

## **FSPCA Preventive Controls for Human Food Blended Course**

This Food Safety Preventive Controls Alliance (FSPCA) Blended Training course was developed to provide an alternative way for individuals to complete the FSPCA Preventive Controls for Human Food course. The Blended course consists of 2 parts. Part 1 is online and Part 2 is Instructor-Led. Both parts must be completed in order to obtain the FSPCA Participant Certificate of Training. Any Lead Instructor can provide a one-day (minimum 8 contact hours) Part 2: Instructor-Led course, and you can search for upcoming courses and Lead Instructors on the [FSPCA Community website](#).

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### **IMPORTANT**

**Once you begin the process, you have up to six months to complete the Part 1: Online course.  
Upon completion, you have nine months to complete a Part 2: Instructor-Led course.  
We recommend you have a Part 2: Instructor-Led course identified before enrolling in Part 1: Online.**

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Before you enroll for Part 1: Online course, please read the background information at this site to help you understand how the course is structured and what options will work best for you. You should plan from 8-12 hours to take the Part 1: Online course which includes knowledge checks after each chapter but you can start and stop at the end of each module along the way – it does not have to be continuous. There is a 4-hour inactivity time-out so make sure you complete an individual module before closing out or you will have to start at the beginning of that module again. Any completed modules will remain saved.

#### **1. The FSPCA Blended Training Program**

[Course Structure](#)  
[Part 1: Online](#)  
[Part 2: Instructor-Led](#)

#### **2. Items to Consider Before You Start**

[Minimum Computer Requirements](#)  
[A copy of the FSPCA Preventive Controls for Human Food Participant Training Manual](#)

#### **3. [Logging into Part 1: Online Course](#)**

#### **4. [Retrieving your FSPCA Participant Certificate of Training](#)**

## **THE FSPCA PREVENTIVE CONTROLS FOR HUMAN FOOD BLENDED COURSE**

This FSPCA Preventive Controls for Human Food Course was developed by FSPCA - a public-private partnership of university, industry, and government representatives. The course is based on version 1.2 (2016 edition) of the FSPCA Preventive Controls for Human Food course.

## **TRAINING AND THE PREVENTIVE CONTROLS REGULATION**

The Current Good Manufacturing Practice, Hazard Analysis, and Risk-based Preventive Controls for Human Food regulation (referred to as the Preventive Controls for Human Food regulation) is intended to ensure safe manufacturing/processing, packing and holding of food products for human consumption in the United States. The regulation requires that certain activities must be completed by a “preventive controls qualified individual” who has “successfully completed training in the development and application of risk-based preventive controls at least equivalent to that received under a standardized curriculum recognized as adequate by FDA or is otherwise qualified through job experience to develop and apply a food safety system”. This course developed by FSPCA is the “standardized curriculum” recognized by FDA; successfully completing this course is one way to meet the requirements for a “preventive controls qualified individual.”

Under the Preventive Controls for Human Food regulation, the responsibilities of a “preventive controls qualified individual” include to perform or oversee 1) preparation of the Food Safety Plan, 2) validation of the preventive controls, 3) records review and 4) reanalysis of the Food Safety Plan.

## BLENDED COURSE STRUCTURE

**Training Sequence** – This Blended course has two parts. Those who complete the Part 1: Online are eligible to attend a one-day (minimum 8 contact hours) Part 2: Instructor-Led course taught by an FSPCA Lead Instructor. You must complete both parts to receive the FSPCA Participant Certificate of Training.

### PART 1: ONLINE

**Course Content – Part 1:** Online course consists of 16 modules covering:

1	Introduction to the FSPCA Human Food Course	9	Process Preventive Controls
2	Food Safety Plan Overview	10	Food Allergen Preventive Controls
3	Good Manufacturing Practices & Other Prerequisite Programs	11	Sanitation Preventive Controls
4	Biological Food Safety Hazards	12	Supply-Chain Preventive Controls
5	Chemical, Physical, and Economically Motivated Food Safety Hazards	13	Verification & Validation Procedures
6	Preliminary Steps in Developing a Food Safety Plan	14	Record-Keeping Procedures
7	Resources for Preparing Food Safety Plans	15	Recall Plans
8	Hazard Analysis & Preventive Controls Determination	16	Regulation Overview

**Enrollment** – The Part 1: Online course is \$198 USD. [Click here to enroll](#). Once enrolled, you can begin the course immediately. You will also receive an automated enrollment confirmation email. **You have 6 months to complete the online course, so plan accordingly!**

**Completion** – Upon completion of Part 1: Online, you will receive an Enrollment Ticket for the Part 2: Instructor-Led Course and a Completion Email. Present either the Enrollment Ticket or Completion Email to your Part 2 Human Food Lead Instructor. **You will not be able to attend the Part 2: Instructor-Led course without providing evidence of Part 1: Online course completion.**

**Reminder:** Be sure your email address is accurate and used consistently for both parts of the blended course. You may also need to enable your email system to accept messages from [noreply@myabsorb.com](mailto:noreply@myabsorb.com). Some systems move unknown messages to Spam, Junk, or Trash mailboxes or refuse delivery unless you approve or enter the email addresses that you deem acceptable, into your address book.

### PART 2: INSTRUCTOR-LED

The Part 2: Instructor-Led course is a review of the chapters from the Part 1: Online course. Part 2 courses are taught by Lead Instructors trained by the FSPCA, who have been instructed in how to teach the FDA-recognized standardized curriculum using the FSPCA Blended Part 2 Power Point slide deck. This course will address questions that you may have related to the material covered in the Part 1: Online course. You will complete exercises using FSPCA Food Safety Plan Teaching Examples or Lead Instructor customized food safety plan models applying the knowledge that you gained through the course materials.

**Course Content – Part 2:** Instructor-Led course example agenda with required exercises

Chapter	Topic
1	Review - Introduction to Preventive Controls & <b>EXERCISE</b>
2	Review - Food Safety Plan Overview
3	Review - GMP Overview
4	Review - Biological Hazards & <b>EXERCISE</b>
5	Review - Chemical, Physical, and Economically Motivated Hazards
6	Review - Preliminary Steps in Developing a Food Safety Plan
7	Review - Resources for preparing Food Safety Plans
8	Review - Hazard Analysis & <b>EXERCISE</b>
9	Review - Process Preventive Controls & <b>EXERCISE</b>
10	Review - Food Allergen Preventive Controls & <b>EXERCISE</b>
11	Review - Sanitation Preventive Controls & <b>EXERCISE</b>
12	Review - Supply-Chain Preventive Controls & <b>EXERCISE</b>
13	Review - Verification and Validation & <b>EXERCISE</b>
14	Review - Record-Keeping Procedures & <b>EXERCISE</b>
15	Review – Recall Plan & <b>EXERCISE</b>
16	Review – Regulation Overview

To receive the FSPCA Participant Certificate of Training from the FSPCA, you **must complete** the Part 1: Online course **before** the Part 2: Instructor-Led course.

**Enrollment** – Enrollment for Part 2: Instructor-Led courses is handled by individual Human Food Lead Instructors. Visit the [FSPCA Community](#), choose the Course List tab and select Human Food Part 2 as the COURSE TYPE to see what Human Food Part 2 courses are available.

You will need to present your Enrollment Ticket or Completion Email from the Part 1: Online course in order to attend the Part 2: Instructor-Led course.

**Please note**, you have nine months from the completion of the Part 1: Online course to complete a Part 2: Instructor-Led course, so plan accordingly. After nine months, your Enrollment Ticket for Part 2 will be void, thus preventing your admittance to a Part 2: Instructor-Led course. You will have to complete Part 1: Online again in order to receive a new, valid Enrollment Ticket. **There are no refunds.**

**FSPCA Certificate of Training** – Upon completion of the Blended course, participants will receive the FSPCA "Certificate of Training." This certificate provides evidence that the individual meets the training requirement of the "preventive controls qualified individual."

### MINIMUM COMPUTER REQUIREMENTS

**Browser** – Part 1: Online course runs on the latest versions of all popular internet browsers; however, for best result we recommend Google Chrome. If you are using a PC, your operating system should be at least Windows 7. If you are using a Mac, your operating system should be at least OSX 10.10. Mobile devices are not supported at this time.

**Additional Software Programs Needed** – You will need to have a software program called Adobe Acrobat Reader™ DC on your computer. If you don't have this program, it can be downloaded to your computer for free. To download this program, go to the [Adobe website](#). The free version is all you'll need for this course. Follow the steps to download Acrobat Reader™.

## TRAINING MANUAL

It is strongly recommended that you use the FSPCA Preventive Controls for Human Food Participant Manual (V1.2) while completing the Part 1: Online course. You can access a [free .PDF version](#). Please be advised that the free .PDF version is 504 pages if you intend to print it yourself. You can order a hard copy for \$30 from the [FSPCA Bookstore](#).

## LOGGING INTO PART 1: ONLINE COURSE

Follow these steps to log into the FSPCA Preventive Controls for Human Food; Part 1: Online course:

### To purchase and start now:

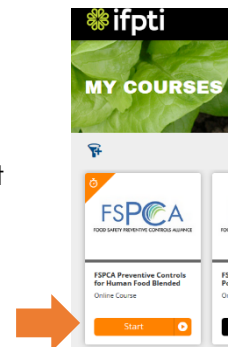
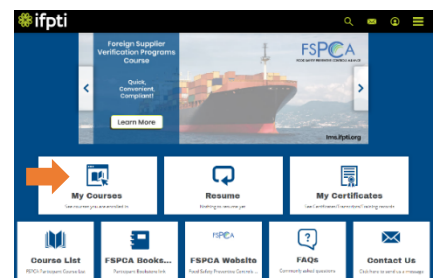
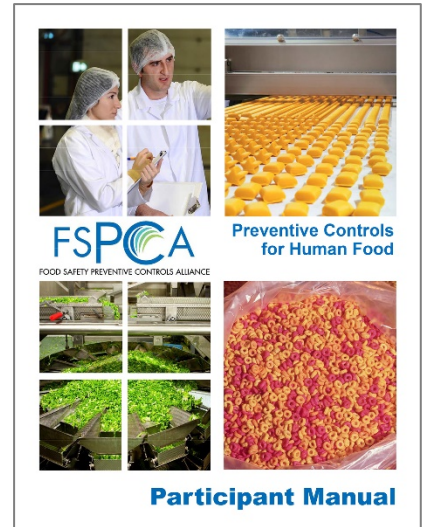
1. Link to the course [click here](#)
2. Complete the purchase
3. Click Start Browsing
4. Click "Start" to begin the Part 1: Online course immediately

### To begin or revisit the course after purchase:

1. Open your internet browser (e.g. Google Chrome) and [click here](#) to log into the Learning Management System (LMS).
2. Sign into the LMS using your username and password (username is the email address used to create your account)
3. Once logged in, click on the "My Courses" section.

*You may add this site to your bookmarks or favorites.  
Experience has shown that the course works best if you use the Google Chrome internet browser.*

4. Click "Start"
5. Complete all 16 modules. Remember, there is a 4-hour inactivity time-out so try to stop after a module is complete, otherwise you may have to start again at the beginning of any module that is timed-out.
6. After completion, you will receive a Completion Email and access to an Enrollment Ticket. **You must use your Enrollment Ticket or Completion Email to attend a Part 2: Instructor-Led course. (See instructions above).**
7. Log Off

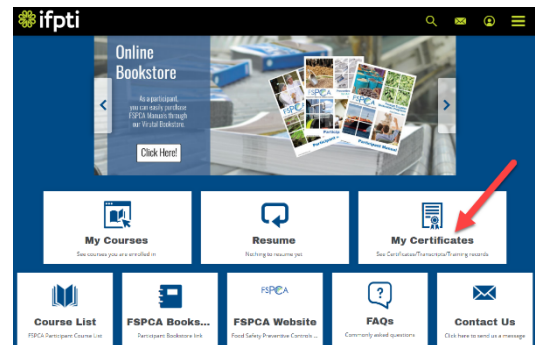


### RETRIEVING YOUR FSPCA PARTICIPANT CERTIFICATE OF TRAINING

Once you've completed the FSPCA Preventive Controls for Human Food Blended course (both Part 1: Online and Part 2: Instructor-Led) you will receive an automated email from [noreply@myabsorb.com](mailto:noreply@myabsorb.com). This email gives instructions for retrieving and printing your FSPCA Participant Certificate of Training. If you do not receive this email, check your junk/spam folder. You may also retrieve your certificate using the following steps.

1. [Log in to the LMS](#)
2. Once logged in, click "My Certificates"
3. Select the Certificate of Training by clicking the "Download" button
4. Save the Certificate of Training to your desired location

Please note, the latest Adobe Reader is required to properly print the certificate. If you have technical issues, please follow [this link](#) to a short video showing the printing process.



### SUPPORT

If you have any questions or need assistance, please contact LMS administration at [LMSadmin@ifpti.org](mailto:LMSadmin@ifpti.org) or by phone at (269) 488-3258.