



Scrapie Flock Certification Program
Application for Advancement Requirements

ADMINISTRATIVE FEES:

All producers participating in the Scrapie Flock Certification Program (SFCP) are charged an annual fee. This fee covers the time spent on processing producer files. Producers submitting their annual application for advancement are required to include payment with their application. Cheques must be made out to the **Canadian Sheep Federation**. Files will not be processed if payment is not included. If your file takes longer than one hour to process, you will be invoiced the payment fee at an hourly rate for each additional hour spent on your file. This amount will be broken down by 30-minute increments (up to a maximum of \$250 or \$500 plus HST or GST, depending upon your membership status with the Canadian Sheep Federation).

To reduce the amount of time spent on processing your file, and therefore reduce your processing fee, submitting an electronic copy of your inventory in Microsoft Excel format is highly encouraged¹. A template can be provided for you at your request.

The fee structure is broken down by Canadian Sheep Federation (CSF) members and non-members:

Fee Structure	CSF Member Fee	Non-Member Fee
Initial program payment fee:	\$125 (plus GST/HST)	\$250 (plus GST/HST)
Up to a maximum of:	\$250 (plus GST/HST)	\$500 (plus GST/HST)

For producers residing in provinces that are not members of the CSF, as well as all goat producers, the CSF Board of Directors have created Affiliate and Associate membership classes. The fees for Affiliate and Associate membership classes are as follows:

- Affiliate membership will be available to organizations, incorporated companies or departments of provincial and federal government agencies. An Affiliate Member will be able to appoint a Director to the CSF Board, attend and vote at all the organization's meetings, and provide input on current issues. Affiliate Memberships will cost between \$2,000 and \$4,000 annually, depending on the applicant's annual budget.
- Associate membership will be available to individuals, organizations, incorporated companies or departments of provincial and federal government agencies. An Associate may not appoint a Director, but they will be able to attend all the organization's meetings and provide input on current issues. Associate membership fees have been set at \$100 annually.

¹ A signed and dated paper copy of your inventory must still be submitted with your annual Application for Advancement package.

PROCESSING APPLICATIONS FOR ADVANCEMENT:

In order to serve producers better and ensure an efficient turn-around time, processing applications will now be handled in the following manner:

- Each file will be reviewed on a first come, first served basis. If information, program payment, or supporting documentation is missing, producers will:
 - Be contacted and asked to submit the missing information/ documents, or;
 - Will have their file returned back to them.

This decision is dependent upon how much information or documentation is missing from the file. If your file is returned to you, you are required to add the missing information and any requested documents and return the file back to Scrapie Canada. Once Scrapie Canada receives your updated file, it will again be processed on a first come, first served basis.

When submitting your annual application for advancement, please ensure that the following are included in your package:

- Payment (cheque, cash, or certified money order).
- Producer Information Sheet (signed and dated by you).
- Veterinary Information Sheet (signed and dated by your veterinarian).
- Milk & Colostrum Verification Sheet (signed and dated by you).
- Annual Reconciliation and Review Form
- Your complete animal inventory, including:
 - all sheep and goats on the property,
 - the whereabouts of all animals having left the property,
 - the source information for all animals having entered the property,
 - a dated signature by your accredited veterinarian, and
 - where necessary, genotyping and/or live animal testing lab results.

Sending in an Excel spreadsheet of your inventory is suggested, and a template is available upon request.
- All brain test results for all animals over 12 months of age that died or were killed on the farm over the course of the year. All identification (ID) numbers listed on the brain test results match the ID numbers listed on your inventory.
- All sales and/or slaughter receipts for any animal removed from the flock/herd over the course of the year, or ATQ reconciliation documents for Quebec producers. The sales receipts/shipping slips must be dated. ID numbers must be listed on these sales receipts/shipping slips and must match the ID numbers listed on your inventory.
- All purchase receipts and/or loan agreements for any animals entering the flock/herd over the course of the year, including contact information of source farms.
- Please title all paperwork included in your application of advancement.
- If changes have been made to the property, please include an updated Farm Site Plan.

Ensure that you make a copy of all paper work to keep for yourself. Scrapie Canada is not responsible for paper work that is lost in the mail. To request copies of any of the above forms, please email admin@scrapiecanada.ca.

FAQs	
When is payment due?	Payment is due with the file submission. Files will not be processed unless full payment is included. All additional time spent on your file will be invoiced to you.
Who do I make my cheque payable to?	The Canadian Sheep Federation
Where do I mail my file? <i>*Be sure to keep a back-up in case your file is lost in transit.</i>	Canadian Sheep Federation – Scrapie Canada PO Box 10 Williamsburg, ON K0C 2H0
Who is my contact person?	Scrapie Flock Certification Program Status Assessor Phone: 613.866.8016 Fax: 613.652.1599 E-mail: admin@scrapiecanada.ca
What happens to my file when my file is received?	The Project Coordinator will review your file for accuracy and completeness.
What happens when the Project Coordinator thinks everything is in order and complete?	If your file only took one hour to complete, the Project Coordinator will mail out your advancement letter and certificate. If your file took more than one hour to complete, the Project Coordinator will send you an invoice for the additional time. After payment is received, your advancement letter and certificate will be sent to you by mail.
What if the Project Coordinator thinks my file is incomplete?	The Project Coordinator will contact you and request the missing information/documents, or your file will be returned back to you. This is dependent upon how much information/documentation is missing.
What if my file is returned to me?	You will be required to add the missing information and mail it back to Scrapie Canada.
How are files processed?	On a first come, first served basis. If your file is returned to you, you will lose your place in line. Once Scrapie Canada receives your updated file back from you, it will again be processed on a first come, first served basis.
How much is my fee?	<i>Please see the chart below.</i> Goat producers, and producers residing in Quebec, Ontario and Alberta are required to pay non-member fees.