

HOW TO USE ELICENSE FOR FRUIT & VEGETABLE GROWERS (FVG)

Department of Agriculture



Background

State of Connecticut regulatory statue for Fruit and Vegetable Growers will need to register their business with the state through the on-line system known as eLicense, (www.elicense.ct.gov).

This process is intended to allow fruit, vegetable and sprout growers whose sales exceed \$25,000 adjusted for inflation and who are not claiming a qualified exemption from the Produce Safety Rule to register in the program.

Growers may identify themselves as a qualified exemption or a not covered farm.

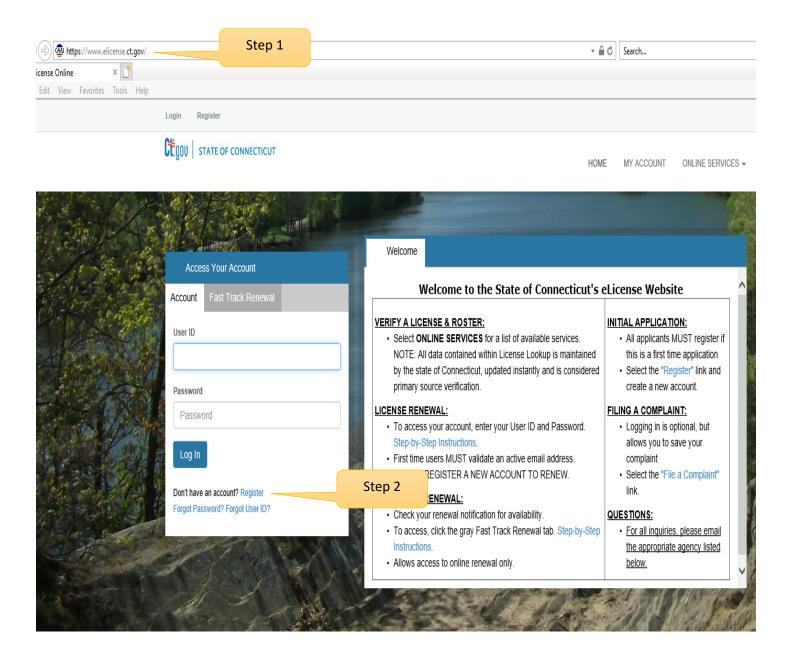
State and federal law contain provisions that allow some produce growers not be included in routine produce safety inspection activities. Connecticut Produce Farms that are not covered in the Federal Food Safety Modernization Act Produce Safety Rule (Part 112) or those that meet the Qualified Exemption specified in Part 112.5 can submit a signed affidavit to the Connecticut Department of Agriculture per Sec. 22-39g-2(i) acknowledging this and avoid routine compliance verification activities.

All growers can register for the Voluntary Connecticut Good Agricultural Practices (CGAP) for growing, harvesting, packing and holding produce is a voluntary certificate program, open to all size farms regardless of income. Participants will be subject of the requirements of CGAP, C.G.S. / 22-39g and the applicable regulations.

All growers can also register for the Farmers Market Nutrition Program which falls under the C.G.S / 22-61-0 regulations.

The Connecticut Department of Agriculture encourages all produce farms meeting the above requirements to submit this declaration annually. This does not preclude the possibility of inspection of the farm under Connecticut law.

Step 1: Type www.elicense.ct.gov on the command line of your browser.

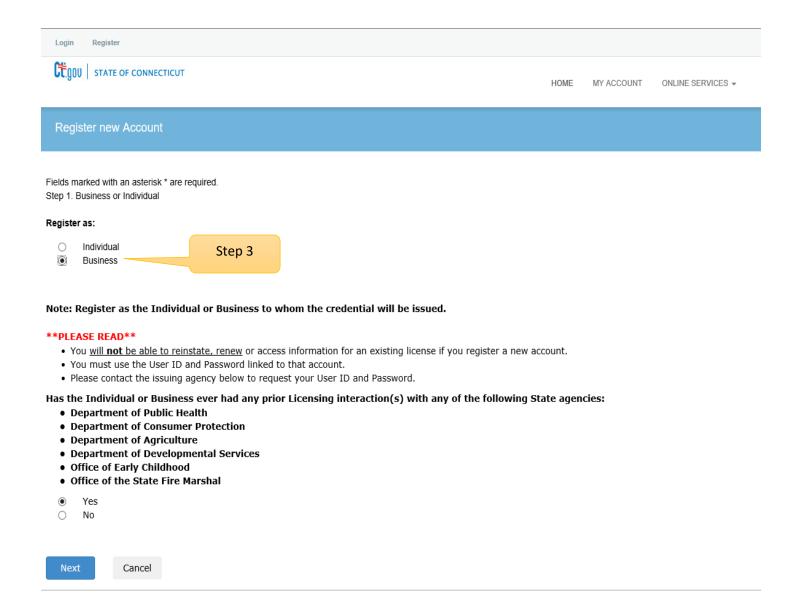


Step 2: Click on the Register button

New users of the eLicense system must register by creating a user name and password that will be used for all licensing pertaining to this business. Click on the Register button and follow the instructions.

Step 3: Always Register as a "Business"

Remember to have your email available to confirm that you are registering.

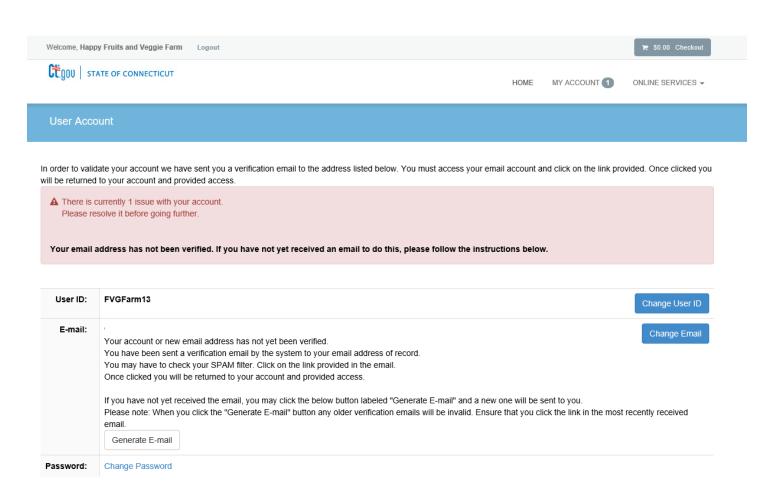


Please enter all the information on the next page to create the account. The ID and Password will be use every time you want to access the eLicense application.

ONLINE SERVICES +

Account Information * denotes required fields Create Online User ID *User ID We will use this email address to Enter Email Address *Email contact you. *Password Enter Password Confirm Password Re-enter password Personal Information **Business Name** Business Name Public Address Mailing Address Same as Public Address Attention Attention Attn. Address Enter Address Address Enter Address Enter Address Enter Address City Enter City City Enter City ~ ~ Connecticut Connecticut State State ~ UNITED STATES UNITED STATES ~ Country Country Enter Zip Enter Zip Zip Zip Phone Number Enter Phone Number Phone Number Enter Phone Number Cell Phone Enter Mobile Number Cell Phone Enter Mobile Number Captcha Verification Please note that this code is case sensitive. Enter Code* Enter code captcha Enter all the characters on the left into the enter code box. Use upper and lower case alphanumeric. This field is case sensitive.

Click Create Account



Step 4:

Logon on to your email and look for an email from donotreplyelicense2@po.state.ct.us. Open it and click on the link.



Dear Happy Fruits and Veggie Farm,

This message is intended to verify the email address on file for you in the State of Connecticut's eLicensing website and to allow you to use the other online functionality.

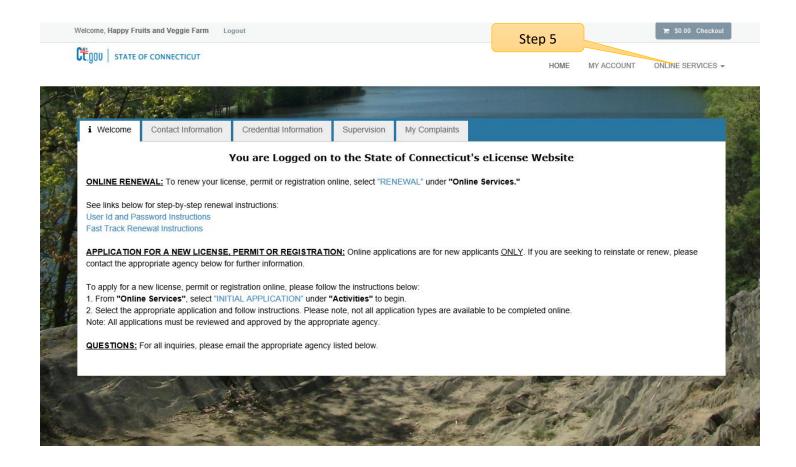
To complete the process, please click the hyperlink below if it appears in your email program. If it does not appear as a hyperlink please read the instructions below.

Click here Step 4

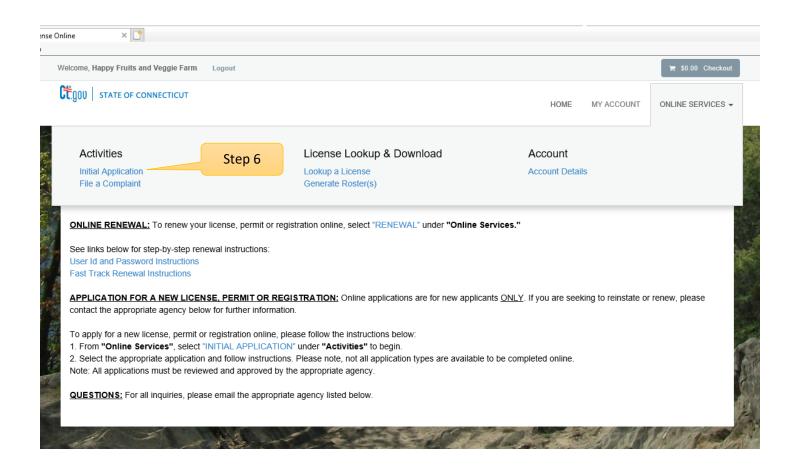
If a hyperlink does not appear above, then please copy the following text into your web browser's address bar (all the text below must be put in as a single line with no spaces)

You are now in the eLicense system and are ready to start the Fruits and Vegetable application.

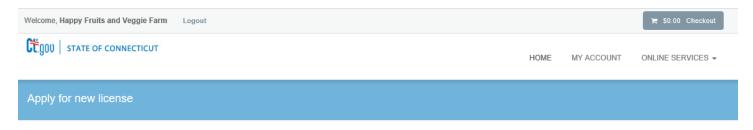
Step 5 - Click on the ONLINE Services button



Step 6: Click on the Initial Application.

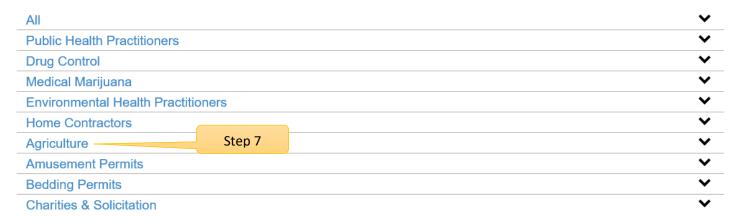


Step 7: Find Agriculture in the list below and Click on it



Below are all current License/Certification types available for online application.

Please expand a category to view the available types, then select "Start" for the License/Certification you wish to apply from the list:



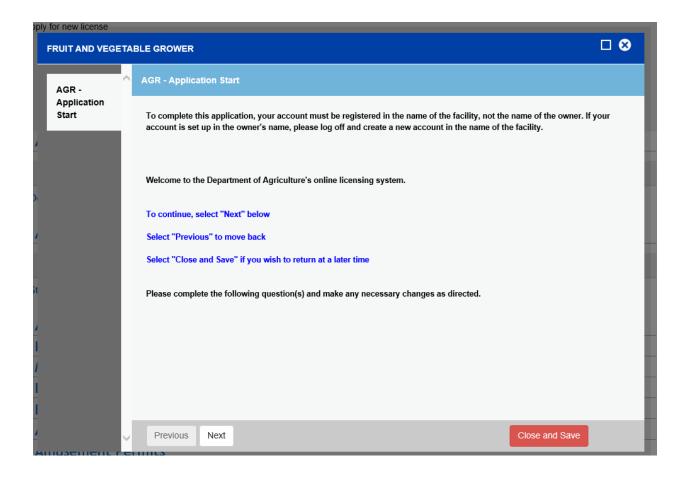
Step 8: Click on the Start button to start the FVG application process.

Agriculture			
	License		Board
Start	ANIMAL IMPORTER		Department of Agriculture
Start	CHEESE MANUFACTURER		Department of Agriculture
Start	COMMERCIAL ANIMAL FEED MANUFACTURER		Department of Agriculture
Start	FRUIT AND VEGETABLE GROWER	Step 8	HEMP AND PRODUCE SAFETY

By selecting Fruit and Vegetable Grower application, the user will be guided through a series of questions about the farm.

Application Start:

This screen gives the user a basic understanding on how to maneuver through the application.

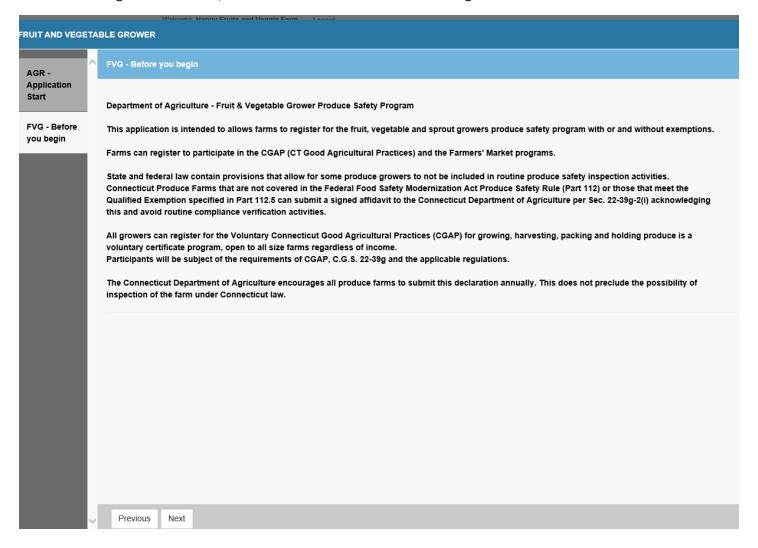


Click on the Next button at the bottom of the screen to move to the next screen.

The user can close and save the application during any part of the process. Upon returning to a partially start application, the user will need to look in the applications in progress Do not start as a new application.

Before you begin:

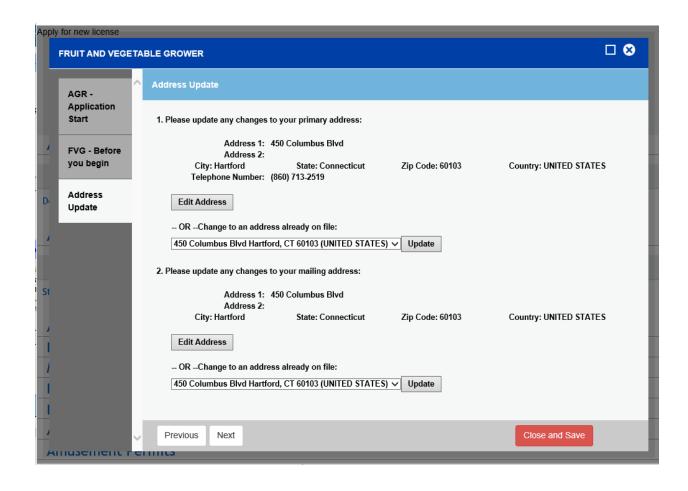
These are the regulations for FVG, CGAP and Farmers Market Nutrition Programs:



Click on the Next button at the bottom of the screen to move to the next screen.

Address Update:

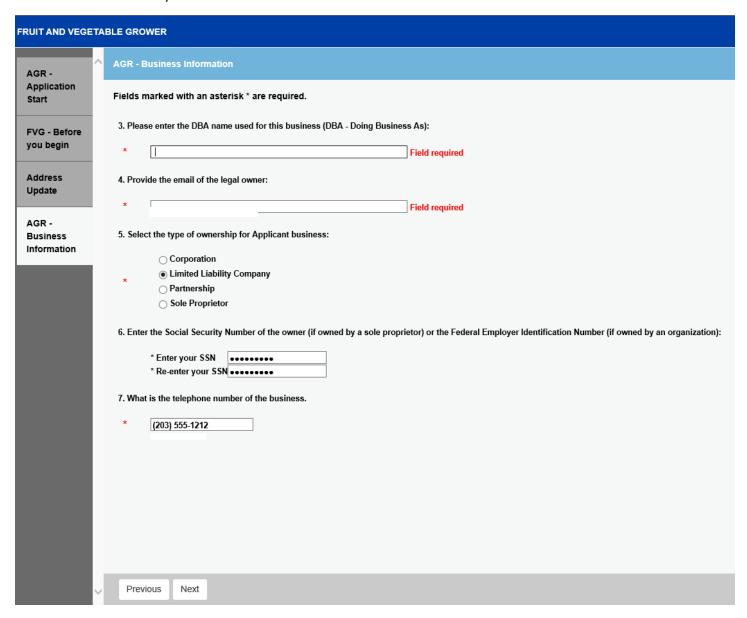
Users can edit their primary and mailing addresses. This information was collected from the initial registration when ID and password were created.



Click on the Next button at the bottom of the screen to move to the next screen.

Business Information

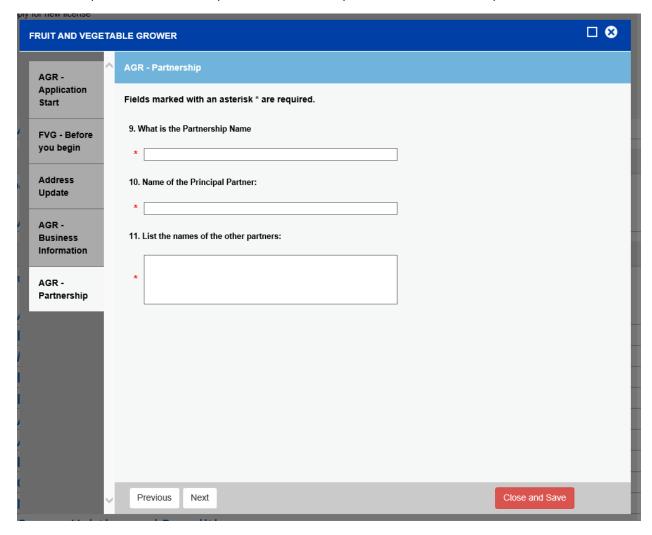
The red * star left of the answer box identifies the field as mandatory. The user will not be allowed to move to the next screen until all mandatory fields have been answered.



Organization Type:

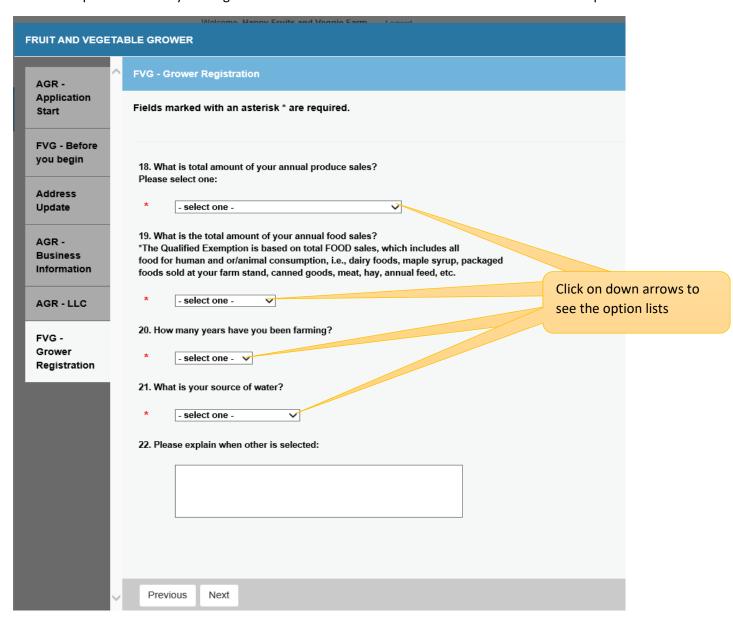
The type of organization (Question 5) will determine which business screen is presented to the user.

There is a separate screen for Corporations, Partnerships, LLC/LLPs and Sole Proprietors.



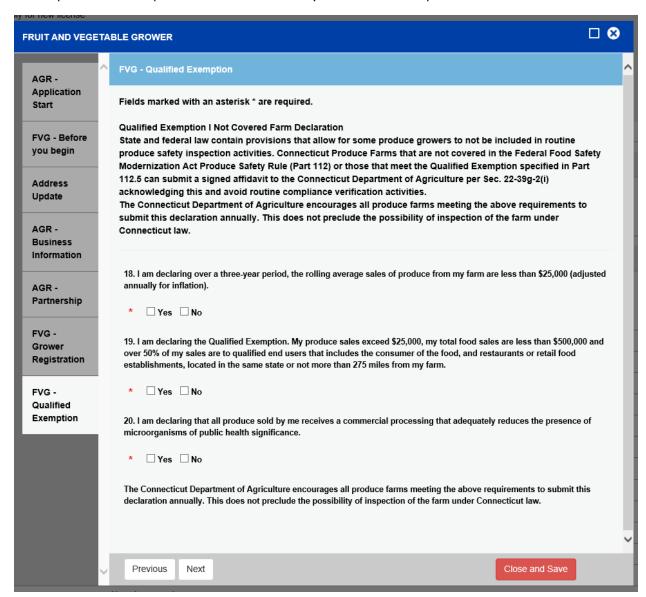
Grower Registration-

Use the drop down boxes by clicking on the down arrow in the corner of the box to answer each question.



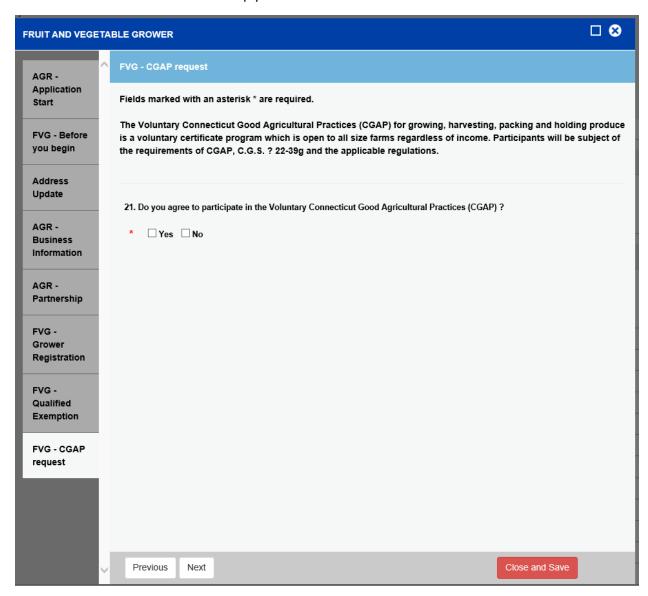
Qualified Exemptions

These questions are required. The user can select yes or no for each question below.



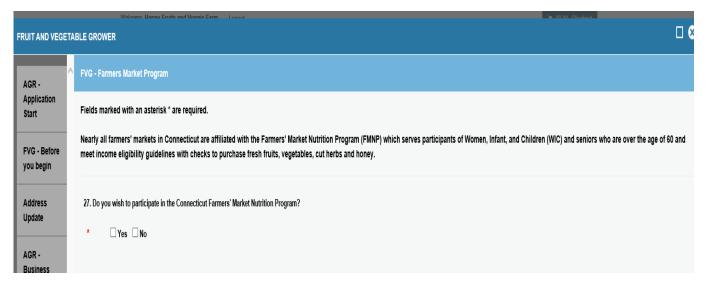
CGAP Request

Select 'yes' if you wish to participate in the CGAP program. A farm inspection is required to receive a CGAP certificate. All certificates are emailed. Please keep your email current.



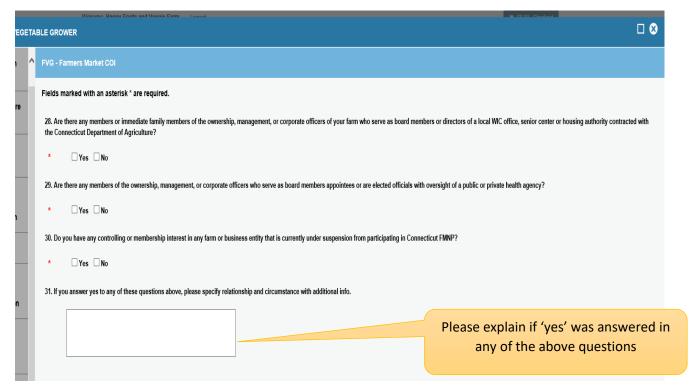
Farmers Market

Select 'yes' if you wish to participate in the Farmers Market Nutrition Programs (FMNP) program. A farm inspection is required to receive a FMNP certificate. All certificates are emailed. Please keep your email current.

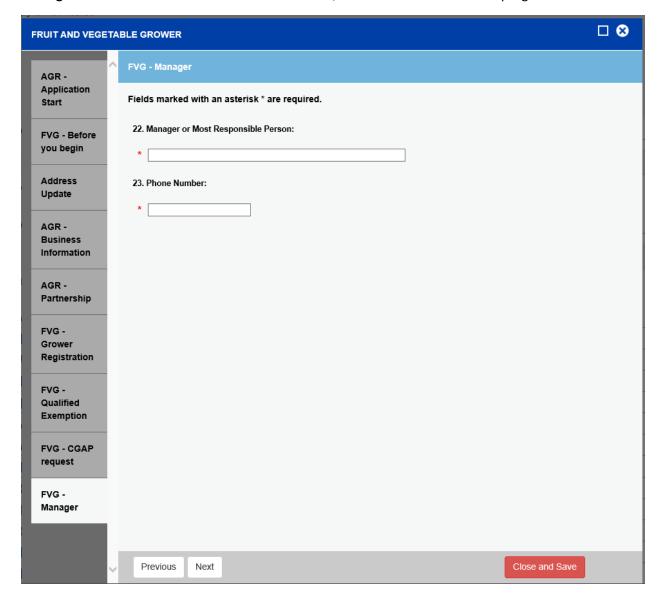


Click the Next button at the bottom of the screen to continue.

Farmers Market – Conflict of Interest – If you selected yes to FMNP program will be directed to this screen. If you click no this screen will be skipped.

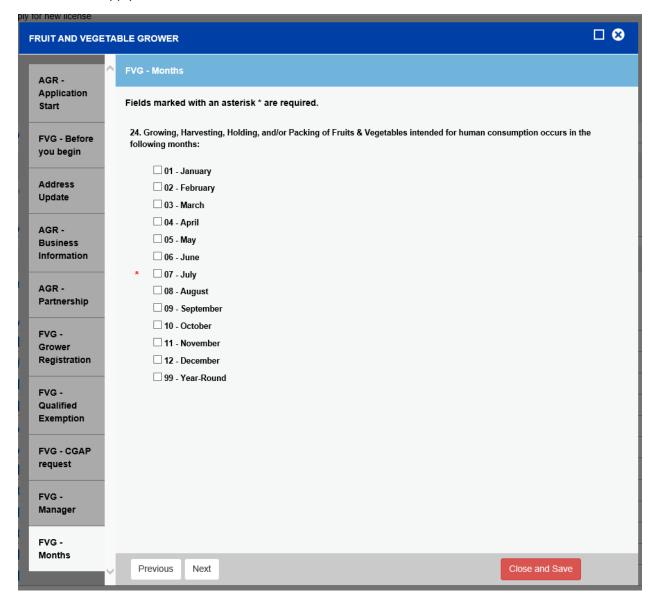


Manager Information is collected for Covered farms, CGAP and Farmers Market programs.

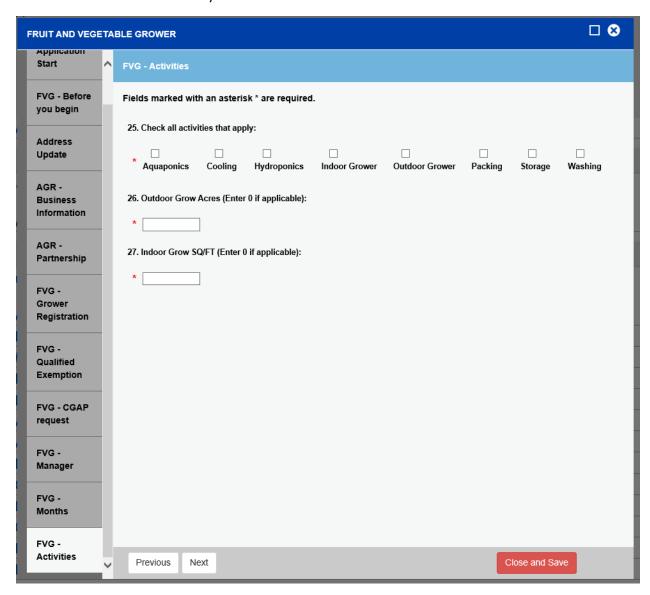


FVG Months – Please enter the months that this produce is intended for human consumption occurs for growing, harvesting or packing of Fruits and Vegetables.

Select all that apply.

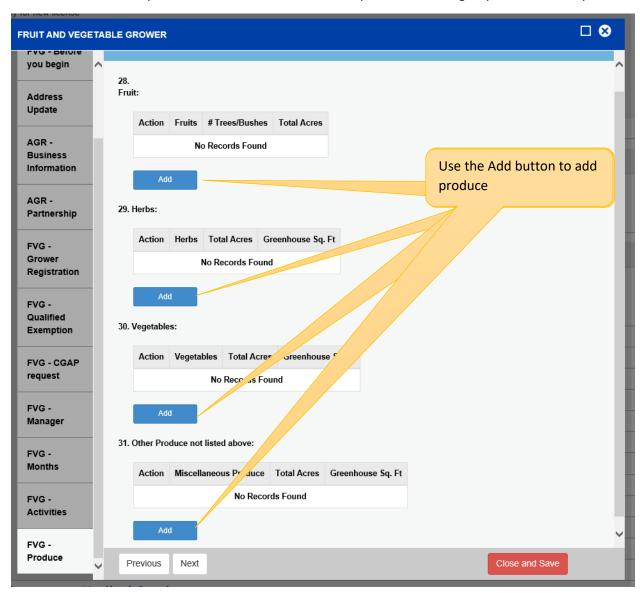


Activities - Add least one activity must be selected. Outdoor and Indoor information can be entered as 0.

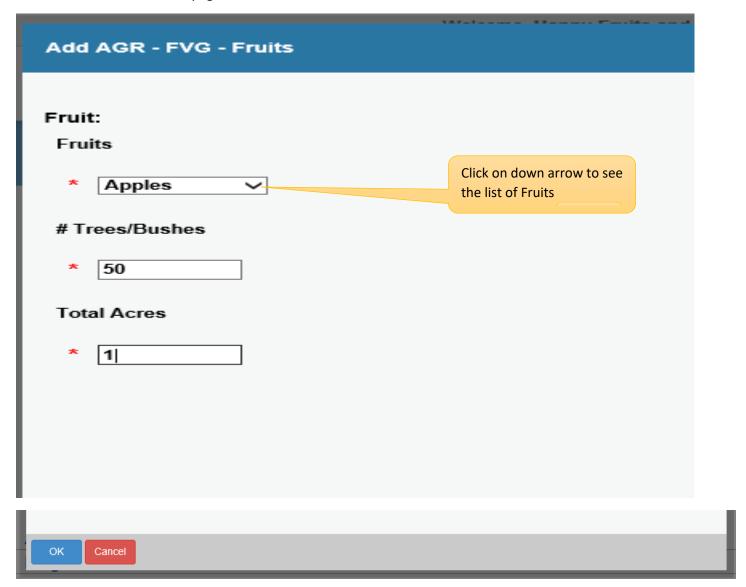


Produce Information – Fruits, Herbs and Vegetable information is collected for future analysis.

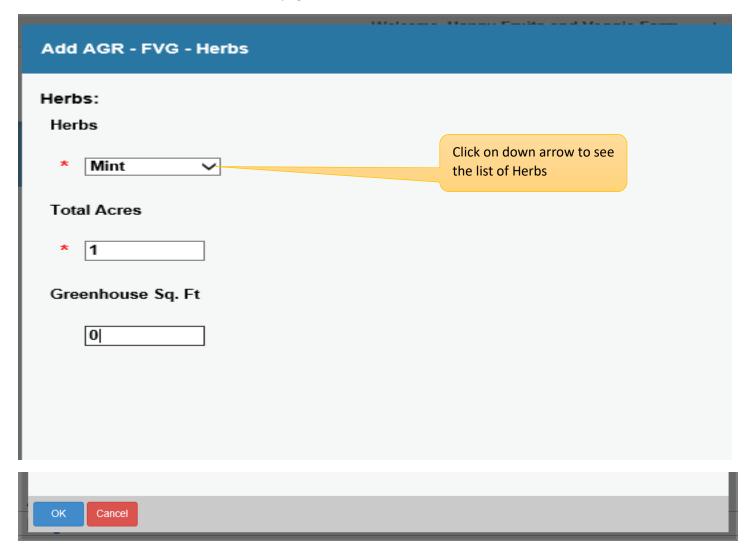
The "Other Produce" option will allow the users to add crops not list in the groups above like hops or hemp.



Fruits: The fruit drop down box contains a list of fruits. It can be accessed by clicking on the down arrow in the box. Also the number of trees/bushes and total acres must be entered. Click the OK Button at the bottom of the screen to save the information. The user will be returned to the produce menu where another produce can be selected or click on the next button at the bottom of page to move the next section.

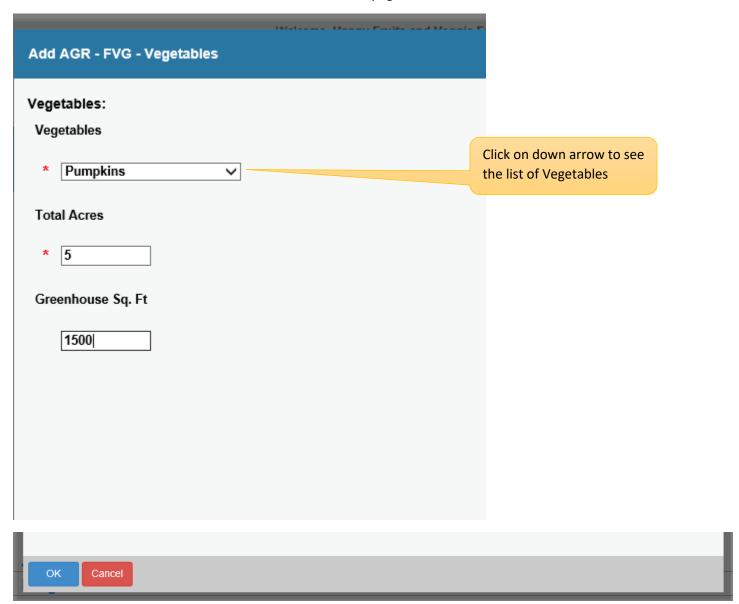


The Herb drop down box contains a list of herbs. It can be accessed by clicking on the down arrow in the box. Also the total acres and greenhouse sq. ft. must be entered. O can be entered if needed. Click the OK Button at the bottom of the screen to save the information. The user will be returned to the produce menu where another produce can be selected or click on the next button at the bottom of page to move the next section.

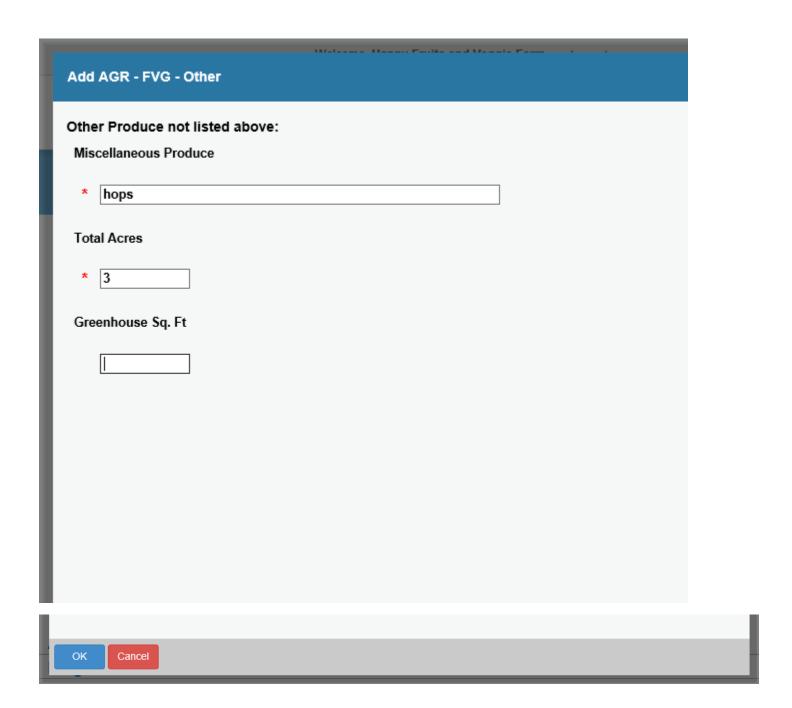


Vegetables:

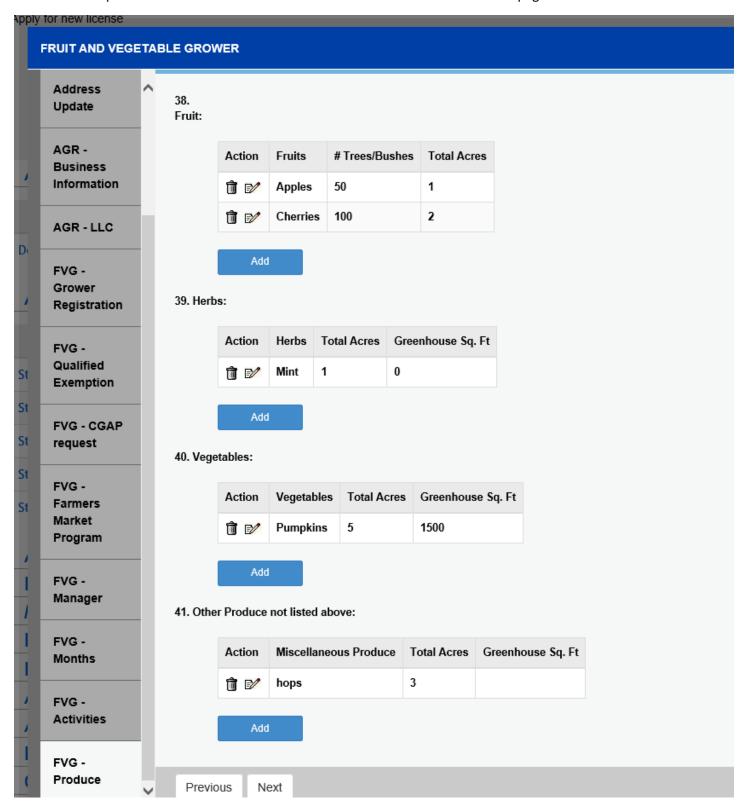
The Vegetable drop down box contains a list of Vegetables. It can be accessed by clicking on the down arrow in the box. Also the total acres and greenhouse sq. ft. must be entered. 0 can be entered if needed. Click the OK Button at the bottom of the screen to save the information. The user will be returned to the produce menu where another produce can be selected or click on the next button at the bottom of page to move the next section.



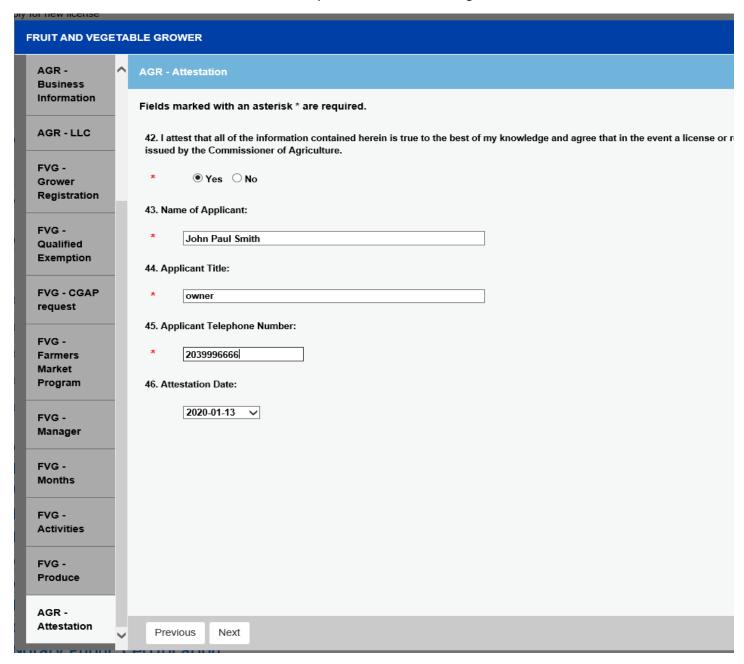
Other Produces not listed in fruits, herbs or vegetables tables can be enter here. Click the OK Button at the bottom of the screen to save the information. The user will be returned to the produce menu where another produce can be selected or click on the next button at the bottom of page to move the next section.



This is the results of all fruits, herbs and vegetables that were selected. The user will be returned to the produce menu where another produce can be selected or click on the next button at the bottom of page to move the next section.



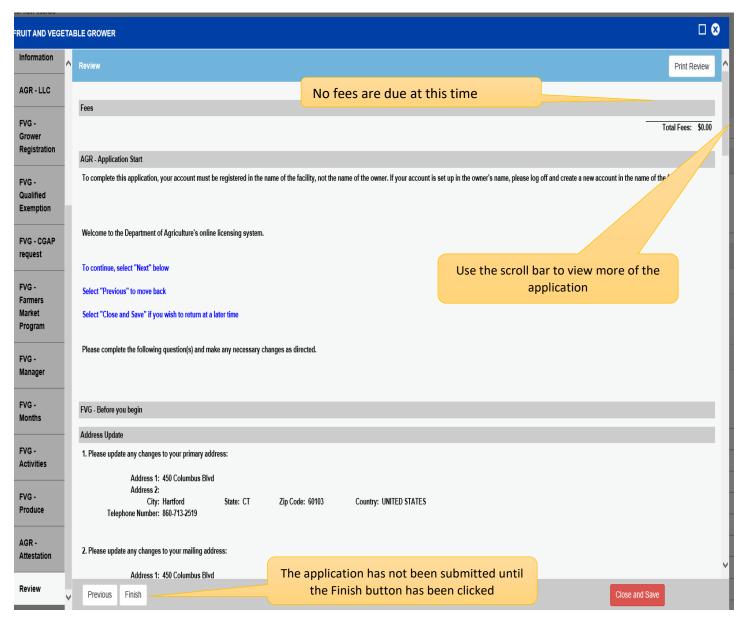
All users must attest that all information is correctly stated to their knowledge.



Review – The application is presented to the user for a final review before the application is submitted. No fees are due at this time. The user can print a copy of the application.

Remember to Click the Finish Button to submit the application.

Use the scroll bar to view more of the application



An acknowledging email will be sent stating that the application has been received and under review to the email address on file.