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.

Fields marked with an asterisk * are required.
Step 1. Business or Individual

Registrar as:

- Individual
- Business

Note: Register as the Individual or Business to whom the credential will be issued.

**PLEASE READ**
- You will not be able to reinstate, renew or access information for an existing license if you register a new account.
- You must use the User ID and Password linked to that account.
- Please contact the issuing agency below to request your User ID and Password.

Has the Individual or Business ever had any prior Licensing interaction(s) with any of the following State agencies:
- Department of Public Health
- Department of Consumer Protection
- Department of Agriculture
- Department of Developmental Services
- Office of Early Childhood
- Office of the State Fire Marshal

- Yes
- No

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

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 donotreplylicense2@po.state.ct.us. Open it and click on the link.

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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

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**You are Logged on to the State of Connecticut’s eLicense Website**

**ONLINE RENEWAL:** To renew your license, permit or registration online, select "RENEWAL" under "Online Services."

See link below for step-by-step renewal instructions:
User Id and Password Instructions
Fast Track Renewal Instructions

**APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION:** Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:
1. From "Online Services", select "INITIAL APPLICATION" under "Activities" to begin.
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.
   Note: All applications must be reviewed and approved by the appropriate agency.

**QUESTIONS:** For all inquiries, please email the appropriate agency listed below.
Step 6: Click on the Initial Application.

ONLINE RENEWAL: To renew your license, permit or registration online, select "RENEWAL" under "Online Services."

See links below for step-by-step renewal instructions:
User Id and Password Instructions
Fast Track Renewal Instructions

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   Note: All applications must be reviewed and approved by the appropriate agency.

QUESTIONS: For all inquiries, please email the appropriate agency listed below.
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:

- All
- Public Health Practitioners
- Drug Control
- Medical Marijuana
- Environmental Health Practitioners
- Home Contractors
- Agriculture
- Amusement Permits
- Bedding Permits
- Charities & Solicitation

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

<table>
<thead>
<tr>
<th>License</th>
<th>Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start ANIMAL IMPORTER</td>
<td>Department of Agriculture</td>
</tr>
<tr>
<td>Start CHEESE MANUFACTURER</td>
<td>Department of Agriculture</td>
</tr>
<tr>
<td>Start COMMERCIAL ANIMAL FEED MANUFACTURER</td>
<td>Department of Agriculture</td>
</tr>
<tr>
<td>Start FRUIT AND VEGETABLE GROWER</td>
<td>HEMP AND PRODUCE SAFETY</td>
</tr>
</tbody>
</table>

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:

Department of Agriculture - Fruit & Vegetable Grower Produce Safety Program

This application is intended to allow farms to register for the fruit, vegetable and sprout growers produce safety program with or and without exemptions. Farms can register to participate in the CGAP (CT Good Agricultural Practices) and the Farmers’ Market programs.

State and federal law contain provisions that allow for some produce growers to 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. 22-35g-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 to the requirements of CGAP, C.G.S. 22-35g and the applicable regulations.

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

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.</strong> Please enter the DBA name used for this business (DBA - Doing Business As):</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>Field required</td>
</tr>
<tr>
<td><strong>4.</strong> Provide the email of the legal owner:</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>Field required</td>
</tr>
<tr>
<td><strong>5.</strong> Select the type of ownership for Applicant business:</td>
<td></td>
</tr>
<tr>
<td>* Corporation</td>
<td></td>
</tr>
<tr>
<td>* Limited Liability Company</td>
<td></td>
</tr>
<tr>
<td>* Partnership</td>
<td></td>
</tr>
<tr>
<td>* Sole Proprietor</td>
<td></td>
</tr>
<tr>
<td><strong>6.</strong> Enter the Social Security Number of the owner (if owned by a sole proprietor) or the Federal Employer Identification Number (if owned by an organization):</td>
<td></td>
</tr>
<tr>
<td>* Enter your SSN</td>
<td></td>
</tr>
<tr>
<td>* Re-enter your SSN</td>
<td></td>
</tr>
<tr>
<td><strong>7.</strong> What is the telephone number of the business.</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>

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

Click the Next button at the bottom of the screen to continue.
Grower Registration -

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

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

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

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

Fields marked with an asterisk * are required.

The Voluntary Connecticut Good Agricultural Practices (CGAP) for growing, harvesting, packing and holding produce is a voluntary certificate program which is open to all size farms regardless of income. Participants will be subject of the requirements of CGAP, C.G.S. § 22-38g and the applicable regulations.

21. Do you agree to participate in the Voluntary Connecticut Good Agricultural Practices (CGAP)?

* □ Yes □ No

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

Please explain if ‘yes’ was answered in any of the above questions

Click the Next button at the bottom of the screen to continue.
Manager Information is collected for Covered farms, CGAP and Farmers Market programs.

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

<table>
<thead>
<tr>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - January</td>
</tr>
<tr>
<td>02 - February</td>
</tr>
<tr>
<td>03 - March</td>
</tr>
<tr>
<td>04 - April</td>
</tr>
<tr>
<td>05 - May</td>
</tr>
<tr>
<td>06 - June</td>
</tr>
<tr>
<td>07 - July</td>
</tr>
<tr>
<td>08 - August</td>
</tr>
<tr>
<td>09 - September</td>
</tr>
<tr>
<td>10 - October</td>
</tr>
<tr>
<td>11 - November</td>
</tr>
<tr>
<td>12 - December</td>
</tr>
<tr>
<td>99 - Year-Round</td>
</tr>
</tbody>
</table>

Click the Next button at the bottom of the screen to continue.
Activities - Add least one activity must be selected. Outdoor and Indoor information can be entered as 0.

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

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

Click on down arrow to see the list of Vegetables
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.

Other Produce not listed above:

Miscellaneous Produce

* hops

Total Acres

* 3

Greenhouse Sq. Ft

|   |
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.

### FRUIT AND VEGETABLE GROWER

<table>
<thead>
<tr>
<th>Action</th>
<th>Fruits</th>
<th># Trees/Bushes</th>
<th>Total Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="apple.png" alt="Apple" /></td>
<td>Apples</td>
<td>50</td>
<td>1</td>
</tr>
<tr>
<td><img src="cherry.png" alt="Cherry" /></td>
<td>Cherries</td>
<td>100</td>
<td>2</td>
</tr>
</tbody>
</table>

**Add**

#### 39. Herbs:

<table>
<thead>
<tr>
<th>Action</th>
<th>Herbs</th>
<th>Total Acres</th>
<th>Greenhouse Sq. Ft</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="mint.png" alt="Mint" /></td>
<td>Mint</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

**Add**

#### 40. Vegetables:

<table>
<thead>
<tr>
<th>Action</th>
<th>Vegetables</th>
<th>Total Acres</th>
<th>Greenhouse Sq. Ft</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="pumpkin.png" alt="Pumpkin" /></td>
<td>Pumpkins</td>
<td>5</td>
<td>1500</td>
</tr>
</tbody>
</table>

**Add**

#### 41. Other Produce not listed above:

<table>
<thead>
<tr>
<th>Action</th>
<th>Miscellaneous Produce</th>
<th>Total Acres</th>
<th>Greenhouse Sq. Ft</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="hops.png" alt="Hops" /></td>
<td>hops</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Add**

Click the Next button at the bottom of the screen to continue.
All users must attest that all information is correctly stated to their knowledge.

Fields marked with an asterisk (*) are required.

42. I attest that all of the information contained herein is true to the best of my knowledge and agree that in the event a license or permit is issued by the Commissioner of Agriculture.

* Yes  No

43. Name of Applicant:

John Paul Smith

44. Applicant Title:

owner

45. Applicant Telephone Number:

2039996666

46. Attestation Date:

2020.01.13

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