

Effective January 1, 2003

There are currently 4 ways to qualify to take the Cheesemaker exam.

### **(1) The Traditional Method**

Applicants applying under the criteria in ATCP 69.02(1)(a, b or c) may walk into the exam site. Proctors will continue to review apprenticeship dates and training prior to administering the exam. These criteria include:

- Completes an 18-month apprenticeship (1 month complete process) under a licensed cheesemaker,
- Completes a 12-month apprenticeship (1 month complete process) under a licensed cheesemaker and either completes a university short course in cheesemaking or obtains a dairy-related associate degree at a vocational school, or
- Completes a 6-month apprenticeship (1 month complete process) and obtains a 4-year dairy-related college degree.
- The Newest Method (see below)

### **(2) The Newest Method**

Applicants applying under the criteria in ATCP 60.02(1)(d) with the 240-hour apprenticeship must submit their application, fee and proof of completion of the approved training courses to DATCP Central Office for review prior to taking the exam. These criteria include:

- Completes a 240-hour apprenticeship in the complete process of making cheese under a licensed cheesemaker and completes DATCP approved courses in all of the following:
  - Cheesemaking
  - Production of safe dairy foods
  - Hazard Analysis Critical Control Point (HACCP) process control
  - Milk pasteurization
  - Dairy sanitation

If the application is approved, an approval letter and 2 copies of the application will be sent to the applicant within 2 weeks of receipt of the above information. The applicant is responsible to bring the approval letter and copies of the application to the exam site. The exam may be taken at any exam site and does not need to be scheduled.

Proctors will be notified via email of applicant's approval. All proctors will be copied an approval to ensure applicants can take exam at any exam site.

### **NEWEST OPTION AVAILABLE FOR CHEESEMAKER LICENSE APPLICANT**

**\*\*COURSEWORK WITH SHORTER APPRENTICESHIP\*\***

**(Course list revised April 1, 2005)**

Rules adopted under ATCP 69 in January, 2003 provided an additional option for cheesemaker license applicants to complete a 240-hour apprenticeship under a licensed cheesemaker and DATCP-approved courses in specified subject areas.

Courses to meet the requirements of ATCP 60.02 (1)(d) may be chosen from the following three categories:

1. Automatically approved
2. Pre-approved
3. Not pre-approved

### **AUTOMATICALLY APPROVED COURSES**

The department will develop a list of courses that will be updated on an ongoing basis of "automatically-approved" courses. Initially these will be courses that are offered in the required subject areas by an accredited university or college or university-extension service as a short course or workshop that has been reviewed and approved by the department. A sponsoring university or college may request certain courses to be added to this list. Documentation of attendance and successful completion of these courses from the sponsor must be provided by the license applicant to DATCP.

As of April 1, 2005 the following are automatically approved courses in the following subject areas:

1. Cheesemaking
  - a. UW-Madison "Wisconsin Cheese Technology Short Course"
  - b. UW-River Falls "Cheesemakers Short Course"
2. Production of Safe Dairy Foods
  - a. UW-River Falls "Producing Safe Dairy Products Course"
3. HACCP
  - a. UW-Madison "Dairy HACCP Workshop"
4. Principles of Milk Pasteurization
  - a. UW-Madison "Milk Pasteurization and Process Control School"
  - b. UW-River Falls "Pasteurization Short Course for Operators"
5. Dairy Sanitation
  - a. UW-Madison CIP Short course
  - b. UW-River Falls "Sanitation for Farmstead Dairies"

### **PRE-APPROVED COURSES**

Pre-approval is strongly encouraged for courses sponsored by other accredited universities or colleges, groups, organizations or individuals. Pre-approval assures you in advance that a course is acceptable. Requests for

pre-approval may be initiated by you personally, especially for a course in which only a few or you alone may be participating. Requests for pre-approval must include the date/s you intend to participate, a course description/outline, number of hours of instruction, and contact information for the sponsor providing the course. Requests should be submitted to DATCP at least 2 weeks in advance of your expected participation. Documentation of attendance and successful completion of these courses from the sponsor must be provided by the license applicant to DATCP.

### **COURSES NOT PRE-APPROVED**

You may request approval for a course in which you participated and successfully completed, but for which neither you nor a sponsor requested pre-approval. These courses will be reviewed on a case by case basis, and approval is not guaranteed. Again, requests must include the date/s of participation, a course description/outline, number of hours of instruction, and contact information for the sponsor providing the course. Documentation of attendance and successful completion of these courses from the sponsor must be provided by the license applicant to DATCP.

### **TAKING THE CHEESEMAKER'S LICENSE EXAM**

All supporting documentation for the 240-hour apprenticeship and approved courses completed must be submitted prior to or with the application for the cheesemaker's license exam. Please allow up to 2 weeks for final review. All requirements must be completed prior to taking the exam.

### **CONTINUING EDUCATION AFTER RECEIVING YOUR CONDITIONAL LICENSE**

Department approval of continuing education courses or programs will follow the same procedures as above. Again, requests for prior approval are highly encouraged to assure acceptability. Continuing education programs may include any of the following:

1. Seminars on cheese safety, quality and grading, provided by a trade association or other continuing education provider,
2. Short courses on cheesemaking and grading provided by an accredited university or university-extension service, or
3. Other programs approved by the department.

### **RECORDS AND DOCUMENTATION**

You are encouraged to submit documentation of attendance and successful completion of all courses and continuing education as you complete them. You are also responsible for keeping copies of your documentation/submissions should any questions arise. We request that you keep all copies for 3 months after you obtain a regular cheesemaker's license that is no longer a conditional license.