FOREIGN SUPPLIER VERIFICATION PROGRAMS (FSVP)
COMBINATION COURSE INFORMATION SHEET
Participant Course & Lead Instructor Training

Osceola County Extension Office
1921 Kissimmee Valley Lane
Kissimmee, FL, 34744
Tuesday, October 31 – Thursday, November 2
Tuesday: 8:00AM – 5:00PM
Wednesday: 8:00AM – 5:00PM
Thursday: 8:00AM – 1:30PM

POINTS OF CONTACT

Suzanne Kidder
Logistics and Events Specialist
IFPTI
269-441-4086
FSPCA@ifpti.org

Michelle Danyluk
Associate Professor
University of Florida
863-956-8654
mddanyluk@ufl.edu

Travis Chapin
State Specialized Agent
University of Florida
863-956-8642
tkchapin@ufl.edu

COURSE INFORMATION

Course Description:

FSPCA FOREIGN SUPPLIER VERIFICATION PROGRAMS COMBINATION COURSE (PARTICIPANT COURSE PLUS LEAD INSTRUCTOR 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

Description: 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**

Description: 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.

**Prerequisites:**

- Participants must be an approved Lead Instructor candidate
- You must be present for the entire course, please plan travel accordingly

**COURSE MATERIALS**

All course materials will be provided at the course location

**TRAINING LOCATION**

University of Florida IFAS Extension - Osceola County
1921 Kissimmee Valley Lane
Kissimmee, FL 34744

*Use the entrance off of Bill Beck Blvd.* – your GPS may guide you to a closed entrance. If there are parking attendants- just tell them you are going to “Extension Services” and proceed to the free parking lot in front of the “Extension Services” building.
Osceola County Extension Office
1921 Kissimmee Valley Lane
Kissimmee, FL, 34744

Tuesday, October 31 – Thursday, November 2
Tuesday: 8:00AM – 5:00PM
Wednesday: 8:00AM – 5:00PM
Thursday: 8:00AM – 1:30PM

HOTELS

- **Satisfaction Orlando Resort**
  - Address: 1500 N. Thacker Avenue, Kissimmee, FL 34747
  - Phone: 1-407-483-4901

- **Embassy Suites by Hilton Lake Buena Vista South**
  - Address: 4955 Kyngs Heath Road, Kissimmee, FL 34746
  - Phone: 1-407-597-4000

- **Best Western Premier Saratoga Resort Villas**
  - Address: 4787 W. Irlo Bronson Memorial Hwy., Kissimmee, FL 34746
  - Phone: 1-407-997-3300

AIRPORT & GROUND INFORMATION

Please refer to the airport web sites for ground transportation options to and from the airport.

- **Orlando International Airport (MCO)**
  - Address: 1 Jeff Fuqua Blvd, Orlando, FL 32827
  - Phone: (407) 825-2001

- **Orlando Sanford International Airport (SFB)**
  - Address: 1200 Red Cleveland Blvd, Sanford, FL 32773
  - Phone: (407) 585-4000

Course Agenda

This agenda is covered in **two and half days. Plan your travel accordingly.** Early departure will prevent issuance of certificate.

<table>
<thead>
<tr>
<th>Day One - Date</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 8:45 am</td>
<td>• Welcome, Introductions, Sign-in</td>
</tr>
<tr>
<td></td>
<td>• FSPCA FSVP Instructor Materials Overview / Waiver</td>
</tr>
<tr>
<td></td>
<td>• Instructor Skills Brief Overview – Teaching Importers</td>
</tr>
<tr>
<td></td>
<td>Key Instructional Points for Chapters and Exercises</td>
</tr>
<tr>
<td>8:45 – 9:15 am</td>
<td>• Preface: Introduction to the FSVP Course</td>
</tr>
<tr>
<td>9:15 – 10:00 am</td>
<td>• Chapter 1: Context: FSMA and FSVP</td>
</tr>
</tbody>
</table>
**FOREIGN SUPPLIER VERIFICATION PROGRAMS (FSVP)**

**COMBINATION COURSE INFORMATION SHEET**

**Participant Course & Lead Instructor Training**

---

**Osceola County Extension Office**

1921 Kissimmee Valley Lane
Kissimmee, FL, 34744

*Tuesday, October 31 – Thursday, November 2*

**Tuesday: 8:00AM – 5:00PM**

**Wednesday: 8:00AM – 5:00PM**

**Thursday: 8:00AM – 1:30PM**

<table>
<thead>
<tr>
<th>Time</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 – 10:15 am</td>
<td><strong>Morning Break</strong></td>
</tr>
<tr>
<td>10:15 – 11:00 am</td>
<td>• Chapter 2: Setting the Stage: Building the Foundation for the FSVP Process</td>
</tr>
<tr>
<td>11:00 – 11:45 am</td>
<td>• Chapter 2: Exercise</td>
</tr>
<tr>
<td>11:45 – 12:30 pm</td>
<td>• Chapter 3: Overview of Requirements</td>
</tr>
<tr>
<td>12:30 – 1:00 pm</td>
<td><strong>LUNCH</strong></td>
</tr>
<tr>
<td>1:00 – 2:00 pm</td>
<td>• Chapter 3: Overview of Requirements (continued)</td>
</tr>
<tr>
<td>2:00 – 3:30 pm</td>
<td>• Chapter 3: Exercise</td>
</tr>
<tr>
<td>3:30 – 3:45 pm</td>
<td><strong>Afternoon Break</strong></td>
</tr>
<tr>
<td>3:45 – 4:15 pm</td>
<td>• Preventive Controls and Produce Safety Session</td>
</tr>
<tr>
<td>4:15 – 5:00 pm</td>
<td>• Questions / Expectations for Day 2 and Adjourn</td>
</tr>
</tbody>
</table>

**Day Two – Date**

<table>
<thead>
<tr>
<th>Time</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 8:15 am</td>
<td>• Sign in, Questions from previous day</td>
</tr>
<tr>
<td>8:15 – 9:45 am</td>
<td>• Chapter 4: Hazard Analysis &amp; Exercise, e.g. conduct brief hazard analysis of some products the participants may import (up to 3)</td>
</tr>
<tr>
<td>9:45 – 10:30 am</td>
<td>• Chapter 5: Evaluation and Approval of Foreign Supplier</td>
</tr>
<tr>
<td>10:30 – 10:45 am</td>
<td><strong>Morning Break</strong></td>
</tr>
<tr>
<td>10:45 - noon</td>
<td>• Chapter 6: Foreign Supplier Verification</td>
</tr>
<tr>
<td>noon – 12:30 pm</td>
<td>• Chapter 7: Reevaluation Foreign Supplier Performance</td>
</tr>
<tr>
<td>12:30 -1:00 pm</td>
<td><strong>Lunch</strong></td>
</tr>
<tr>
<td>1:00 – 2:00 pm</td>
<td>• Chapter 8: Importer Identification</td>
</tr>
</tbody>
</table>
### FOREIGN SUPPLIER VERIFICATION PROGRAMS (FSVP)
#### COMBINATION COURSE INFORMATION SHEET
**Participant Course & Lead Instructor Training**

**Osceola County Extension Office**
1921 Kissimmee Valley Lane
Kissimmee, FL, 34744

*Tuesday, October 31 – Thursday, November 2*
- **Tuesday**: 8:00AM – 5:00PM
- **Wednesday**: 8:00AM – 5:00PM
- **Thursday**: 8:00AM – 1:30PM

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 – 3:00 pm</td>
<td>• Chapter 9: Importance of Records &amp; Exercise</td>
</tr>
<tr>
<td>3:00 – 3:15 pm</td>
<td><strong>Afternoon Break</strong></td>
</tr>
<tr>
<td>3:15 – 4:15 pm</td>
<td>• Chapter 10: FDA Oversight</td>
</tr>
</tbody>
</table>
| 4:15 pm -5:00 pm| • Questions / Expectations for Day 2  
|               | • Assign Chapters for Practicum “Teach Back” / Prepare for “Teach Back”.  
|               | *Note: assign 1-2 chapters to each group. Group delegates chapter slides amongst them.* |

### Day Three – Date

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 8:15 am</td>
<td>• Sign in</td>
</tr>
</tbody>
</table>
| 8:15 – 10:15 am| • Exercise – Practicum “Teach Back”,  
|               | *e.g. each group will be given up to 30 minutes to teach their assigned chapter. Instructors will critique group’s presentation after each group presents. Note: typically there will be a maximum of 5 groups of 6 people. 5 groups x 30 minutes=150 minutes. Each person will have 5 minutes to present.* |
| 10:15 – 10:30 am| **Morning Break**                                                        |
| 10:30 – 12:30 pm| • Exercise – Practicum “Teach Back” (continued)                          |
| 12:30 – 1:00 pm| • Course Delivery and Administration                                     |
| 1:00 – 1:30 pm| • Final Questions, Certificates, Course Evaluations and Close            |
| 1:30 pm       | • Adjourn – Safe Travels!!                                              |

**Additional questions?** Contact Suzanne Kidder at [FSPCA@ifpti.org](mailto:FSPCA@ifpti.org)
Osceola County Extension Office
1921 Kissimmee Valley Lane
Kissimmee, FL, 34744
Tuesday, October 31 – Thursday, November 2
Tuesday: 8:00AM – 5:00PM
Wednesday: 8:00AM – 5:00PM
Thursday: 8:00AM – 1:30PM