

<b>COURSE TITLE</b>	<b>FSPCA PREVENTIVE CONTROLS FOR ANIMAL FOOD LEAD INSTRUCTOR COURSE</b>
<b>LOCATION</b>	Live, virtual
<b>DURATION</b>	Five 4-hour sessions
<b>COURSE DATES</b>	June 24 – 28, 2024
<b>COURSE TIME</b>	10:00 am – 2:00 pm (U.S. Central) daily <b>Please check-in at 9:45 am (U.S. Central) each day</b>
<b>ENROLLMENT FEE</b>	\$1,599.00 USD
<b>ENROLLMENT CLOSES</b>	June 3, 2024
<b>TECHNICAL CHECK-IN</b>	Thursday, June 20, 2024, 9:00 am – 10:00 am (U.S. Central)
<b>COURSE PLATFORM</b>	Zoom
<b>COURSE MATERIALS</b>	Electronic course resources will be accessible from the course landing page one week prior to the course start date

## COURSE DESCRIPTION

This 5-day course provides the enrollee 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 Animal 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 are also covered. A refresher on effective presentation for the adult learner is covered in the Instructor Skills Overview online module that you must 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 Animal 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 Animal 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 *FSPCA Preventive Controls for Animal Food Lead Instructor certificate of completion*.

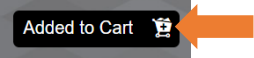
**IMPORTANT:** There are three (3) steps that must be completed to be eligible to attend the course. Failure to successfully complete all steps by the due dates noted will remove your eligibility to attend the course. Refunds will not be issued.

<b>STEP 1: ENROLLMENT PREREQUISITES</b>	
1	You must have successfully completed the prerequisite <a href="#">FSPCA Preventive Controls for Animal Food Participant Course</a>
2	You must be an approved FSPCA Preventive Controls for Animal Food Lead Instructor candidate
3	You must successfully complete the FSPCA Preventive Controls for Animal Food Part 1 Blended Course for Lead Instructor Candidates <ul style="list-style-type: none"> <li>This module will familiarize you with key concepts and prepare you for the pre-assessment</li> </ul>
4	You must score $\geq 80\%$ or higher on the 20-question FSPCA Preventive Controls for Animal Food Lead Instructor Pre-Assessment <ul style="list-style-type: none"> <li><b>IMPORTANT:</b> Be prepared! There is a 30-minute time limit on the pre-assessment. Potential enrollees will be given two attempts to pass the pre-assessment. No exceptions will be given.</li> </ul>

<b>ACCESSING THE ENROLLMENT PREREQUISITES</b>	
1	Log into <a href="https://lms.ifpti.org">https://lms.ifpti.org</a> with your username and password
2	Open a <b>new</b> browser tab. Paste this link into the new browser tab: <a href="https://lms.ifpti.org/#/curricula/7e349c73-5074-472a-83e1-914ea59dcf4d">https://lms.ifpti.org/#/curricula/7e349c73-5074-472a-83e1-914ea59dcf4d</a>
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. <ul style="list-style-type: none"> <li><b>NOTE:</b> There are no fees associated with these items but you must "Proceed to Checkout" and complete the transaction to access the prerequisites.</li> </ul>
5	You now have access to the FSPCA Preventive Controls for Animal Food Part 1 Blended Course for Lead Instructor Candidates and the FSPCA Preventive Controls for Animal Food Lead Instructor Pre-Assessment. You may complete these items when you are ready. <ul style="list-style-type: none"> <li><b>NOTE:</b> If you choose to complete these items at a later date, follow these directions:               <ol style="list-style-type: none"> <li>Log into <a href="https://lms.ifpti.org">https://lms.ifpti.org</a> with your username and password</li> <li>Click on "My Courses"</li> <li>Locate and click on "FSPCA Preventive Controls for Animal Food Virtual Lead Instructor Course Enrollment Prerequisites"</li> </ol> </li> </ul>

## SUPPORT

If you need assistance accessing the FSPCA Preventive Controls for Animal Food Part 1 Blended Course for Lead Instructor Candidates and/or the FSPCA Preventive Controls for Animal Food Lead Instructor Pre-Assessment, please contact the LMS administration team at [LMSadmin@ifpti.org](mailto:LMSadmin@ifpti.org) or by phone at 1-269-488-3258.

STEP 2: ENROLLING IN THE COURSE	
1	Log into <a href="https://lms.ifpti.org">https://lms.ifpti.org</a> with your username and password
2	Open a <b>new</b> browser tab. Paste this link into the new browser tab: <a href="https://lms.ifpti.org/#/instructor-led-courses/5404bc99-3680-4d00-9111a-d020fc0335b9">https://lms.ifpti.org/#/instructor-led-courses/5404bc99-3680-4d00-9111a-d020fc0335b9</a> . <ul style="list-style-type: none"> <li>• <b>NOTE:</b> Access to course enrollment will be blocked until you have successfully completed STEP 1: ENROLLMENT PREREQUISITES.</li> </ul>
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". <div style="float: right; text-align: right;">  </div>
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". <ul style="list-style-type: none"> <li>• <b>NOTE:</b> The course fee is \$1599.00 USD</li> </ul>
5	After you have paid the enrollment fee, you will receive a confirmation email from <a href="mailto:noreply@myabsorb.com">noreply@myabsorb.com</a> . Check spam or junk mail if you have not received a confirmation.

### SUPPORT

If you need assistance enrolling in the FSPCA Preventive Controls for Animal Lead Instructor course, or have questions about payment options, please contact the LMS administration team at [LMSadmin@ifpti.org](mailto:LMSadmin@ifpti.org) or by phone at 1-269-488-3258.

**STEP 3: COURSE RECOMMENDATIONS AND REQUIREMENTS**

1	<p>We <b>strongly recommend</b> that you re-read FDA's Preventive Controls for Animal Food regulation as well as your <a href="#">FSPCA Preventive Controls for Animal Food (PCAF) Participant Manual</a> before attending the Lead Instructor course. FDA rules and guidance documents can be found at: <a href="https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm253380.htm">https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm253380.htm</a></p>
2	<p>You are <u>required</u> to complete the Instructor Skills Overview online module <b>no later than COB June 10, 2024</b>. The online module is available on the course landing page.</p> <ul style="list-style-type: none"> <li>• <b>IMPORTANT:</b> Failure to successfully complete the module by the due date noted will remove your eligibility to attend the course. Refunds will not be issued.</li> </ul>
3	<p>You are <u>required</u> to submit the below items to <a href="mailto:fspca@iit.edu">fspca@iit.edu</a> <b>no later than COB June 10, 2024</b>.</p> <ul style="list-style-type: none"> <li>• <b>FSPCA Lead Instructor Waiver</b> <ul style="list-style-type: none"> <li>- The waiver is available on the course landing page.</li> <li>- Review, sign, and email the completed waiver to <a href="mailto:fspca@iit.edu">fspca@iit.edu</a>.</li> <li>- A signed waiver must be on file in order to receive an FSPCA Lead Instructor certificate.</li> </ul> </li> <li>• <b>FSPCA Recording and Personal Data Authorization Form</b> <ul style="list-style-type: none"> <li>- The form is available on the course landing page.</li> <li>- This course and teach back practicum will be recorded.</li> <li>- Review, sign, and email the completed form to <a href="mailto:fspca@iit.edu">fspca@iit.edu</a>.</li> <li>- Enrollees will not be admitted into the course until a signed authorization form is on file with FSPCA.</li> </ul> </li> <li>• <b>Photo ID</b> <ul style="list-style-type: none"> <li>- Remote identification and verification will take place.</li> <li>- Email <a href="mailto:fspca@iit.edu">fspca@iit.edu</a> an ID with your name and photo for this purpose.</li> <li>- <b>NOTE:</b> Block out any sensitive information on the ID.</li> </ul> </li> </ul>
4	<p>You are <u>required</u> to download the electronic course materials.</p> <ul style="list-style-type: none"> <li>• Electronic course materials will be available on the course landing page one week prior to the course start date.</li> <li>• After downloading the electronic course resources, we expect you to read the materials and have them accessible at all times during the course.</li> <li>• <b>IMPORTANT:</b> You <u>must</u> have the Instructor Guide and Workbook visually available at all times during the course.</li> </ul>
	<p><b>Prefer hardcopies?</b> Hardcopies of the Instructor Guide and Workbook are available for purchase.</p> <ul style="list-style-type: none"> <li>• The FSPCA Animal Food Instructor Guide and Exercise Workbook bundle (\$50.00 USD + shipping) is available to course enrollees by contacting <a href="mailto:FSPCA@ifpti.org">FSPCA@ifpti.org</a> or by calling 1-269-488-3710. Course enrollment will be verified before the order is fulfilled. <ul style="list-style-type: none"> <li>- <b>NOTE:</b> Please allow 3 weeks for order and delivery to ensure receipt before the course start date.</li> </ul> </li> <li>• The FSPCA Animal Food Exercise Workbook is also available on the <a href="#">FSPCA Amazon Bookstore</a>.</li> </ul>

**STEP 3: COURSE RECOMMENDATIONS AND REQUIREMENTS (CONT.)**

5	<p>We <b>recommend</b> you join the Zoom technical check-in. 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.</p> <ul style="list-style-type: none"> <li>• <b>Date:</b> Thursday, June 20, 2024</li> <li>• <b>Time:</b> 9:00 am – 10:00 am (U.S. Central)</li> <li>• <b>Duration:</b> Approximately 5-10 minutes per participant</li> <li>• <b>Zoom:</b> Use the course Zoom link to attend this session. <ul style="list-style-type: none"> <li>- The course Zoom link will be sent from "noreply@absorb.com" when you enroll. Please save this email. The Zoom link can also be found on the course landing page under "Course and Login Information".</li> </ul> </li> </ul>
6	<p>You are <u>required</u> to have visual contact with instructors throughout the entire course (e.g., webcam). Remote participation identification and verification will take place.</p>
7	<p>This Lead Instructor course agenda is covered in five days, from 10:00 am – 2:00 pm (U.S. Central) daily. You are <u>required</u> to be present for the entire course and successfully deliver a teach back in order for you to receive your Lead Instructor certificate.</p> <ul style="list-style-type: none"> <li>• The course Zoom link can be found on the course landing page under "Course and Login Information". <ul style="list-style-type: none"> <li>- Contact the LMS Admin at <a href="mailto:LMSadmin@ifpti.org">LMSadmin@ifpti.org</a> <b>prior to the course</b> if assistance is needed.</li> </ul> </li> <li>• Please check-in by 9:45 am (U.S. Central) daily as we will begin promptly at 10:00 am (U.S. Central).</li> <li>• Short breaks will be incorporated throughout the course.</li> <li>• <b>IMPORTANT:</b> Late arrival and/or early departure <u>will</u> prevent issuance of certificate.</li> </ul>
8	<p>You are <u>required</u> to have the following:</p> <ul style="list-style-type: none"> <li>• An internet connection – broadband wired or wireless (4G/LTE)</li> <li>• Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth</li> <li>• A webcam or HD webcam - built-in or USB plug-in</li> <li>• A supported browser <ul style="list-style-type: none"> <li>- Windows: Edge 12+, Firefox 27+, Chrome 30+</li> <li>- macOS: Safari 7+, Firefox 27+, Chrome 30+</li> <li>- Linux: Firefox 27+, Chrome 30+</li> </ul> </li> <li>• <b>NOTE:</b> At this time joining by Tablet or Phone is <u>not</u> permitted</li> </ul>
9	<p>A link to the online course evaluation will be provided to you after successful completion of the course. You are <u>required</u> to fill out the course evaluation. You will have 72 hours to complete the evaluation. Your course certificate will not be issued until you complete the evaluation.</p>

**TECHNICAL SUPPORT**

If you need technical assistance, please contact the LMS administration team at [LMSadmin@ifpti.org](mailto:LMSadmin@ifpti.org) or by phone at 1-269-488-3258.

**Additional questions?** Contact [fspca@iit.edu](mailto:fspca@iit.edu)