



Q Processing Guidebook

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Effective immediately and supersedes all previously published policies and procedures

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Q Processing

Through Q Processing Courses, CQI provides a scientific and research-based approach to processing coffees that aims to improve quality, standardize procedures, increase competitiveness, reduce risk, and create a system that can be trusted throughout the supply chain. This three-level course progression covers the impact of processing on cup quality at different degrees of depth. The goal of Q Processing is to create a skilled and credible body of coffee processing professionals to consistently produce clean coffee following good practices and a quality control system.

Level 1: Generalist

A general course for any coffee professional (namely roasters, retailers, baristas) that can be given in consuming countries. This is a suitable level for students who are willing to learn about the main processing methods and how they impact coffee chemistry and coffee flavor. The training part of the course includes lectures and a comparative cupping of processing methods and can be taught at any approved Venue. The competencies are tested through a written exam, in which a basic knowledge about processing needs to be demonstrated to receive a Q Processing *Generalist* Certificate.

Student Objective: *Attendees passing the Q Processing Generalist level will understand the complexity of post-harvest processing and its importance for coffee cup flavor and quality.*

Length: 2 days, or 3 days with translation

Certificate: Students attending the two-day course, taking part in all activities, and achieving a minimum of 75% in the course assessment will receive a Q Processing Generalist – Level 1 Certificate, issued by the Coffee Quality Institute.

Level 2: Professional

The Q Processing Professional course is aimed at individuals who have had significant hands-on coffee processing experience through multiple harvests. It will add focus and depth to scientifically founded best practices and enable students to build new value within their products and careers. They will deepen their theoretical knowledge about the main processing methods and technology, learn good practices, and gain hands-on experience with a quality control system for post-harvest processing. It is taught in the field, during the harvest season, and is a hands-on and collaborative learning experience fit for the practical needs of the producing side of industry. The CQI Q Processing Professional certificate will foster a new type of respected career path in the coffee value chain, providing valued and needed capacity building within our coffee producing communities.

Student Objective: Attendees passing the intermediate level are able to consistently produce coffees with a clean cup and can apply a simple quality-assurance system and good processing practices to avoid defects and off-flavors in the cup.

Length: 6 days, or 7 days with translation

Certificate: Students attending the six-day course, taking part in all activities, and achieving a minimum of 75% in the course assessment will receive a Q Processing Professional – Level 2 Certificate issued by the Coffee Quality Institute.

Level 3: Expert

The Expert level of Q Processing is designed to enable students to deeply understand the theory and mechanisms that contribute to the impact of processing on coffee flavor and masterfully craft specific results in the cup by manipulating processing variables. After completing this course successfully, they should be able to understand the state-of-the-art of coffee processing and regularly contribute to it.

Students may express interest in participating in QP3 but must be personally invited by CQI to take part in this course. Instructors of the Q Processing Level 2: Professional are required to take and pass this course.

The course has three parts:

1. The Remote Semester
2. The Field-Intensive
3. The Capstone Project

The course will take place over about a year, depending on the cohort.

Certificate: Students who successfully complete and pass all three parts of the course will be issued a QP3 certificate from the Coffee Quality Institute.

Q Processing Rules and Regulations

Q Processing Certificate holders have undergone training and examination by credentialed Q Processing Instructors in keeping with the rules and standards set by CQI.

Q Processing Generalists hold an active Level 1 certificate.

Q Processing Professionals hold an active Level 2 certificate.

Q Processing Experts hold an active Level 3 certificate.

Those individuals who have successfully passed the CQI-administered exams to become certified may use the corresponding logo and the nomenclature “Q Processing Generalist” and/or “Q Processing Professional” as a professional credential under the guidelines established by CQI.

Q Processing Certificate holders can be verified through the CQI database, using this link - <https://database.coffeeinstitute.org/users>, and referencing the section titled, *Q Processing*.

Renewal

In order to maintain their certificate, certificate holders must renew before 36 months of Q Processing 1 or 2 Certification (tracked from the initial course). If more than 36 months has elapsed since their original certificate and they wish to obtain it again, they must take a full QP1 or QP2 course.

QP Renewal courses are expected to launch in July of 2021.

Prerequisites

- A Q Processing Level 1 Certificate is a pre-requisite for QP2 for students who do not work on coffee processing at a farm annually.
- A Q Processing Professional can express interest in joining the Q Processing Level 3 course, but ultimately QP3 is a by-invitation only course.

Denial of the Q Processing Certification

Q Processing Certificate holders who violate their pledge to follow and uphold the Q Processing Rules and Regulations may face disciplinary action. A special investigation committee may be appointed by the Education Team Leader to investigate allegations.

CQI, in its sole and absolute discretion, may deny a Q Processing Certificate to anyone who:

- Does not meet any of the applicable qualifications for certification or does not follow the procedures for application set forth in these Rules.
- Fails to provide, in the application and supporting documents, evidence of sufficient knowledge, training or experience.
- Is found cheating, copying answers from another student, or submitting work other than his/her own during any Q Processing examination.
- Has made any false statement in or in connection with any application filed with the CQI
- Fails to meet such other qualifications as the Board may from time to time determine are in the best interests of CQI Education.

Course Retake Protocols

A student who fails one or more QP Course exam has the opportunity to take as many as two re-takes of each exam, which must be completed within 18 months of their original exam(s).

COURSES	COURSE LENGTH (DAYS)	OPPORTUNITIES	TIMEFRAMES	CERTIFICATE EXPIRATION (YEARS)
Q Processing Level 1 – Generalist	2	2 Retakes	18 months to complete retake courses from original course	3
Q Processing Level 2 – Professional	6	2 Retakes	24 months to complete retake courses from original course	3

Within Course Re-take Policy

During the QP2 course, two retakes is permitted of the following exams:

PRACTICAL SKILLS 1: Using the Refractometer

PRACTICAL SKILLS 2: Moisture Measurement

PRACTICAL SKILLS 3: Identifying Defects

APPLICATION PROBLEMS 1: Mass Conversions

APPLICATION PROBLEMS 2: Characterization of raw material

APPLICATION PROBLEMS 3: Interpretation of pulp records

APPLICATION PROBLEMS 4: Interpretation of drying records

A QP Candidate may take one of the above exams up to two (2) additional times during a Course. Factors that can reduce the number of retakes offered are the availability of sufficient time, materials and facilities. The QP Instructor leading the QP2 Course has the sole discretion to decide which retake exams are offered and how many opportunities. As a generally guide, the prioritization of retake exams is determined by the potential for the student to earn a certificate in that course.

Retakes Requiring Joining an Additional Course

Practical 2: Pulping

Practical 3: Fermentation

Practical 4: Washing

Practical 5: Drying

Tasting 1 (processing methods)

Tasting 2 (defects)

The General Knowledge (final)

After their initial QP Course, students may request admission into a maximum of two (2) additional QP Courses or in order to complete their retake exam(s). There are no restrictions for when a student can begin to retake their exam(s), but retakes must be taken in courses of the same level (i.e., QP1 retakes must occur in QP1 courses). All retake exams must be completed within eighteen (18) months of the original course date. Students who have not successfully passed all exams within eighteen (18) months of their original Course must retake the entire course at a future date. It is the responsibility of the Q Candidate to know what retake exams they need and how many Q Courses they may join. It is the instructor's responsibility to verify a retaker's eligibility status BEFORE administering exams. An instructor may assess if the student needs additional training and/or practice before admitting the student into the Q Grader Course and may so advise the student. The Q Instructor leading the Q Course has the sole discretion to accept or deny admission of a retake student into their Q Course

Online Q Processing Generalist (L1) – Student FAQ's

What is QP1 online?

QP1 Online is our normal Q Processing Generalist course, administered completely online. It is the same content, coffee tastings, and testing as the in-person QP1 course.

Who is QP1 Online for?

QP1 is for any *coffee professional (namely roasters, retailers, baristas) willing to learn about the main processing methods, how they are carried out, and how they impact coffee chemistry and coffee flavor. This course is ideal for those who enjoy learning online.*

Who Teaches QP1 Online?

CQI authorized instructors of Q Processing Level 1 are able to offer and teach this course. To find a list of qualified instructors, please [check our web site](#).

How is QP1 Online different than QP1?

- You will not be in course with your instructor and fellow students.
- Instead of the course being a very concentrated 2 days, each course will be spread out over a manageable number (no more than 15) days in order to accommodate student schedules and enable a good online learning experience.
- You may have to set up and complete cuppings yourself. Depending on your course, you will either attend a group cupping at a local facility or will prepare and cup the coffees themselves at home.
- You will take an online test
- You will fill out an online course evaluation instead of a paper course evaluation

Is QP1 Online a pre-recorded or “blended” course?

No, QP1 Online is a LIVE course, and all lessons will be administered by the instructor in real time.

How do I sign up?

Please check our web site's [list of upcoming courses](#) to find QP1 offerings available to you.

Open the course profile and click the “Enroll” button in the upper right. If you do not see this button, you must first log-in. Once signed in, you will be able to enroll. Please make sure you contact the instructor to understand how to pay for the course or any other details you might need to know for the course you have enrolled in.

Do I get a certificate?

If you participate fully in the course and pass the exam, you will receive a Q Processing Generalist (Level 1) certificate. This is the exact same certificate available to those who take and pass the in-person QP1 course. All rules and restrictions of a normal QP1 certificate apply.

What is the price of QP1 online?

Our private instructors set the student fees for each of their course individually. If you are interested in a course and its price is not listed, please contact the instructor directly for this information.

What do I need to be successful in this course?

In order to be able to take this course you must have access to reliable internet and a computer with an integrated webcam.

In order to be eligible to take the QP1 online exam, you must:

1. attend all online modules.
2. complete all cuppings and submit your cupping forms to your instructor.
3. complete the online post-course evaluation for CQI.

We value your honest feedback, and your evaluation is very important to CQI. Please note the evaluation results will go directly to CQI and are anonymous. Thank you!