FOREIGN SUPPLIER VERIFICATION PROGRAMS (FSVP) COMBINATION COURSE INFORMATION PACKET

Food Marketing Institute (FMI)
2345 Crystal Dr. Suite 800
Arlington, VA 22202

Wednesday, April 11 – Friday, April 13, 2018
1:00 PM – 5:00 PM (Day 1)
8:00 AM – 5:00 PM (Days 2 & 3)

POINTS OF CONTACT

Emily Bell
Events and Logistics Specialist
IFPTI
269-488-3728
FSPCA@ifpti.org

Hilary Thesmar
VP Food Safety
FMI
202-220-0658
hthesmar@fmi.org

COURSE INFORMATION

FSPCA Foreign Supplier Verification Programs Combination Course
( Participant Course PLUS Lead Instructor Course )

Prerequisites:
1. Participants must be an approved Lead Instructor candidate
2. Participants must be present for the entire course, please plan travel accordingly

Course Description:
This course combines the FSPCA Foreign Supplier Verification Programs participant course with the FSPCA Foreign Supplier Verification Programs Lead Instructor course.

FSPCA Foreign Supplier Verification Programs (FSVP) Course
This course will provide participants with the knowledge to implement the requirements of the “Foreign Supplier Verification Programs (FSVP) for Importers of Food for Humans and Animals” regulation of the U.S. Food and Drug Administration (FDA). This regulation is one of a number of regulations and guidance that implement the provisions of the 2011 Food Safety Modernization Act (FSMA), which focuses on safe food practices. This course is designed for:

1. U.S.-based importers who meet the definition of “importer” in the FSVP rule, which includes those who own or are the consignee of food at the time of entry, or, if no owner or consignee exists, the U.S. agent or representative of the foreign owner.
2. Others who have an interest in ensuring that the requirements of the FSVP rule are met, including brokers, exporters, foreign suppliers of food that will be exported to the U.S., persons/business owners who currently buy food from foreign sources, and representatives of foreign governments.

The FSVP curriculum was designed by regulatory, academia, and industry professionals and developed with funding from FDA as part of the FSPCA. In contrast to the Preventive Controls (PC) rules, the FSVP rule does not require you to attend a training program following a “standardized curriculum” recognized by FDA. Attending this course, however, will help you understand the FSVP requirements and how those requirements can be met in your particular circumstance.
FSPCA Foreign Supplier Verification Programs Lead Instructor Course
This course provides the Lead Instructor candidate the knowledge and tools needed to perform the
duties of a Lead Instructor for the Foreign Supplier Verification Programs course.

The course content is focused on strategies to aid in the effective instruction of the activities and
documentation that support the creation and implementation of Foreign Supplier Verification Programs. Administrative tasks for issuing Food Safety Preventive Controls Alliance certificates are also covered as well as a refresher on effective presentation for the adult learner.

Completing this instructor training allows you to deliver the FSPCA Foreign Supplier Verification Programs course as a Lead Instructor.

COURSE MATERIALS
All course materials will be provided at the course location.

TRAINING LOCATION
Food Marketing Institute (FMI)
2345 Crystal Dr. Suite 800
Arlington, VA 22202

ARRIVING AT FMI
- FMI is located within a mile west of the Ronald Reagan Washington National Airport. It is served by
  the Crystal City Metro Station (blue and yellow lines).
- Enter at the front of the building on Crystal Drive.
- Take the elevator to the 8th Floor. You will be met by FMI staff and escorted to the Conference
  Room. There is no check-in with security nor is an ID required.
- Parking: There are paid parking garages close to FMI including one attached to the building.
  Parking rates are $21 in the FMI building and range from $15 to $21 in surrounding buildings. If you
  choose to park at FMI, you can take the elevator from the garage directly to the 8th Floor.

HOTELS NEAREST TO FMI
Hampton Inn Crystal (2 blocks from FMI)
2000 Jefferson Davis Highway, Arlington VA 22202
Phone: 703-418-8181
Website: http://hamptoninn3.hilton.com/en/hotels/virginia/hampton-inn-and-suites-reagan-national-
airport-WASRRHX/maps-directions/index.html
- Self-parking is $17 per day
- Complimentary shuttle – phone: 703-418-8181

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HOTELS NEAREST TO FMI (CONT.)

Crystal Gateway Marriott (4 blocks from FMI)
1700 Jefferson Davis Highway, Arlington VA 22202
Phone: 703-920-3230
Website: http://www.marriott.com/hotels/travel/wasgw-crystal-gateway-marriott/

- On-site parking is $27 per day; valet parking is $32 per day
- Complimentary shuttle – phone: 703-920-3230

AIRPORT & GROUND INFORMATION

Ronald Reagan Washington National Airport (DCA)
Arlington, VA 22202
(703) 417-8000

Dulles International Airport (IAD)
1 Saarinen Cir, Dulles, VA 20166
(703) 572-2700

Baltimore Washington International (BWI)
Baltimore, MD 21240
(410) 859-7111

Ground Transportation
Metro - https://www.wmata.com/

Additional questions? Contact Emily Bell at FSPCA@ifpti.org
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### COURSE AGENDA

This course agenda is covered in **two and a half days**.  
**You must be present for the ENTIRE course in order for you to receive your certificate.**  
**Plan your travel accordingly.** Early departure will prevent issuance of certificate.

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>1:00 – 5:00 PM</td>
<td>Welcome, Introductions, Sign-in</td>
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<tr>
<td></td>
<td>FSPCA FSVP Instructor Materials Overview / Waiver</td>
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<tr>
<td></td>
<td>Instructor Skills Brief Overview – Teaching Importers</td>
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<tr>
<td></td>
<td>Key Instructional Points for Chapters and Exercises</td>
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<tr>
<td></td>
<td><strong>Preface:</strong> Introduction to the FSVP Course</td>
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<tr>
<td></td>
<td>Chapter 1: Context: FSMA and FSVP</td>
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<td>Chapter 2: Setting the Stage: Building the Foundation for the FSVP Process &amp; Exercise¹</td>
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<td>Assign Chapters for Practicum “Teach Back”²</td>
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<tr>
<td></td>
<td>Questions / Expectations for Day 2</td>
</tr>
<tr>
<td><strong>Adjourn</strong></td>
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</tbody>
</table>

¹ All exercises focus on review of the Exercise Objective and how Instructors can use adult learning concepts to adapt exercises to facilitate learning.

² On Day 3 there is a Practicum “teach back” where each person will be asked to present a few slides from the curriculum to demonstrate your instructor skills and understanding of the FSPCA training materials. **Failure to demonstrate instructor skills and an understanding of FSPCA training materials through participation in exercises, questions asked, and teach back observations may result in you not receiving your Lead Instructor certificate.**
### Day 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8:00 AM - Noon</td>
<td>Sign-in, Questions from Previous Day</td>
</tr>
<tr>
<td></td>
<td><strong>Chapter 3:</strong> Overview of Requirements &amp; Exercise</td>
</tr>
<tr>
<td></td>
<td>Preventive Controls and Produce Safety Session</td>
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<td></td>
<td><strong>Chapter 4:</strong> Hazard Analysis &amp; Exercise</td>
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<td></td>
<td><strong>Chapter 5:</strong> Evaluation and Approval of Foreign Supplier</td>
</tr>
<tr>
<td>1:00 – 5:00 PM</td>
<td>Lunch</td>
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<tr>
<td></td>
<td><strong>Chapter 6:</strong> Foreign Supplier Verification</td>
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<td><strong>Chapter 7:</strong> Reevaluation Foreign Supplier Performance</td>
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<td><strong>Chapter 8:</strong> Importer Identification</td>
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<td></td>
<td>Questions / Expectations for Day 3</td>
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<tr>
<td></td>
<td>Adjourn</td>
</tr>
</tbody>
</table>

### Day 3

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM - Noon</td>
<td>Sign-in, Questions from Previous Day</td>
</tr>
<tr>
<td></td>
<td><strong>Chapter 9:</strong> Importance of Records &amp; Exercise</td>
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<td></td>
<td><strong>Chapter 10:</strong> FDA Oversight</td>
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<td>Course Delivery &amp; Administration</td>
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<td>LI Candidates Prepare for “Teach Back”</td>
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<tr>
<td>1:00 – 5:00 PM</td>
<td>Lunch</td>
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<tr>
<td></td>
<td><strong>Exercise:</strong> Practicum “Teach Back”</td>
</tr>
<tr>
<td></td>
<td>Final Questions, Certificates, Course Evaluations</td>
</tr>
<tr>
<td></td>
<td>Adjourn</td>
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</tbody>
</table>

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2. On Day 3 there is a Practicum “teach back” where each person will be asked to present a few slides from the curriculum to demonstrate your instructor skills and understanding of the FSPCA training materials. **Failure to demonstrate instructor skills and an understanding of FSPCA training materials through participation in exercises, questions asked, and teach back observations may result in you not receiving your Lead Instructor certificate.**