodity exam(s), they have failed the Evaluation course and will not be approved as a QTP at this time; their status will be determined on a case-by-case basis by regional and senior division management.

## MIT ENROLLMENT PROCEDURES

- SCI

The front-line supervisor will submit an enrollment request email to their respective Regional Branch Chief (RBC) or Assistant Regional Branch Chief (ARBC) that provides the following:

- Student name and USDA email address

- Front-line supervisor name and USDA email address
- Officer-in-Charge and Assistant Officer-in-Charge (if applicable), name and USDA email address
- Market office or inspection point name
- Name of course to be enrolled in (i.e. MIT Course I etc.)
- Acknowledgment that all pre-enrollment requirements have been met.

The RBC or ARBC will review the request and, if approved, forward the email to the SCI Training and Development Branch via [SCITrainingBranch@usda.gov](mailto:SCITrainingBranch@usda.gov) stating that the request to enroll is approved. RBC or ARBC will contact the SCI Associate Director of Field Operations for additional guidance if approval is denied.

The Training and Development Branch will respond with further enrollment information and instructions.

- Fed-State

The Fed-State front-line supervisor will submit an enrollment request email to their respective Federal Program Manager (FPM) that provides the following:

- Student name and State government email address
- Fed-State front-line supervisor name and state government email address
- Market office or inspection point name
- Name of course to be enrolled in
- Acknowledgment that all pre-enrollment requirements have been met.

The FPM will review the request and, if approved, forward the email to the SCI Training and Development Branch via [SCITrainingBranch@usda.gov](mailto:SCITrainingBranch@usda.gov) stating that the request to enroll is approved. FPM will contact the Federal State Inspection Management (FSIM) Branch Chief for additional guidance if approval is denied.

The Training and Development Branch will respond with further enrollment information and instructions.

## ONLINE ACTIVITIES PROCEDURES

MIT course structure consists of Blackboard modules, knowledge check exams, and on-the-job activities.

## Blackboard Modules

Blackboard modules cover fundamental inspection policies, procedures, concepts, and terms as outlined within the [General Market Manual](#), [FV-300 Certificate Manual](#), [Sanitation Manual](#), [Section 8e & Marketing Manual](#), and [7 CFR, Part 51](#). Modules must be taken within the order established as this generally follows the normal flow of the inspection process. Modules do not need to be taken at one sitting, and it is encouraged that the supervisor has the student accompany Qualified Training Providers during live inspections to break up lessons and provide exposure relevant to topics covered whenever practical.

## Knowledge Check Exams

Each module has a knowledge check exam requiring a minimum score of 70% to advance to the next module. If an exam score is less than 70% on the first attempt, the student will have an additional attempt to successfully pass the exam. If, after two attempts, the student has not successfully passed the exam they shall perform the following:

- Notify their supervisor that they have exceeded their allowable attempts.
- Provide a copy of incorrect exam questions and answers from Blackboard to their supervisor by performing the following:
  1. Go to [www.usda.blackboard.com](http://www.usda.blackboard.com)
  2. Go to the Course (i.e., MIT Course I: Fundamentals of Market Inspection)
  3. Click on Gradebook from the left-panel course menu
  4. Click the link for the failed item
  5. In the Calculated Result list, click on the score for any failed attempt to view the missed questions
  6. Print the page from this window

The supervisor will perform the following:

- Review, or assign review to a Qualified Training Provider, the incorrect questions and answers with the student for clear understanding of the nature and subject matter of the question.
- Once the student has a clear understanding regarding the incorrect questions and answers, forward a request for a third attempt to the Training and Development Branch via email at [SCITrainingBranch@usda.gov](mailto:SCITrainingBranch@usda.gov) detailing that the review is complete, and that the student is prepared for the third attempt to successfully complete the exam.

The third exam will be released to the student to complete. If the student does not successfully complete the exam on the third attempt the supervisor shall perform the following:

Supervisor will:

- Provide additional localized mitigation training and subject-matter review to ensure the student has retained the appropriate knowledge and demonstrates proficiency.
- Ensure all mitigation training provided is documented via the student's local training record.
- Contact the Chief of the Training and Development Branch for further instructions when mitigation training is completed.

The TDC Chief, in collaboration with the Area OIC and the Regional Branch Chief or the Federal Program Manager and Federal State Inspection Management Branch Chief will evaluate and determine the next steps. If desired by either party, the Associate Directors for Field Operations or Business Management Services may be requested to concur.

## **NEXT STEPS FOLLOWING PROGRAM COMPLETION**

Upon successful completion of all required components of the Terminal Market Inspection (TMI) training program, including applicable Blackboard modules, On-the-Job Training (OJT), evaluations, and required attestations, the employee is considered to have met the program's training requirements. Completion of the program signifies readiness to perform assigned inspection duties consistent with the scope of training received. Final determinations regarding work assignments, inspection authority, and any additional developmental needs are made by local management in accordance with Division policy and operational requirements. Employees should consult with their supervisor or Federal Program Manager regarding expectations, assignments, and any applicable licensing or certification actions following program completion.

## **FEIRS**

Once the minimum ACG performance, experience, and activity requirements within the [Requesting Deployment of the Fresh Electronic Inspection Reporting/Resource System \(FEIRS\) Program and Related Equipment](#) policy are reached, a request for FEIRS deployment can be made

**REFERENCE LINKS****Version Date  
(Printed for distribution)**

- ☐ **SC-340 TMI Probationary Evaluation form (intranet link):** \_\_\_\_\_  
<https://usdagcc.sharepoint.com/sites/ams/AMSFormsCatalog/SC-340.pdf>
- ☐ **SC-383 SCI Records Review form:** \_\_\_\_\_  
<https://www.ams.usda.gov/sites/default/files/media/SC383RecordsReview.pdf>
- ☐ **Supervisory Reviews of Agricultural Commodity Graders:** \_\_\_\_\_  
<https://www.ams.usda.gov/publications/content/supervisory-reviews-agricultural-commodity-graders>
- ☐ **Requesting Deployment of the Fresh Electronic Inspection Reporting/Resource System (FEIRS) Program and Related Equipment:** \_\_\_\_\_  
<https://www.ams.usda.gov/sites/default/files/media/FEIRSDeploymentProcedures.pdf>

Checked Materials have been printed from the links in this manual and included for reference.

**APPENDIX I – MIT PROGRAM COMPLETION DETAILS****Course I**

- A. Approximate length is six weeks
- B. Continuation of commodity specific training includes the following:
- Increase frequency and level of independent grading on commodities covered in Core CIC and Comp CIC.
  - Providing hard copies or electronic versions of standards and handbooks for the **commodities** to be inspected at the locally assigned market.
  - Provide sufficient time for the student to read the entire handbook of each commodity prior to being taught.
  - Utilize live or mock inspections as needed to demonstrate, review and complete knowledge checks of all commodity-related scopes and procedures.
  - Increase of the student's level of independent grading as knowledge and skills continue to develop and are validated.
- C. Efficiency and customer service includes the following:
- Ensuring dedicated independent grading and timely delivery of services is occurring.
  - Ensuring best practices are being followed by providing expedient and attentive service to all customers.
- D. Documentation includes the following:
- Maintain and update employee's training record
  - For SCI ACGs, the TMI ACG Probationary Evaluation form (SC-340) must be completed monthly
  - If performance is unacceptable or deficient, frequency would revert to bi-weekly and seek guidance from the Regional Field Operations Branch office or Federal Program Manager regarding length
  - Review and critique all independently graded inspection notesheets and certificates
  - Complete a [SCI Records Review form \(SC-383\)](#)

- For SCI ACGs, update OJT Checklist as appropriate

## Course II

- A. Approximate length is 10 weeks
- B. Continuation of commodity specific training involves the following:
  - Monitoring increasingly independence in grading activities
  - Corrective actions as needed
  - Increase complexity and number of commodities
  - Additional complex assignments
  - Administer appropriate commodity knowledge checks
- C. Efficiency and customer service must include the following:
  - Timely, expedient, and attentive delivery of services
- D. Documentation shall include the following:
  - Maintenance and update employee training record
  - TMI ACG Probationary Evaluation form (SC-340) must be completed as outlined in Period I
  - Review and critique all inspection notesheets and certificates
  - Complete a [SCI Records Review form \(SC-383\)](#) documenting reviews
  - SCI ACGs shall update student's OJT Checklist as appropriate

## Course III

- A. Approximate length is 20 weeks
- B. Continuation of Commodity Specific Training includes the following:
  - Monitor commodities taught in previous courses
  - Corrective actions as needed

- Increase complexity and number of commodities
- Additional complex assignments

Independent grading on previously covered commodities

C. Digital Imaging:

- Provide guidance on camera operation and General Market Manual guidance for taking and processing digital images

D. Efficiency and Customer Service:

- Ensure that timely, expedient, and attentive delivery of services is occurring to all customers

E. Documentation:

- Throughout this period, maintain and update employee's training record
- Throughout this period, the TMI ACG Probationary Evaluation form (SC-340) must be completed as outlined in Period I
- Review and critique 25 independently graded inspection FEIRS or paper certificates per month. Complete a [SCI Records Review form \(SC-383\)](#) documenting reviews
- For SCI ACGs, continue to update student's OJT Checklist with each completed and evaluated commodity and with completed FEIRS basic training

The MIT program is considered complete when the student has:

- Successfully completed MIT Course I: Fundamentals of Market Inspection
- Successfully completed MIT Course II: Core Commodity Inspection and Certification
- Successfully completed MIT Course III: Comprehensive Commodity, Inspection & Certification Training
- Demonstrated sufficient knowledge, skill, and ability toward inspection of commodities not covered and without direct supervision

Effective Date: February 2026

Page 30 of 33

**APPENDIX II – MIT ON-THE-JOB TRAINING CHECKLIST**

STUDENT: \_\_\_\_\_ MARKET OFFICE: \_\_\_\_\_

FRONT-LINE SUPERVISOR: \_\_\_\_\_

| <b>Task or Commodity</b> | <b>Qualified Training Provider</b> | <b>Date Successfully Completed</b> | <b>Supervisor Signature<sup>1</sup></b> | <b>Signature Date</b> |
|--------------------------|------------------------------------|------------------------------------|-----------------------------------------|-----------------------|
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<sup>1</sup> Supervisor signature indicates that student is qualified to perform task or commodity inspection without direct supervision based on demonstrated proficiency.

**Additional Comments**

**APPENDIX III – CORE CIC AND COMP CIC OJT TEACHING AND EVALUATION PLANS**

The following Teaching and Evaluation plans are available to Qualified Training Providers, students, supervisors, and Federal Program Managers via the Document Library in Blackboard upon enrollment of the Core CIC and Comp CIC course.

- Asparagus
- Avocados (including Section 8e)
- Basic Inspection Responsibilities
- Berries (Strawberries, Raspberries, Blackberries)
- Blueberries
- Cucumbers
- Kiwifruit (including Section 8e)
- Lemons & Limes
- Mangos
- Melons (Honeydew & Cantaloupe)
- Onions (including Section 8e)
- Oranges (FL/CA/TX) (including Section 8e)
- Peppers (Sweet and Other Than)
- Potatoes (including Section 8e)
- Summer Squash
- Table Grapes (including Section 8e)
- Tomatoes (including Section 8e)
- Watermelon

**APPENDIX IV – MIT COURSE III: KEY COMMODITIES & PRACTICUM GUIDE**

[Electronic version of Appendix IV – Market Inspection Training Course III: Key Commodities & Practicum Guide](#)



**United States Department of Agriculture**

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Agricultural Marketing Service, Specialty Crops Program, Specialty Crops Inspection Division

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**APPENDIX IV – MARKET INSPECTION TRAINING COURSE III: KEY COMMODITIES & PRACTICUM GUIDE**

This guide provides trainees, supervisors, and Qualified Training Providers (QTPs) with a detailed reference for the commodities, skills, and practicum areas covered in Market Inspection Training (MIT) Course III. It serves as a resource to describe available practicum activities, the skills they are intended to reinforce, and how they may be used to support training and skill development, rather than as required elements for program completion.

**Course Overview**

Course III builds upon the Core CIC foundation, emphasizing advanced technical competency, practical application, and evaluation across multiple commodities. The course integrates Blackboard learning, On-the-Job Training (OJT), and formal evaluations to confirm readiness for independent inspection.

**Required and Elective Commodities**

Participants must demonstrate proficiency in ten commodities total: five required and five electives.

Required Core Commodities

- Tomatoes
- Table Grapes
- Oranges (FL/CA/TX)
- Lettuce (including Romaine)
- Potatoes

Elective Commodities

Elective selection should align with regional inspection volume and market demand.

**APPENDIX V – MIT COURSE III: PARTICIPANT OVERVIEW GUIDE**

[Electronic version of Appendix V – Market Inspection Training Course III: Participant Overview Guide](#)



**United States Department of Agriculture**

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Agricultural Marketing Service, Specialty Crops Program, Specialty Crops Inspection Division

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**APPENDIX V – MARKET INSPECTION TRAINING COURSE III: PARTICIPANT OVERVIEW GUIDE**

This guide provides an overview of the Market Inspection Training Course III: Comprehensive Commodity, Inspection & Certification (Comp CIC). It is designed to help participants understand course expectations, structure, and resources needed to successfully complete the training.

**Course Purpose**

The purpose of Course III is to prepare Agricultural Commodity Graders (ACGs) and Fed-State Inspectors to conduct inspections independently on multiple commodities. The course emphasizes technical accuracy, professional judgment, and adherence to USDA inspection standards.

**Course Structure**

Course III consists of three integrated components that reinforce one another:

- Blackboard Modules – Cover foundational concepts, policies, and procedures.
- Knowledge Check Exams – Measure comprehension of key inspection principles.
- On-the-Job Training (OJT) – Provides hands-on experience under the supervision of Qualified Training Providers (QTPs).
- Practicum Instruction

**Key Learning Outcomes**

Upon completion, participants will be able to:

- Conduct independent commodity inspections in accordance with USDA standards.
- Complete and submit accurate documentation using SC-359 and SC-369 forms.
- Communicate effectively with supervisors and market stakeholders.