



How to Submit an Application to Grow Certified Seed



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Getting Started

- ❖ Before starting an application for the first time, your company's information must be available in the CCIA database. Contact us at 530-752-0544 if your company needs to be added.
- ❖ If your company information is already in our database you will need to ensure that all information is up to date in your company profile.
 - Verify with CCIA that at least one person has access to update the organization profile.
 - Verify that employees with access to the CCIA site information is accurate.
 - Company contact information is current – email, address, phone.



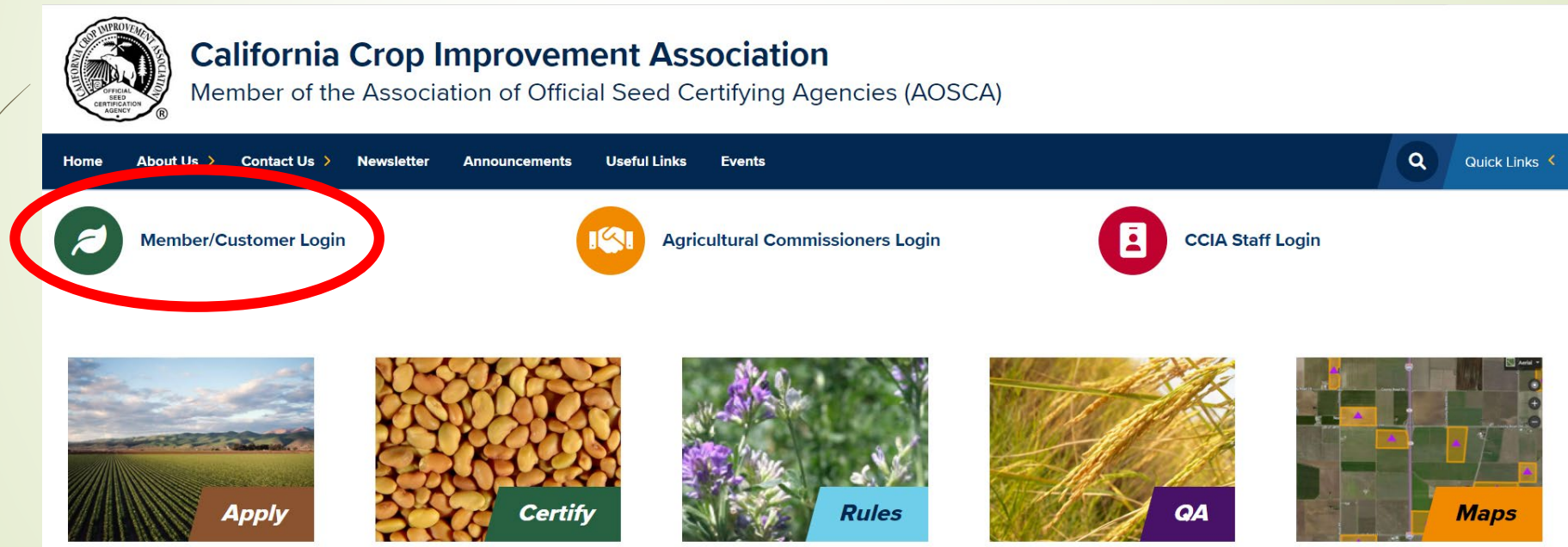
Before starting, make sure you have the following information:

- ✓ Your username (email address) and self-selected password
- ✓ List of growers name or account numbers
 - If you have a new grower that is not in the CCIA database (no org ID) you will need to contact the CCIA at 530-752-0544 so we can add them to the database and provide you with a number.
- ✓ A copy of your field map.
- ✓ The following documents (.jpg and .pdf formats accepted) saved on your computer so you can access them easily:
 - ☐ Tag(s) from planting stock
 - ☐ Bulk sales certificate
 - ☐ Certified rice seed statement
 - ☐ Any other planting stock supporting material you may need



Login

- ❖ Open a browser and go to <https://ccia.ucdavis.edu>
- ❖ Select "Member/Customer Login"

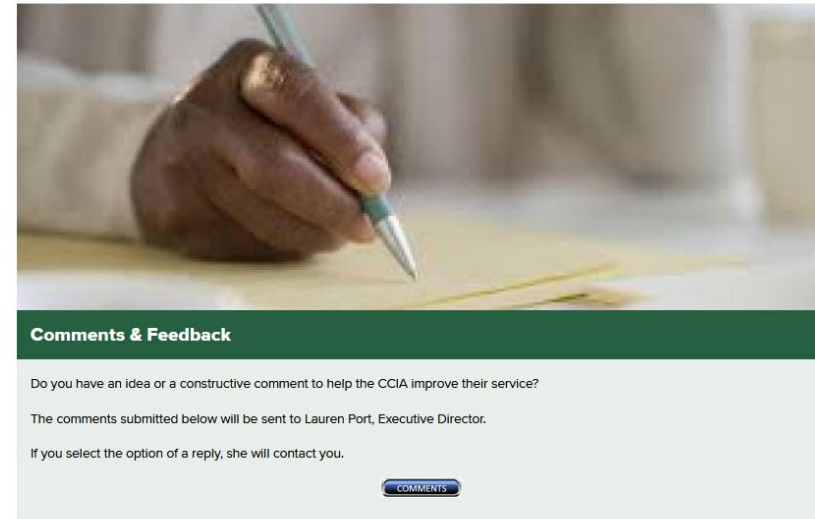
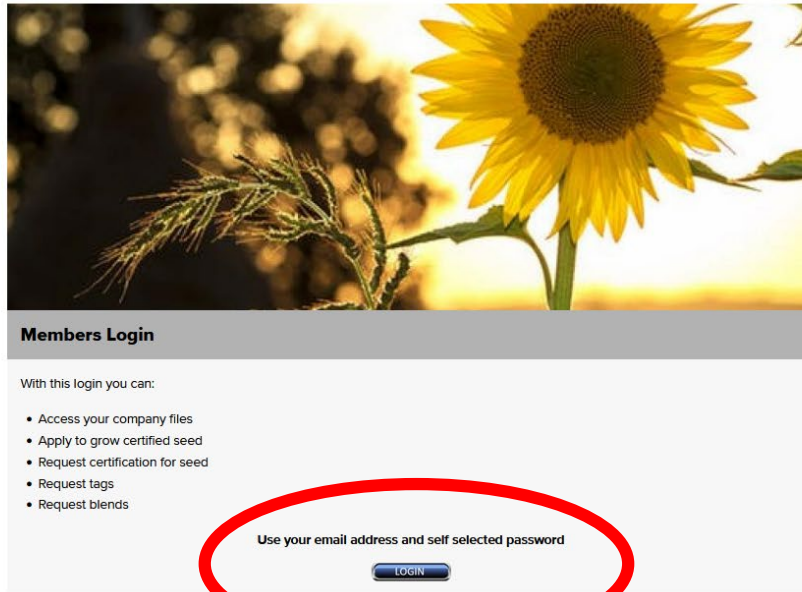


The screenshot shows the homepage of the California Crop Improvement Association (CCIA). At the top left is the CCIA logo. To its right, the text "California Crop Improvement Association" is displayed in a large, bold, dark blue font, followed by "Member of the Association of Official Seed Certifying Agencies (AOSCA)" in a smaller, regular dark blue font. Below this is a dark blue navigation bar with white text links: "Home", "About Us", "Contact Us", "Newsletter", "Announcements", "Useful Links", and "Events". On the right side of this bar is a search icon and a "Quick Links" dropdown arrow. Below the navigation bar, there are three login options, each with a circular icon and text: "Member/Customer Login" (green leaf icon, circled in red), "Agricultural Commissioners Login" (orange icon with a handshake), and "CCIA Staff Login" (red icon with a person). At the bottom of the page, there are five rectangular tiles with images and text labels: "Apply" (image of a field), "Certify" (image of yellow seeds), "Rules" (image of purple flowers), "QA" (image of green grass), and "Maps" (image of a map).



- ❖ Find the section “Members Login” and select “Login”.

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- ❖ Your email and password must be in your company profile in order to login.
- ❖ If you need permissions added or a login, contact your company representative or the CCIA for help.

Log in

Member/Customer Login

Email

Password

☐ Remember me?

Log in

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- ❖ Enter your email and password.
- ❖ If you have forgotten your password, select “forgot password” to reset it and follow the prompts in the email that will be sent to you.



- ❖ Your home screen will open providing you with a summary of your organization's Applications, Seed Certifications, Tags, OECD, Blends, and Seed Transfers.
- ❖ Depending on your permissions, you may not see all of this information.

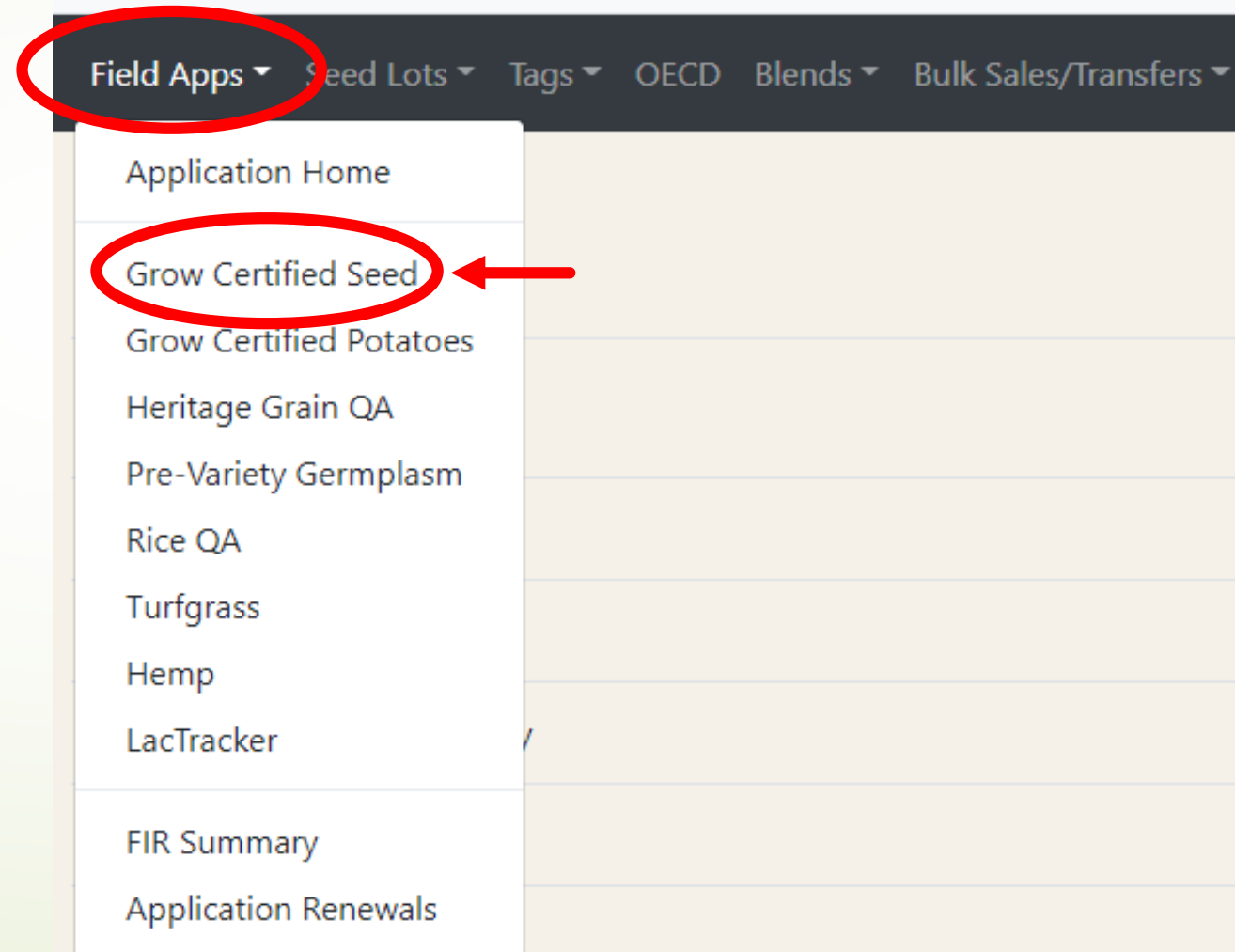
Field AppsSeed LotsTagsOECDBlendsBulk Sales/TransfersTurfgrass CertsOrgLogout		
Welcome		
Summary of last 2 cert years		
Applications		
Status	Year	Count
Application cancelled	2021	7
Field Inspection Report Ready	2021	3
Pending Final Submission	2021	1
Pending supporting material	2021	7
Application cancelled	2022	9
Field Inspection in Progress	2022	1
Seeds		
SIR ready	2021	2
SIR ready	2022	28
Tags		
Complete	2021	23
Complete	2022	4
OECD		
Complete	2021	23
Complete	2022	4
Blends		
None Found		
Seed Transfers		
None Found		



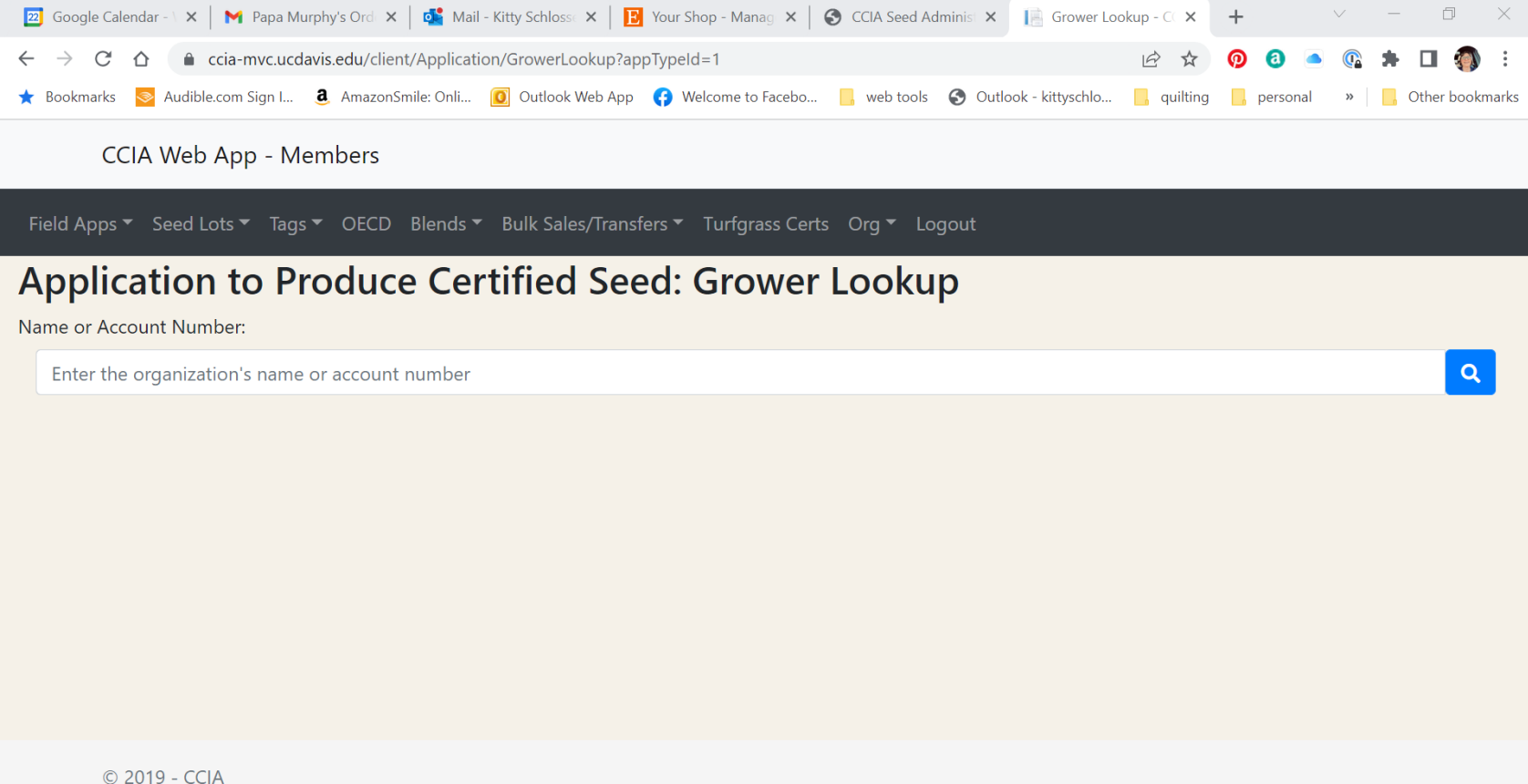
Creating an Application to Grow Certified Seed

- ❖ In the black menu bar at the top of the screen, select "Field Apps".
- ❖ From the drop down menu, select the type of seed you plan to grow.
- ❖ Example: "Grow Certified Seed".

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- Enter the organization number or name for the grower of the crop. A search for partial organizations or grower names is allowed.
- If you enter a name, a list of possible growers will display, select the correct one.
- If the grower does not show on the list, contact CCIA to have them added to the database.



Google Calendar - 1 x | Papa Murphy's Ord x | Mail - Kitty Schloss x | Your Shop - Manag x | CCIA Seed Adminis x | Grower Lookup - C x

ccia-mvc.ucdavis.edu/client/Application/GrowerLookup?appTypeId=1

Bookmarks | Audible.com Sign I... | AmazonSmile: Onli... | Outlook Web App | Welcome to Facebo... | web tools | Outlook - kittyschlo... | quilting | personal | Other bookmarks

CCIA Web App - Members

Field Apps ▾ | Seed Lots ▾ | Tags ▾ | OECD | Blends ▾ | Bulk Sales/Transfers ▾ | Turfgrass Certs | Org ▾ | Logout

Application to Produce Certified Seed: Grower Lookup

Name or Account Number:

Enter the organization's name or account number

© 2019 - CCIA



- ❖ You must accept the agreement to continue with the process of submitting an application to the CCIA.
- ❖ Please read it carefully.
- ❖ By submitting an application you agree to the document.

Application to Seed Certification Program

CCIA Milling Co.

Agreement

Before submitting your first application in the new crop year you MUST accept the agreement stated below and choose if you would like to become a member of CCIA. Subsequent applications will presume that you continue to accept the agreement and you will not need to select it again. The agreement will always be available for you to view at the top of the application. If you have any questions about the agreement or membership with CCIA please call 530-752-0544 or email ccia@ucdavis.edu.

By submitting this application, you agree to the following:

I/We request permission from the California Crop Improvement Association (CCIA) to produce certified seed and agree that I am/we are responsible for seeing that all planting, harvesting and transporting equipment is clean and inspected; and for maintaining the lot and varietal identity and purity of the crop until it is delivered to a conditioning facility approved by the CCIA. I/We understand and agree that by requesting certification from CCIA, we are responsible for payment of all required fees established by CCIA, and for complying with CCIA's bylaws and with any and all laws, regulations, and standards applicable to CCIA and to growers of certified seed.

If I am both the applicant and grower for this application, I hereby agree and consent that CCIA may enter the property referenced below for purposes of inspecting the seed production.

- If I am the applicant only (not the grower) for purposes of this application, I hereby agree to have in my files written consent from the grower that CCIA may enter the property referenced below for purposes of inspecting the seed production. (Download [grower permission form](#))

I/we understand and agree that under no circumstances, including, but not limited to, negligence, shall CCIA or its directors, officers, members, employees, agents, attorneys, or contractors be liable to me/us for any direct, indirect, incidental, special, exemplary, or consequential damages, including but not limited to damages for loss of profits, goodwill, or other intangible losses, which may result, directly or indirectly, from the application process.

I/we specifically agree to indemnify, defend, and hold CCIA, its directors, officers, members, employees, agents, attorneys, and contractors harmless from any loss, liability, claim, or demand, including reasonable attorneys' fees and costs, made by any third party due to or arising out of the certification process.

I/we specifically agree that if an action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs from the non-prevailing party in addition to any other reasonable relief to which it may be entitled. With respect to any suit, action or proceeding arising out of or related to this policy agreement, or the documentation related hereto, the parties hereby submit to the jurisdiction and venue of the appropriate court in the County of Yolo, State of California for any proceeding arising hereunder.

Contributions or gifts to CCIA are not deductible as charitable contributions on your state or federal tax returns.



Enter crop information

- ❖ Scroll down below the agreement.
- ❖ The application begins here.
- ❖ **IMPORTANT** – the application **will not be saved** until you have completed it through the crop history section and select the blue button “Continue with Application”.
- ❖ Begin by selecting:
 - Crop from the drop-down menu
 - Certification year – this is the year the seed will be certified
 - Variety name – enter a name, press Enter or the search icon
 - if the variety is in the CCIA database you may select it from the drop-down menu.
 - If it is **not** in the database the name will be accepted but will need to be added to the database before tags can be issued.

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Grower:				
Account #	Grower	Address	City	State
7000	CCIA Milling Co.	One Shields Ave	Davis	California

Crop *	Cert Year *	Variety *
Alfalfa	2022	CUF 101

Q



The rest of the application form is now available to you.

❖ **Class to be Produced:**

- Select the correct class

❖ **Planting stock**

- Variety –the variety ID will automatically populate if the variety was entered correctly. Otherwise, it will remain blank and the CCIA staff will correct it upon review of the application.
- Certification and Lot Number
 - Enter the information from the planting stock certification tags
- Class of the planting stock
- Pounds planted
- State/Country where the planting stock tag or breeder letter was issued
- State/Country where planting stock was grown

❖ **Seed purchase/acquired from**

- ❖ If a hybrid is to be produced, enter both parent lines by selecting the button to 'Add a second planting stocks record'.

Enter both parent lines for hybrid production.

Add a second planting stocks record



❖ Field Information

- Field Name – this is your name for the field
example: 'Canal 2' or 'Homeplace'
- Date planted
- Farm county – county location of field
- Acres Applied – this is number of acres that will be submitted for certification
- Additional Information/Comments – any other information you think we should know

❖ History

- Provide the field history for as many past years as you know. This is important because crop standards may be specific regarding which crops may have been planted in the past.

❖ Continue with Application

- Select the blue button to continue or save the application and finish at a later time.

Continue with Application



This application will now be added to a list of all applications submitted by your company.

- ❖ The application now has an assigned number (Appld).
- ❖ The status of the application will remain as “Pending supporting material” until the tag(s) and map are uploaded to the application.

Field Apps Seed Lots Tags OECD Blends Bulk Sales/Transfers Turfgrass Certs Org Logout

Applications

Display Apps for Cert Year: 2021 [Update Table](#)

Show 50 entries [Copy](#) [CSV](#) Search:

	Appld	Type	Cert Year	Grower	Field Name	Acres	County	Crop	Variety	Class	Map	Status
Details	54292	LT	2021	CCIA Milling Co.	Red	15.00	EL DORADO	Curled Lettuce		LT	<input type="checkbox"/>	Application cancelled
Details	54293	LT	2021	CCIA Milling Co.	Hanna	10.00	YOLO	Curled Lettuce		LT	<input type="checkbox"/>	Pending supporting material
Details	54294	LT	2021	CCIA Milling Co.	Hann1	10.00	YOLO	Curled Lettuce		LT	<input checked="" type="checkbox"/>	Field Inspection Report Ready
Details	54295	LT	2021	CCIA Milling Co.	Lettuce	20.00	YOLO	Curled Lettuce		LT	<input checked="" type="checkbox"/>	Pending Final Submission
Details	54296	LT	2021	CCIA Milling Co.	Lattice	1000.00	YOLO	Curled Lettuce		LT	<input checked="" type="checkbox"/>	Pending supporting material
Details	54297	LT	2021	CCIA Milling Co.	Salinas	1.00	MONTEREY	Curled Lettuce		LT	<input checked="" type="checkbox"/>	Field Inspection Report Ready
Details	54299	LT	2021	UC Davis, Dept of Plant Sciences	123	2.00	YOLO	Curled Lettuce		LT	<input checked="" type="checkbox"/>	Application cancelled
Details	54333	HP	2021	CCIA Milling Co.	Indoor test	865.00 Square feet	YOLO	Hemp	Beniko	Mother	<input type="checkbox"/>	Pending supporting material
Details	54335	SD	2021	CCIA Milling Co.	Canal 12	80.00	YOLO	Alfalfa	CUF 101	Certified	<input checked="" type="checkbox"/>	Application cancelled
Details	54360	LT	2021	CCIA Milling Co.	Field #12	5.00	YOLO	Crystal Lettuce		LT	<input checked="" type="checkbox"/>	Application cancelled
Details	54370	SD	2021	UC Davis, Dept of Plant Sciences	Christianson	5.00	YOLO	Wheat	Patwin	Certified	<input checked="" type="checkbox"/>	Pending supporting material
Details	54543	SD	2021	UC Davis, Dept of Plant Sciences	Blank's	2.00	YOLO	Wheat	YECORA ROJO	Registered	<input checked="" type="checkbox"/>	Pending supporting material

- ❖ Select the application from the list in order to edit, upload tags, and map the field.



Upload Certificates & Tag(s)

For this step of the application, be sure to have any certificates or tags scanned and available in .jpg or .pdf formats. Know where to find them on your computer.

- ❖ Select the application from the list in order to edit, upload tags, and map the field.
- ❖ Select the button "Choose File".

The screenshot shows a web form titled "Upload new Certificate". It has a text input field labeled "Certificate Name". Below the input field, there is a "Choose File" button and the text "No file chosen". To the right of the "Choose File" button is a blue "Upload" button. A red arrow points from the left towards the "Choose File" button, and another red arrow points from the right towards the "Upload" button. Below the buttons, there is a line of text: "Allowed files: Text (.txt), PDF (.pdf), Word Document (.doc, .docx), HTML (.htm,.html), JPEG (.jpg,.jpeg)".

Upload new Certificate

Certificate Name

No file chosen

Allowed files: Text (.txt), PDF (.pdf), Word Document (.doc, .docx), HTML (.htm,.html), JPEG (.jpg,.jpeg)

- ❖ Navigate on your computer to the file and select it.
- ❖ The name of the file will appear in the text box.
- ❖ Select blue button "Upload"



Map the field

❖ Select the yellow button “Update/Create Map”.

Application Details

Id	57137	Cert Year	2022
Status	Pending supporting material	AppType	Seed
Applicant	7000 CCIA Milling Co.	Grower	7000 CCIA Milling Co.
Crop	Alfalfa	Variety	CUF 101
Class	Foundation	Acres	1.00 (Mapped:)
Map?	<input type="checkbox"/>	Date Planted?	2/22/2022
Field Name/No.	1	County	MARIN
Update/Create Map			



A map of California will appear.

- ❖ Locate your field by entering the Latitude and Longitude OR zoom to the area by selecting the county in the drop down list.

Field Apps ▾ Seed Lots ▾ Tags ▾ OECD Blends ▾ Bulk Sales/Transfers ▾ Turfgrass Certs Org ▾ Logout

Latitude: Longitude: Zoom to Zoom to county:

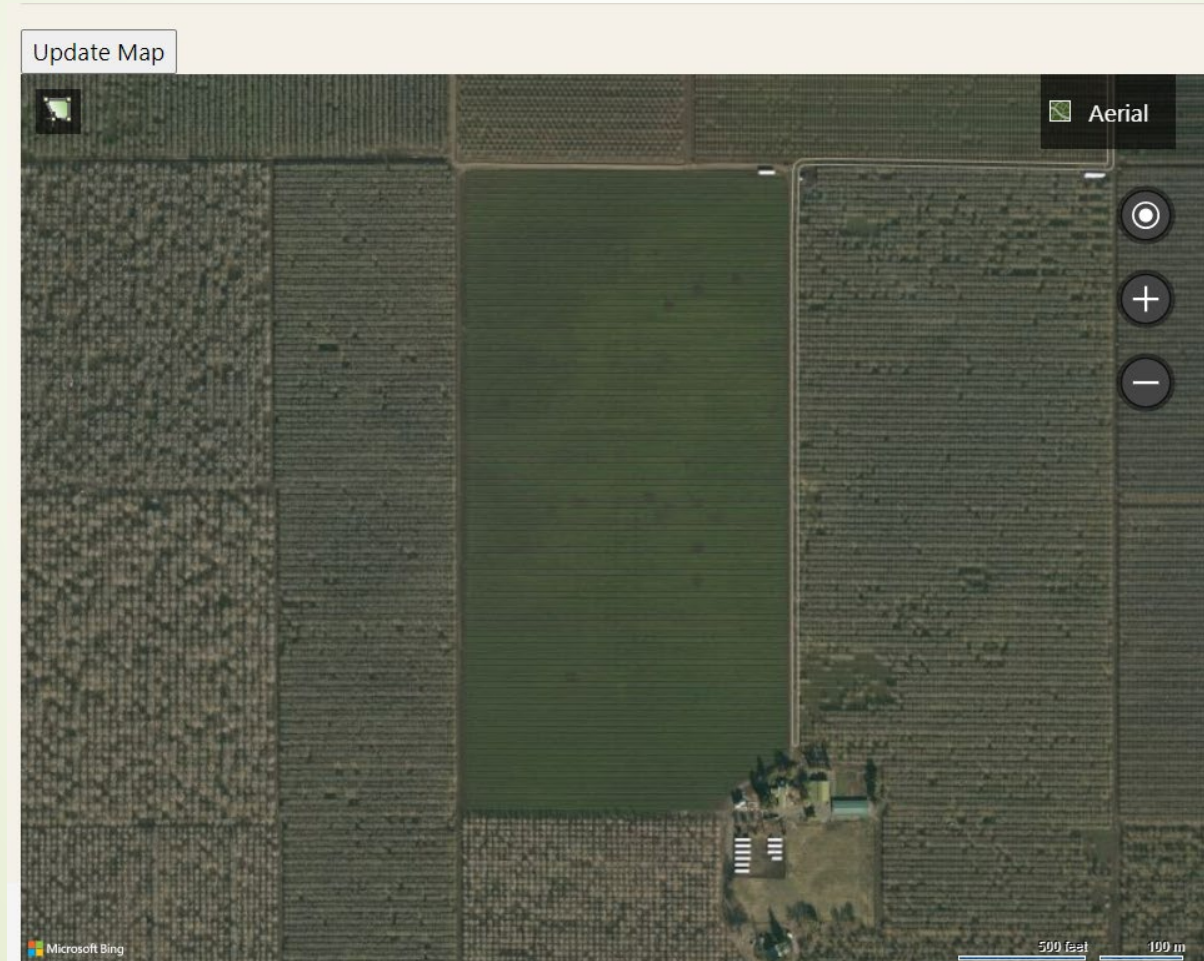
Select county...
Select county...
ALAMEDA
ALPINE
AMADOR
BUTTE
CALAVERAS
COLUSA
CONTRA COSTA
DEL NORTE
EL DORADO
FRESNO
GLENN
HUMBOLDT
IMPERIAL
INYO
KERN
KINGS
LAKE
LASSEN
LOS ANGELES

Update Map

A satellite map of California and surrounding areas. Major cities labeled include San Francisco, San Jose, Sacramento, Reno, Carson City, Fresno, and Las Vegas. The state boundaries for California, Nevada, and parts of Oregon and Arizona are visible.

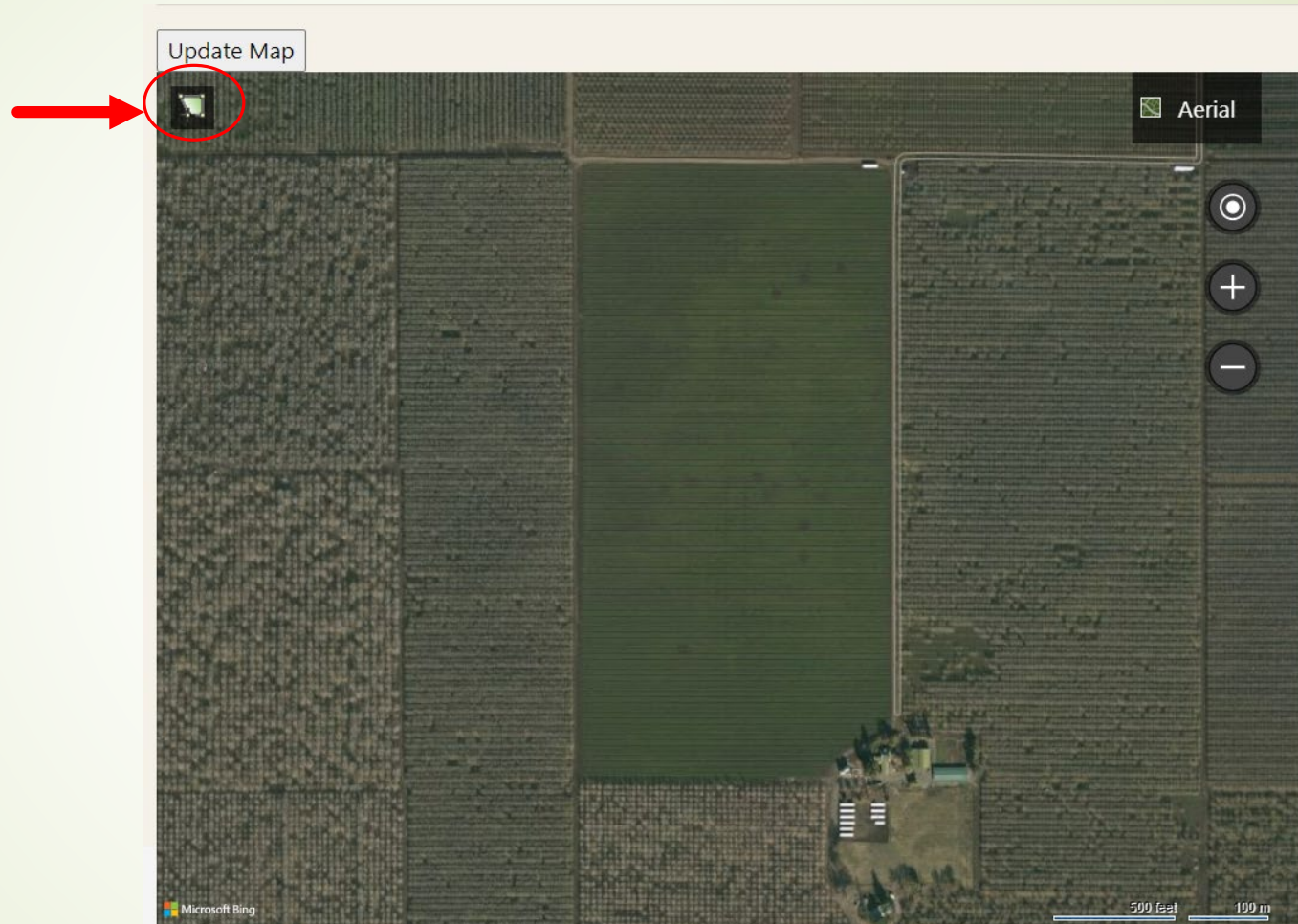


- ❖ Once your county is located, double click on the map to zoom and center the map.
- ❖ If your mouse has a roller, it can be used to zoom in and out.
- ❖ Find the field and enlarge until it is large in the map screen.





❖ Click on the icon in the upper left corner to begin mapping the field.





❖ A message will appear with instructions.

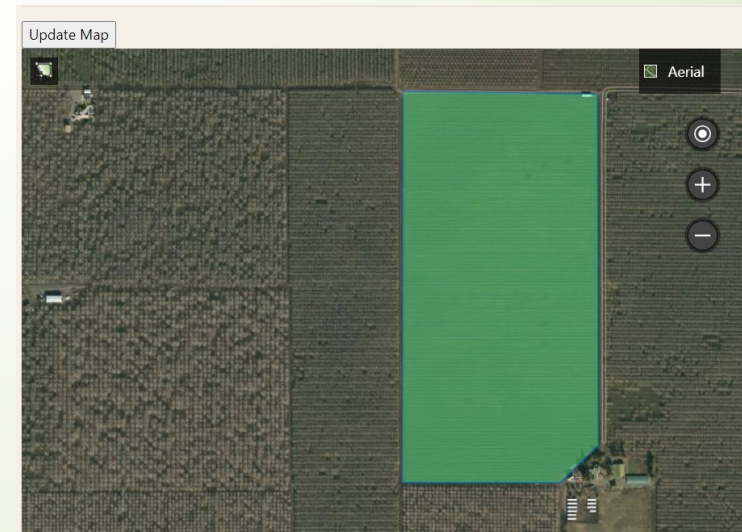
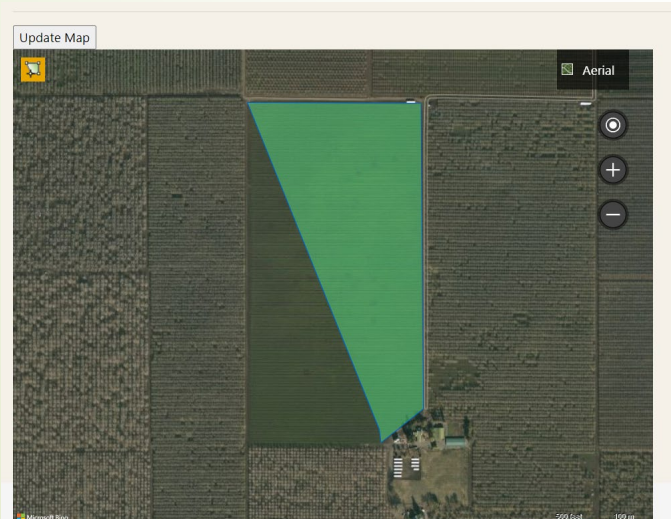
ccia-mvc.ucdavis.edu says

Please right click on your final point to close the field. Remember: Field must be drawn in a clockwise direction.

OK

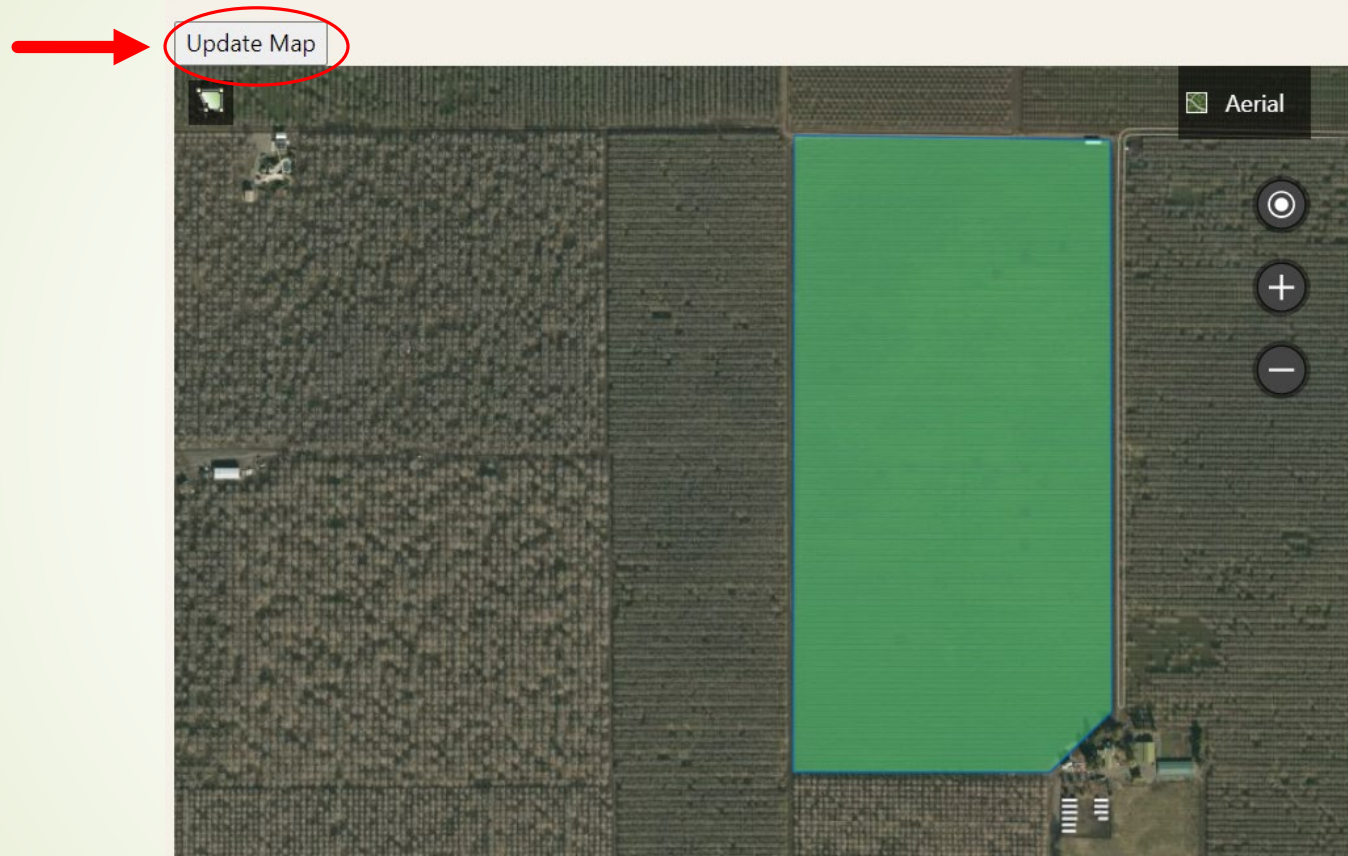
- ❖ Using the mouse, left click on the first corner of the field, then left click on the next corner going clockwise around the field. A blue line will show between the first 2 points.
- ❖ After the 2nd point, a green shape will begin to show the perimeter of the field.
- ❖ Any shape field can be drawn.
- ❖ Right click the final point of the perimeter to close the drawing.

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❖ Click on “Update Map” to add the map to your application.





- ❖ The application will now show a blue checkbox to indicate the map has been created.

Application Details

[Edit](#)[Submit Final Application](#)[Cancel Application](#)

Id	54293	Cert Year	2021
Status	Pending supporting material	AppType	LacTracker
Applicant	7000 CCIA Milling Co.	Grower	7000 CCIA Milling Co.
Crop	Curled Lettuce	Variety	
Class	LT	Acres	10.00 (Mapped: 76.1)
Map?	<input checked="" type="checkbox"/>	Date Planted?	10/12/2020
	Update/Create Map	County	YOLO
Field Name/No.	Hanna		



- ❖ If all certificates, tags, and map have been submitted, then you may submit the application.
- ❖ Select the red button “Submit Final Application”.

Application Details

Edit

Submit Final Application

Cancel Application

Id	54293	Cert Year	2021
Status	Pending supporting material	AppType	LacTracker
Applicant	7000 CCIA Milling Co.	Grower	7000 CCIA Milling Co.
Crop	Curled Lettuce	Variety	
Class	LT	Acres	10.00 (Mapped: 76.1)
Map?	<input checked="" type="checkbox"/> <button>View Map</button>	Date Planted?	10/12/2020
	<button>Update/Create Map</button>	County	YOLO
Field Name/No.	Hanna		

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- ❖ A message will appear notifying you that after you submit the application you will no longer be able to make changes. You may contact CCIA if changes are required.

ccia-mvc.ucdavis.edu says

Once submitted, you will no longer be able to edit application or add/change supporting material. Are you sure you want to submit this application?

OK

Cancel



- ❖ The application status will now be listed as “Pending acceptance” in the list of applications for your company.
- ❖ The application will be reviewed for acceptance by CCIA staff.
- ❖ You will be notified by email when the application has been accepted or more information is required.



Contact the CCIA

If you require additional assistance
please contact us at:

Website – ccia.ucdavis.edu

Phone – 530-752-0544

Email – ccia@ucdavis.edu