

COURSE TITLE	FSPCA PREVENTIVE CONTROLS FOR HUMAN FOOD LEAD INSTRUCTOR COURSE
LOCATION	Live, virtual
DURATION	Five 5-hour sessions
COURSE DATES	April 10-14, 2023
COURSE TIME	10:00 am – 3:00 pm (U.S. Central) daily Please check-in at 9:45 am (U.S. Central) each day
COURSE ENROLLMENT FEE	\$1,599.00 USD
COURSE PLATFORM	Zoom
COURSE MATERIALS	Electronic course resources are accessible upon enrollment
ENROLLMENT CLOSE DATE	March 20, 2023

COURSE DESCRIPTION

This 5-day course provides the enrollee the knowledge and tools needed to perform the duties of a Lead Instructor for Version 1.2 of 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 as well as effective instructor presentation skills for the adult learner are covered in online modules that you complete prior to being accepted in the course.

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. Each enrollee will have to demonstrate:

1. Knowledge of FSMA Statute and the reasons for the Act
2. Knowledge of the FSMA regulations
3. Specific knowledge of the FSMA final rule addressed in the Lead Instructor training (read the rule prior to the training)
4. Awareness of the FDA FSMA technical resources, e.g., website, rules, guidance documents, FDA's Technical Assistance Network (TAN)
5. Training experience and ability to effectively deliver course materials
6. Food safety or other applicable experience that meets the requirements of the FSPCA Lead Instructor qualifications

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. Remediation fees may apply.

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. Successfully completing this training allows you to deliver the *FSPCA Preventive Controls for Human Food* participant course as a Lead Instructor. You will receive an email notification upon completion of the course with a link to an online course evaluation. You will have **72 hours** to complete the evaluation. Once the evaluation is completed you will receive an email with instructions on how to download the *Lead Instructor for Preventive Controls for Human Food* FSPCA certificate of completion.

HOW DO I ENROLL?

STEP 1

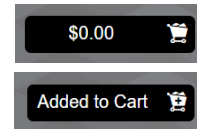
Before you are eligible to pay the course enrollment fee, you must meet the following enrollment prerequisites:

1. Successful completion of the FSPCA Preventive Controls for Human Food Participant Course
2. Enrollees must be an approved Preventive Controls for Human Food Lead Instructor candidate
3. Successful completion of FSPCA Preventive Controls for Human Food Part 1 Blended Course for Lead Instructor Candidates (to familiarize yourself with key concepts)
4. Score \geq 80% on the 20-question FSPCA Preventive Controls for Human Food Virtual Lead Instructor Pre-Assessment
 - **IMPORTANT: Be prepared!** There is a 30-minute time limit on the assessment. Potential enrollees will be given two attempts to pass the assessment. No exceptions will be given.

STEP 2

You must follow the below step-by-step directions to access the enrollment prerequisites page. If you need assistance contact the LMS Admin at LMSadmin@ifpti.org.

1. Log into <https://lms.ifpti.org> with your username and password
2. Access the enrollment prerequisites page by copying and pasting this link into a new browser tab: <https://lms.ifpti.org/#/curricula/1b41aa34-bea5-4a75-814b-31e96de453c1>
3. Add the course to your cart by clicking on the cart box located in the top right-hand corner
 - You will see the cart change to "Added to Cart"
 - There is **no charge** to access the enrollment prerequisites page
4. Click on the "Added to Cart" box again to check out
 - Fill in your account information (name, address, etc.)
 - Click save to complete
5. You are now able access to enrollment prerequisites page



STEP 3

Successfully complete the FSPCA Preventive Controls for Human Food Part 1 Blended Course for Lead Instructor Candidates and FSPCA Preventive Controls for Human Food Virtual Lead Instructor Pre-Assessment

1. Remember: You must score \geq 80% on the 20-question FSPCA Preventive Controls for Human Food Virtual Lead Instructor Pre-Assessment. There is a 30-minute time limit on the assessment. Potential enrollees will be given two attempts to pass the assessment. No exceptions will be given.

STEP 4

After successful completion of the Enrollment Prerequisites, you will have access to paying the enrollment fee:

1. You may access the enrollment payment page here: <https://lms.ifpti.org/#/instructor-led-courses/843e65d5-53b0-4e8c-8535-d2a0f9a0e140>
 - **NOTE!** Your access to this page will be blocked unless you have completed Steps 1-3

STEP 5

After you have paid the enrollment fee:

1. You will receive an email from noreply@myabsorb.com including a link to access the prerequisite modules and additional information

COURSE PREREQUISITE MODULES

The online prerequisite modules are accessible upon enrollment and must be **completed no later than COB March 27, 2023**. Failure to complete the items listed below by the due date noted will remove your eligibility to attend the course. Refunds will not be issued.

1. Successful completion of Instructor Skills Overview online module
2. Successful completion of the Course Administration online module

COURSE RECOMMENDATIONS

1. 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**
 - This waiver will need to be signed, scanned and emailed to fspca@iit.edu, **no later than COB March 27, 2023**. A signed waiver must be on file in order to receive an FSPCA Lead Instructor certificate.
2. **FSPCA Recording and Personal Data Authorization Form**
 - 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 March 27, 2023**. 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 March 27, 2023**. 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**
 - Enrollees 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 enrollees after successful completion of the course. Enrollees will have **72 hours** to complete the evaluation. Course certificates will not be issued until a course enrollee has completed the evaluation.
6. **Attendance**
 - This Lead Instructor course agenda is covered in five days with short breaks
 - You must be present for the entire course and successfully deliver a teach back in order for you to receive your Lead Instructor certificate
 - **Late arrival and/or early departure will prevent issuance of certificate**

COURSE MATERIALS

After enrollment and completion of course prerequisites, electronic course resources will be available for download on the course-landing page. After downloading the electronic course resources, we expect you to read the materials and have them accessible at all times during the course. **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 copy:
 - [FSPCA Human Food Lead Instructor Manual V1.2](#): Contact IFPTI at FSPCA@ifpti.org or by calling 269-488-3710. **NOTE! Fees apply. Allow 3 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:** Thursday, April 6, 2023
- **Time:** 9:00 am – 10:00 am (U.S. Central)
- **Duration:** Approximately 5-10 minutes per participant

ATTENDING THE COURSE

- **Agenda:** This course agenda is covered in five days. You must be present for the entire course.
- **Zoom Course Login Information:** After enrollment, the Zoom link is located on the Landing page under Course and Login Information
 - Contact the LMS Admin at LMSadmin@ifpti.org **prior to the course** if assistance is needed
- Please check-in by 9:45 am (U.S. Central) daily as we will begin promptly at 10:00 am (U.S. Central)

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