

HOW TO APPLY ON-LINE FOR A CERTIFIED PRODUCER'S CERTIFICATE (CPC)

<http://www.cdfa.ca.gov/egov/farmersmarket/>

Step 1: Click on "**Application for Certified Producer's Certificate**". You will need to provide a name and email address in order to apply. You will be **required** to enter this same name and email address, **each time** an update or amendment to your **current certificate** is needed, as well as, when you **apply for next years' certificate**. Otherwise, you will need to enter ALL your information all over again! In order to avoid this, we strongly suggest that you write down the name and email address that you **originally** provided, below.

Last name	First name	Email address
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Step 2: This program will only open up to the correct application by referring to what has been entered in the field called Doing Business As (DBA). **DO NOT LEAVE THIS FIELD BLANK!** You must either enter your DBA name (example: *Pam's Precious Peaches*) or enter the same name you provided above (*last name, first!*)

DBA name

Step 3: On the commodity page-for each individual commodity, an entry is required in **all 6** columns. (please see example below)

Step 4: This department receives an email from the State when an application has been submitted. This process can sometimes take up to an hour. If you have not been contacted by one of our staff members after this time, we recommend that you call this department at: **(530)749-5400**.

(example of how to complete the commodity page)

SITE#	COMMODITY *	VARIETY/ TYPE *	AMOUNT / UNIT GROWN	HARVEST SEASON	EST. PRODUCTION (LBS. CTN.)
1	<i>cucumber</i>	<i>Eureka</i>	<i>40 plants</i>	<i>June-September</i>	<i>100 lbs</i>
1	<i>cucumber</i>	<i>Lemon</i>	<i>40 plants</i>	<i>June-September</i>	<i>100 lbs</i>
1	<i>basil</i>	<i>Thai</i>	<i>3-40' rows</i>	<i>July-August</i>	<i>150 lbs</i>

SITE# refers to the address(es) listed on Page 1 as the growing grounds.

*Only one commodity/variety per line.