

# OHIO STATE UNIVERSITY EXTENSION

## Occasional Quantity Cooks Volunteer Training ~ Directions ~

Please follow these directions to access the Occasional Quantity Cooks Online Volunteer Training.

Proceed to <https://osucfaes.instructure.com/register>.

- Click on the green “**I’m a Student**” button to set up your account.
- Enter the Join Code, “**BMTCRJ**” (must be all capital letters)
- Enter the information requested:
  - Full name, username, password (at least 8 characters), and click “Terms of Service” check box
- Course will be called “Occasional Quantity Cooks Training” or “Cook01”.
- Begin the course by clicking on the “**Modules**” link on the left side of the screen.

### Completing the Course Requirements

- You will need to complete all of the pages in order. Please watch the video in each lesson and download all accompanying lesson materials. You should plan on spending at least 90 minutes to complete all of the lessons. Navigate through all of each lesson’s materials using the “Next” button in the lower right hand corner of the screen.
- From the “Modules” landing page complete the following lessons/sections:
  - Pre-Test
  - Lesson 1: Introduction to Food Safety and Background
    - Hover your mouse pointer over the bottom of the lesson video black frame to reveal the controls.
  - Lesson 2: Planning and Purchasing for Your Event
    - Note: The video image goes black after Slide 2. Please listen to the audio.
  - Lesson 3: Storing Food Supplies
  - Lesson 4: Preparing Food
  - Lesson 5: Holding and Storing Cooked Food
  - Lesson 6: Handling Leftovers
  - Post-Test
    - You must receive a score of 70% or higher to receive a Certificate.
- After you have completed the post-test, please click on the “Next” button to access your certificate.
  - Please enter your name, the date the course was completed (MM/DD/YYYY), and a valid email address. Click “Submit”.
  - Your certificate will be emailed to you within a few minutes. Look for an email message from [shumaker.68@osu.edu](mailto:shumaker.68@osu.edu) with a subject line of “OQC Certificate”; you may need to check your spam/junk email folder. Print a copy of your certificate of completion.
- When finished, click on “account” on the far left side of your screen and **logout**.

**Please print a copy of certificate and turn it in to your County OSU Extension Office.**

Contact your County OSU Extension Office or e-mail [shumaker.68@osu.edu](mailto:shumaker.68@osu.edu) if you experience technological issues or have any questions regarding the training.