

COURSE TITLE	FSPCA PREVENTIVE CONTROLS FOR HUMAN FOOD LEAD INSTRUCTOR COURSE
LOCATION	Live, virtual
DURATION	Five 4.5-hour sessions
COURSE DATE	October 25-29, 2021
COURSE TIME	9:00 am – 1:30 pm (CDT) daily. Please check-in at 8:45 am CDT each day.
COURSE ENROLLMENT FEE	\$1,599.00 USD
COURSE PLATFORM	Zoom
COURSE MATERIALS	After enrollment and completion of course prerequisites, electronic course resources will be available for download
ENROLLMENT LINK	e2171cc1-4f2d-4966-bb38-88f2e09412e5">https://lms.ifpti.org/#/AddToCart?CourseIds=d93ba73e-e02a-4510-aa58-5e5e91803a84>e2171cc1-4f2d-4966-bb38-88f2e09412e5 (you must log in to see the course)

COURSE DESCRIPTION

This 5-day course provides the participant the knowledge and tools needed to perform the duties of a Lead Instructor for the standardized training curriculum that FDA considers adequate in meeting the requirements for training of a preventive controls qualified individual (PCQI) under FDA's Hazard Analysis and Risk-based Preventive Controls for Human Food rule.

The course content is focused on strategies to aid in the effective instruction of the food safety activities and documentation that support the creation and implementation of a preventive controls Food Safety Plan. Administrative tasks for issuing Food Safety Preventive Controls Alliance participant course certificates is also covered as well as a refresher on effective presentation for the adult learner.

On Day 5 there is a Practicum “teach back” where each person will be asked to present a few slides from the curriculum (in English) to demonstrate their 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.

Upon successful completion of the full, 5-day FSPCA Lead Instructor Course for Preventive Controls for Human Food, you will be trained to be a Lead Instructor by the FSPCA. Completing this training allows you to deliver the *FSPCA Preventive Controls for Human Food* participant course as a Lead Instructor. You will receive email notification upon completion of the course with instructions on how to download the *Lead Instructor for Preventive Controls for Human Food* FSPCA certificate of completion.

COURSE PREREQUISITES

NOTE! The online modules and pre-course assessment must be completed no later than COB October 21, 2021. FSPCA reserves the right to add additional online modules as prerequisites.

1. Successful completion of the FSPCA Preventive Controls for Human Food Course
2. Participants must be an approved Preventive Controls for Human Food Lead Instructor candidate
3. Successful completion of Instructor Skills Overview online module. The online module is accessible upon enrollment.
4. Successful completion of the Course Administration online module. The online module is accessible upon enrollment.
5. Successful completion of the pre-course assessment. The pre-course assessment is accessible upon enrollment.
6. Participants must attend the entire 5 days

COURSE RECOMMENDATIONS

1. We **strongly recommend** enrollees view Part 1 PCHF online course, especially those whose participant (PCQI) course was over 6 months ago. The Human Food Part 1 online course is accessible for free upon enrollment.
2. We **strongly recommend** that you re-read FDA's Preventive Controls for Human Food regulation as well as your FSPCA participant manual before attending the Lead Instructor course. And, download FDA's Hazard Analysis and Risk-Based Preventive Controls for Human Food: Guidance for Industry draft guidance (including Appendix 1) for reference during the course. FDA rules and guidance documents can be found at:
<https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm253380.htm>

COURSE REQUIREMENTS

1. **FSPCA Lead Instructor Waiver (attached)**
 - This waiver will need to be signed, scanned and emailed to fspca@iit.edu, **no later than COB, October 21, 2021.** A signed waiver must be on file in order to receive an FSPCA Lead Instructor certificate.
2. **FSPCA Recording and Personal Data Authorization (attached)**
 - This course and teach back practicum will be recorded. This authorization form will need to be signed, scanned and emailed to fspca@iit.edu, **no later than COB, October 21, 2021.** Participants will not be admitted into the course until a signed form is on file with FSPCA.
3. **Photo ID**
 - Email a copy of your ID to fspca@iit.edu; **no later than COB, October 21, 2021.** Any ID with your name and photo will be fine. Please block out any sensitive information, such as DOB, DL# on the ID.
4. **Visual Contact**
 - Participants must have visual contact with instructors throughout the entire course (e.g. webcam)
 - Remote participation identification and verification will take place
5. **Course Evaluation**
 - A link to the online course evaluation will be provided to course participants after successful completion of the course. Participants will have 72 hours to complete the evaluation. Course certificates will not be issued until a course participant has completed the evaluation.

COURSE MATERIALS

After enrollment and completion of course prerequisites, electronic course resources will be available for download on the course-landing page. Please have all electronic course resources downloaded and easily accessible at all times. Note: you must have the Instructor Guide and Workbook visually available at all times during the course.

If you prefer printed materials, you may:

- Print on your own
- Send to a local printer
- Purchase hard copies:
 - [Amazon](#): FSPCA Exercise Workbook V1.2
 - [FSPCA Bookstore](#): FSPCA Exercise Workbook V1.2
 - [FSPCA Human Food Lead Instructor Manual V1.2](#): Contact IFPTI at FSPCA@ifpti.org or by calling 269-488-3710. **NOTE! Fees apply. Allow 2 weeks for order and delivery to ensure receipt before the course start date.**

ZOOM TECHNICAL CHECK-IN

We encourage you to join this test session. We will use this session to test your audio and video, familiarize you with the use of the chat, polling, and file sharing features, and to troubleshoot any Zoom connection issues. You will find the Zoom login information in your course enrollment email. Add the information to your calendar to join the session.

- **Date:** Friday, October 22, 2021
- **Time:** 9:00 am – 10:00 am CDT
- **Duration:** Approximately 5-10 minutes per participant

ATTENDING THE COURSE

- **Agenda (attached):** This course agenda is covered in five days. You must be present for the entire course.
- **Zoom Course Login Information:** After enrollment, a Zoom calendar invite with login information will be emailed to the email address you used to enroll in the course
- Please check-in by 8:45 am CDT daily as we will begin promptly at 9:00 am CDT

VIRTUAL COURSE REQUIREMENTS

- An internet connection – broadband wired or wireless (4G/LTE)
- Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in
- Supported browsers include
 - Windows: Edge 12+, Firefox 27+, Chrome 30+
 - macOS: Safari 7+, Firefox 27+, Chrome 30+
 - Linux: Firefox 27+, Chrome 30+
- Please note at this time joining by Tablet or Phone is **not** permitted.

TECHNICAL SUPPORT

If you need technical assistance please contact the LMS administration team at LMSadmin@ifpti.org or by phone at (269) 488-3258.

Additional questions? Contact fspca@iit.edu

Virtual (Zoom Platform)
October 25-29, 2021
9:00 am – 1:30 pm CDT Daily

This Lead Instructor course agenda is covered in **five days** with short breaks.
You must be present for the **entire** course in order for you to receive your Lead Instructor certificate.
Late arrival and/or early departure will prevent issuance of certificate.

Day 1	
9:00 AM – 1:30 PM	Attendance
	Welcome, Introductions & FSPCA Preventive Controls for Human Food Instructor Materials Overview
	Preface: Overview and Example Agenda for Participant Course
	Chapter 1: Introduction to Course and Preventive Controls & Explain Exercise ¹
	Chapter 2: Food Safety Plan Overview
	Chapter 3: Good Manufacturing Practices
	Chapter 4: Biological Food Safety Hazards (and Appendix 4) & Explain Exercise
Questions / Expectations for Day 2	
Adjourn	

Day 2	
9:00 AM – 1:30 PM	Chapter 5: Chemical, Physical and Economically Motivated Food Safety Hazards
	Chapter 6: Preliminary Steps in Developing a Food Safety Plan & Explain Exercise
	Chapter 7: Resources for Food Safety Plans and Technical Assistance Network (TAN) + video (mention video available on the HF LI Resource Portal)
	Chapter 8: Hazard Analysis and Preventive Controls Determination
	PCHF FDA Draft Hazards Guide (inform participants of this optional PPT explaining use of Appendix 1 so they can teach during Participant (PCQI) courses if they choose)
	Hazard Analysis and Preventive Controls Determination – Explain Exercise
	Questions / Expectations for Day 3
Adjourn	

- ¹ All exercises focus on review of the Exercise Objective and how Instructors can use adult learning concepts to adapt exercises to facilitate learning. **ToTs will just explain how to administer the exercise NOT actually conduct exercise**
- ² On Day 5 there is a Practicum “teach back” where each person will be asked to present a few slides from the curriculum (in English) to demonstrate their 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.**

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Day 3	
9:00 AM – 1:30 PM	Questions from Previous Day
	Assign Chapters & slides 8, 11, 12 for Practicum "Teach Back" ²
	Chapter 9: Process Preventive Controls & Explain Exercise
	Chapter 10: Food Allergen Preventive Controls & Explain Exercise
	Chapter 11: Sanitation Preventive Controls (and Appendices 5 and 6) & Explain Exercise
	Chapter 12: Supply Chain Preventive Controls & Explain Exercise
	Questions (teach backs) / Expectations for Day 4
Adjourn	
Day 4	
9:00 AM – 1:30 PM	Questions from Previous Day/Teachback
	Chapter 13: Verification and Validation Procedures & Explain Exercise
	Chapter 14: Record-Keeping Procedures & Explain Exercise
	Chapter 15: Recall Plan
	Chapter 16: Regulation Overview – CGMP, Hazard Analysis and Risk Based Preventive Controls for Human Food (mention video can be played in lieu of presenting speaker notes in PPT on HF LI Resource Portal) (video available on the HF LI Resource Portal)
	Chapter summary slides
	LI Candidates Prepare for "Teach Back"
	Course wrap-up and next steps
Questions / Expectations for Day 5	
Adjourn	
Day 5	
9:00 AM – 1:30 PM	Questions from Previous Day
	Exercise: Practicum "Teach Back"
	Individual Feedback Sessions Simultaneous Q&A Session with LI Candidates
	Online Course Evaluation & Final Questions
Adjourn	

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