BEFORE YOU ENROLL, the NIFA FSOP Grant may provide funding for this training and course materials. Click here to determine your eligibility and apply: http://www.ifpti.org/nifa-li-tuition-grant-application

COURSE TITLE	**PREVENTIVE CONTROLS FOR HUMAN FOOD (PCHF) VERSION 2.0 LEAD INSTRUCTOR REFRESHER TRAINING COURSE**
LOCATION	Live, virtual
DURATION	Two half days; 8 hours total course time, with short breaks
TECHNICAL CHECK-IN	On Day 1 - log in 15 minutes prior to the course start time for a technical check in
ENROLLMENT ELIGIBILITY	You must be an FSPCA Preventive Controls for Human Food Lead Instructor
ENROLLMENT FEE	$449.00 USD
COURSE PLATFORM	Zoom
COURSE MATERIALS	Electronic course materials will be accessible from the course landing page after enrollment
ENROLLMENT	**IMPORTANT!** You MUST follow the enrollment directions on page 3 of this document to successfully enroll. **If the exact enrollment steps are not followed, you will receive an error showing no courses are available.**

COURSE DESCRIPTION

The FSPCA Preventive Controls for Human Food (PCHF) Version 2.0 Lead Instructor Refresher Training course was developed to provide an overview of the design and instructor materials of the FSPCA PCHF Version 2.0 standardized curriculum.
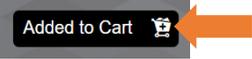
The Refresher Training course reviews the key updates to FSPCA PCHF Version 2.0 course content and provides guidance on how to use the Instructor Guide and instructor portal resources to support your Version 2.0 participant course delivery.

Successful completion of this Lead Instructor Refresher Training course is required for existing FSPCA PCHF Version 1.2 Lead Instructors to register and deliver the *FSPCA Preventive Controls for Human Food Version 2.0 participant course*.

COURSE PREREQUISITES	
1	Download the electronic course materials at least three (3) days prior to the course start date. **You must have the materials accessible during the course.** • It is **IMPERATIVE** that you download the Instructor Guide and have it open during the course as the trainers will be reviewing some of the instructor notes and Appendix 3: E.G. Food Company. • Use the PDF handout of the Refresher Training Slides to take notes. • Be prepared to open the link to FDA's Hazard Guide Appendix 1 during the Chapter 6 Hazard Analysis mini exercise. In addition, the Common Process and Facility Related Hazards table (Form 0231) will be used during the mini exercise. **Note! You will not be able to access the Zoom information for the course until you download the course materials.**
2	**Prefer hard copies?** Hardcopies of the Instructor Guide and Workbook are available for purchase by submitting the following form https://www.ifpti.org/li-material-order-form • **NOTE:** Please allow 3 weeks for order and delivery to ensure receipt before the course start date • **Lead Instructor Kit:** $85.00 USD (includes the Instructor Guide and Workbook)

SUPPORT: Electronic course materials are available on the course landing page. If you need assistance accessing these items, please watch the tutorial. If additional assistance is required, contact the LMS administration team at LMSadmin@ifpti.org or by phone at 1-269-488-3258.

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. **Please log into the course 15 minutes before the course start time to ensure your audio and video are working properly.**
2	You are required to be present and engaged for the entire course to receive your Lead Instructor 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
	    i. Windows: Edge 12+, Firefox 27+, Chrome 30+
	    ii. macOS: Safari 7+, Firefox 27+, Chrome 30+
	    iii. Linux: Firefox 27+, Chrome 30+
	NOTE: At this time joining by Tablet or Phone is not permitted

COURSE RECCOMENDATIONS
We recommend 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. • **Time:** 15 minutes prior to the course start time • **Zoom:** Use the course Zoom link to attend this session. The Zoom link can also be found on the course landing page under "Course and Login Information".

	ENROLLING IN THE COURSE **We strongly recommend you watch the video tutorial before attempting to enroll.**
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/#/catalog/959e1e20-edf1-4ec9-9765-cc0d0d86338e
3	Click on the course session you would like to attend. 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 $449.00 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 confirmation. **We strongly recommend** you add both noreply@myabsorb.com and LMSadmin@ifpti.org to your safe email list to ensure you receive course notifications.

ATTENDANCE, CANCELLATION, AND RESCHEDULING POLICY

Attendance
- You must be present for the entire course for you to receive your Lead Instructor certificate. Late arrival and/or early departure will prevent issuance of certificate. No refund will be issued.

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.

Rescheduling
- If enrollees cancel at least 7 days before the course start date, they may request to be rescheduled into an alternate session date where seats are available. A $50.00 USD rescheduling fee will apply.
- If enrollees cancel less than 7 days before the course start date, the rescheduling option will not be available and no refund will be issued.

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

TECHNICAL SUPPORT

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

Additional questions? Contact fspca@illinoistech.edu