PREVENTIVE CONTROLS FOR HUMAN FOOD (PCHF) VERSION 2.0
VIRTUAL LEAD INSTRUCTOR COURSE INFORMATION PACKET

COURSE TITLE	FSPCA Preventive Controls for Human Food (PCHF) Version 2.0 Lead Instructor Course
LANGUAGE	English **NOTE:** Translated captions are available. Zoom translated captions enable users to have the speech in this course automatically translated in real-time to captions in another language.
COURSE PLATFORM	Zoom
DELIVERY METHOD	Virtual, Live
DURATION	Four 6.5-hour sessions
TECH CHECK DATE & TIME	Tuesday, July 7, 2026 (15 minutes before the course starts) We will use this time to evaluate your audio and video, familiarize you with the use of the chat, polling, and file sharing features, and to troubleshoot any Zoom connection issues.
COURSE DATES & TIMES	Tuesday, July 7– Friday, July 10, 2026

Start Time	8 AM PT	9 AM MT	10 AM CT	11 AM ET
End Time	2:30 PM PT	3:30 PM MT	4:30 PM CT	5:30 PM ET

NOTE: Enrollees are expected to log in15 minutes prior to the course start time each day.

ENROLLMENT FEE	$1,599.00 USD
ENROLLMENT CLOSES	June 16, 2026, or when the course fills
COURSE MATERIALS	You are **required** to download and read the electronic course materials. • Electronic course materials will be available on the course landing page one week prior to the course start date. • After downloading the electronic course resources, we expect you to read the materials and always have the materials accessible during the course. **IMPORTANT: You <u>must</u> always have the Instructor Guide and Exercise Workbook visually available during the course.**
	Hardcopies of the Instructor Guide and Exercise Workbook are strongly recommended and available for purchase. • The FSPCA Human Food Version 2.0 Bundle (includes the Instructor Guide, and Exercise Workbook) is available to course enrollees for $85.00 USD + shipping: https://www.ifpti.org/li-material-order-form. Course enrollment will be verified before the order is fulfilled. **NOTE:** Please allow 3 weeks for order and delivery to ensure receipt before the course start date.
SUPPORT CONTACTS	• **Enrollment/Technical Help:** LMSadmin@ifpti.org or 1-269-488-3258 • **General Questions:** fspca@illinoistech.edu

COURSE DESCRIPTION

This 4-day course provides the enrollee the knowledge and tools needed to perform the duties of a Lead Instructor for Version 2.0 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 as well as administrative tasks for issuing Food Safety Preventive Controls Alliance participant course certificates. Effective instructor presentation skills for the adult learner are covered in an online module that you complete prior to being accepted in the course.

On Day 4 there is a Practicum "teach back" where each enrollee 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, 4-day FSPCA Lead Instructor Course for Preventive Controls for Human Food Version 2.0, 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 Version 2.0* participant course as a Lead Instructor.

A link to the online course evaluation will be provided to you after successful completion of the course. You are **required** to fill out the 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 *FSPCA Preventive Controls for Human Food Version 2.0 Lead Instructor* certificate of completion.

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IMPORTANT: There are four (4) steps that must be completed to be eligible to attend the course. Failure to successfully complete all steps by the due dates noted will remove your eligibility to attend the course. Refunds will not be issued.

STEP 1: ENROLLMENT PREREQUISITES	
1	You must have successfully completed the prerequisite FSPCA Preventive Controls for Human Food (PCHF) Version 2.0 Participant Course
2	You must be an approved FSPCA Preventive Controls for Human Food Lead Instructor candidate
3	You must score 80% or higher on the 25-question FSPCA Preventive Controls for Human Food Version 2.0 Lead Instructor Pre-Course Assessment **IMPORTANT:** There is a 30-minute time limit on the pre-course assessment. There is no limit to how many times the assessment can be taken until a passing score is achieved. Individuals who fail the assessment may re-take the assessment after a period of 7 days from the time/date of their assessment. This will allow time to study the regulation more. **BE PREPARED!** To prepare for the pre-course assessment and the course, we **strongly recommend** that you re-read FDA's Preventive Controls for Human Food regulation (codified section) as well as your FSPCA Preventive Controls for Human Food Version 2.0 Participant Manual. FDA rules and guidance documents can be found at: https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm253380.htm
ACCESSING THE ENROLLMENT PREREQUISTES: FSPCA PREVENTIVE CONTROLS FOR HUMAN FOOD V2.0 VIRTUAL LEAD INSTRUCTOR COURSE	
1	Log into https://lms.ifpti.org with your username and password
2	**Open a new browser tab.** Paste this link into the new browser tab: https://lms.ifpti.org/#/curricula/7e9965ef-aa5d-467a-b7e9-ecd8c9590f36
3	Click on the cart icon located in the top right-hand corner to add the items to your cart. You will see the cart change to "Added to Cart".
4	Click on the "Added to Cart" box again to check out. Fill in your account information (name, address, etc.) and click save to complete. **NOTE:** There are no fees associated with these items, but you must "Proceed to Checkout" and complete the transaction to access the prerequisites.
5	You now have access to the FSPCA Preventive Controls for Human Food Lead Instructor Version 2.0 Pre-Course Assessment. You may complete the assessment when you are ready. **NOTE:** If you choose to complete the assessment later, follow these directions: 1. Log into https://lms.ifpti.org with your username and password 2. Click on "My Courses" 3. Locate and click on "Enrollment Prerequisites: FSPCA Preventive Controls for Human Food V2.0 Virtual Lead Instructor Course"

STEP 2: ENROLLING IN THE COURSE **Access to course enrollment will be blocked until you meet all prerequisites noted in STEP 1.**	
1	Log into https://lms.ifpti.org with your username and password
2	**Open a new browser tab.** Paste this link into the new browser tab: https://lms.ifpti.org/#/instructor-led-courses/2feb0c58-0386-4578-8c64-9ab6d3fd42cd
3	Click on the cart icon located in the top right-hand corner to add the course to your cart. You will see the cart change to "Added to Cart".
4	Click on the "Added to Cart" box again to check out and "Proceed to Checkout". Fill in your account information (name, address, etc.), agree to the terms and conditions then "Proceed to Checkout". **NOTE:** The course fee is $1599.00 USD

5	After you have paid the enrollment fee, you will receive:
	• A confirmation email from noreply@myabsorb.com
	  ○ Check spam or junk mail if you have not received a confirmation.
	  ○ **NOTE:** We strongly recommend you add noreply@myabsorb.com to your contacts to ensure you receive course notifications.

CANCELLATION POLICY

Cancellation

- To receive a full refund, enrollees must cancel at least 30 days before the course start date.
- To receive a 50% refund, enrollees must cancel at least 7-29 days before the course start date.
- If enrollees cancel less than 7 days before the course start date, no refund will be issued.

In the event of extenuating circumstances, please contact fspca@illinoistech.edu

STEP 3: PRE-COURSE REQUIREMENTS **All requirements are due no later than COB June 16, 2026. Failure to complete the requirements will remove your eligibility to attend the course. Refunds will not be issued.**	
1	After enrolling, you will receive an enrollment confirmation email from noreply@asorb.com with directions for accessing the course requirements. Please check spam or junk mail. **NOTE:** If you are unable to locate the confirmation email, please contact the LMS administration team at LMSadmin@ifpti.org or by phone at 1-269-488-3258.
2	You are **required** to complete the Instructor Skills Overview online module. The online module is available on the course landing page after enrollment. Look for "**Landing Page: FSPCA Preventive Controls for Human Food Version 2.0 Lead Instructor Training**".
3	You are **required** to submit the below items to fspca@illinoistech.edu. After sending confirm receipt with FSPCA. 1. FSPCA Lead Instructor Waiver • The waiver is available on the course landing page after enrollment. • Review and e-sign the waiver. • A signed waiver must be on file to receive an FSPCA Lead Instructor certificate. 2. Photo ID • Remote identification and verification will take place. • Any ID with your name and photo for this purpose. • **NOTE:** Remove or block out any sensitive information on the ID.
4	You are **required** to download and read the electronic course materials. • Electronic course materials will be available on the course landing page one week prior to the course start date. • After downloading the electronic course resources, we expect you to read the materials and always have the materials accessible during the course. **IMPORTANT: You <u>must</u> always have the Instructor Guide and Exercise Workbook visually available during the course.**
	Hardcopies of the Instructor Guide and Exercise Workbook are strongly recommended and available for purchase. The FSPCA Human Food Version 2.0 Bundle (includes the Instructor Guide, and Exercise Workbook) is available to course enrollees for $85.00 USD + shipping: https://www.ifpti.org/li-material-order-form. Course enrollment will be verified before the order is fulfilled. **NOTE:** Please allow 3 weeks for order and delivery to ensure receipt before the course start date.

PRE-COURSE RECOMMENDATIONS
We **strongly recommend** that you re-read FDA's Preventive Controls for Human Food regulation (codified section) as well as your FSPCA Preventive Controls for Human Food Version 2.0 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

STEP 4: COURSE REQUIREMENTS	
1	You are **required** to have visual contact with instructors throughout the entire course (e.g., webcam). Remote participation identification and verification will take place.
2	You are **required** to be present for the entire course and successfully deliver a teach back for you to receive your Lead Instructor certificate. • The course Zoom link can be found on the course landing page under "Course and Login Information". ○ Contact the LMS Admin at LMSadmin@ifpti.org **prior to the course** if assistance is needed. • **Enrollees are expected to log in 15 minutes prior to the course start time each day.** • Short breaks will be incorporated throughout the course. **IMPORTANT:** Late arrival and/or early departure will prevent issuance of certificate.

3	You are **required** to have the following:
	• 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
	• A supported browser
	  ○ Windows: Edge 12+, Firefox 27+, Chrome 30+
	  ○ macOS: Safari 7+, Firefox 27+, Chrome 30+
	  ○ Linux: Firefox 27+, Chrome 30+
	IMPORTANT:
	• Currently joining by tablet or phone is not permitted
	• The use of AI-based note taking tools (such as automated transcription or summarization software) is prohibited during this course.
	  ○ Reliance on AI tools for notetaking may result in incomplete or inaccurate representations of course content.

4	A link to the online course evaluation will be provided to you after successful completion of the course. You are **required** to fill out the 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 *FSPCA Preventive Controls for Human Food Version 2.0 Lead Instructor* certificate of completion.

SUPPORT

For assistance accessing enrollment prerequisites, enrolling, and technical support, please contact the LMS administration team at LMSadmin@ifpti.org or by phone at 1-269-488-3258.

Additional questions? Contact fspca@illinoistech.edu