

IMPORTANT! READ THIS ENTIRE PAGE BEFORE BEGINNING AN FSPCA IA VA LEAD INSTRUCTOR APPLICATION

Candidate Entrance Exam:

As a component of the application, IA VA Lead Instructor Candidates will be administered a timed exam that tests the applicant's knowledge of the final rule, "[Mitigation Strategies to Protect Food Against Intentional Adulteration](#)" (IA rule), and [FDA's IA rule draft guidance](#), with a particular emphasis on vulnerability assessments.

Individuals must score an 80% or higher on the exam in order to proceed as an IA VA Lead Instructor Candidate. **Individuals who score below an 80% on the exam will be removed from consideration as an IA VA Lead Instructor Candidate.**

In preparation for taking the exam, Candidates are strongly encouraged to, at a minimum, review the [IA rule](#) and available [FDA IA rule draft guidance](#). While not required before taking the exam, Candidates may also choose to take the [FSPCA IA online training courses](#) and the FSPCA IA Vulnerability Assessment Participant course (if currently available), in preparation for the exam.

Exam FAQs

1. How many questions are there on the exam?
 - There are 40 questions comprised of multiple choice, and True/False.
2. How will I know if I got answers correct or incorrect?
 - You will not be told if you answer questions correctly or incorrectly.
3. How much time do I have to complete the exam?
 - You will have 60 minutes to complete this exam.
4. What if I have technological glitches?
 - The time given has allowed for technological glitches and the exam saves each answer before allowing you to proceed to the next question.
5. If I start the exam, may I exit and return later to finish?
 - No, if you exit the exam after clicking "Proceed," the clock will continue counting down, and unless you have answered 80% correctly, you will fail the exam. The timer cannot be reset.
6. How will I know if I passed the exam?
 - At the conclusion of the exam, you will receive your percentage score. You **MUST** enter this score into your IA VA Lead Instructor application.
7. What happens if I fail the exam?
 - Individuals who fail the exam may re-take the exam after a period of 90 days from the time/date of their exam.
8. Who should I contact if I have questions about, or issues with, the exam?
 - If you have any questions or issues, you are to email lsadmin@ifpti.org. **Please note, they are unable to allow you to retake/restart the exam, and/or add additional time.**

DO NOT START THE IA VA LEAD INSTRUCTOR APPLICATION UNLESS YOU ARE READY TO TAKE THE EXAM. YOU WILL BE UNABLE TO SAVE THE APPLICATION WITHOUT ENTERING AN EXAM SCORE AND ALL DATA ENTERED WILL BE LOST.

HELPFUL HINTS

- Google Chrome and Mozilla Firefox work best with the system. Do not use Microsoft Internet Explorer to complete your application.
- Pop-Ups must be enabled in your browser
- Clear your browser cache and cookies before you start your application
- Do NOT cut and paste large amounts of copy, the application will not save
- Do NOT copy and paste information from a Word document directly into the application. If using Word, save the Word document in Rich Text format and then try coping and pasting the information from the Rich Text Word document into the application fields. If this doesn't work, you must type the information directly into the application fields. Once finished, try to save. If the application still won't save, scroll to the top of the page to see what the error message you are getting.
- Abide by the character limits for fields on the application, as shown in the below chart:

IA VA Application Field Character Restrictions

Field Label	Character Limit
List Food Defense Course(s) and Number of Credit Hours	2000
List Biological Sciences Course(s) and Number of Credit Hours	2000
List Food Science/Technology Course(s) and Number of Credit Hours	2000
List Chemistry Course(s) and Number of Credit Hours	2000
List Toxicology Course(s) and Number of Credit Hours	2000
List Microbiology Course(s) and Number of Credit Hours	2000
List Public Health Course(s) and Number of Credit Hours	2000
List Environmental Health Course(s) and Number of Credit Hours	2000
List Food or Regulatory Law Course(s) and Number of Credit Hours	2000
Related fields that provided knowledge directly related to the human food industry	2000
Other Related Experience (food defense/food safety work experience)	32768
Briefly describe your experience with the vulnerability assessment requirements of the FSMA rule, "Mitigation Strategies to Protect Food Against Intentional Adulteration."	32768
Regarding the employment history provided with this application, please provide a detailed example of your job responsibilities for each position held.	32768
Training Delivery Experience	2000
Languages Spoken	255
Licensures and Certifications	2000
Other Languages Spoken	255
Professional Affiliations	2000
Other Accreditations	2000
Other Expertise	2000
Country of Residence	255

For questions regarding your Lead Instructor application, submit inquiries to fspca@iit.edu.

1. ACCESS THE ONLINE APPLICATION

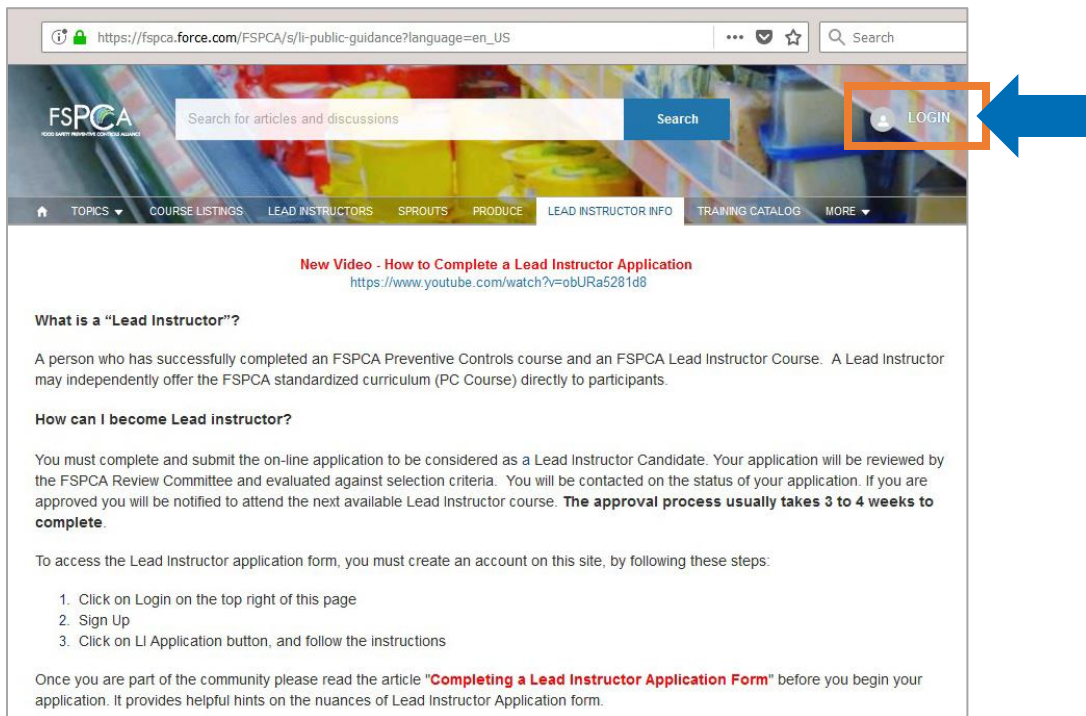
1.1. Visit <https://fspca.force.com/FSPCA/s/>

2. LOG IN

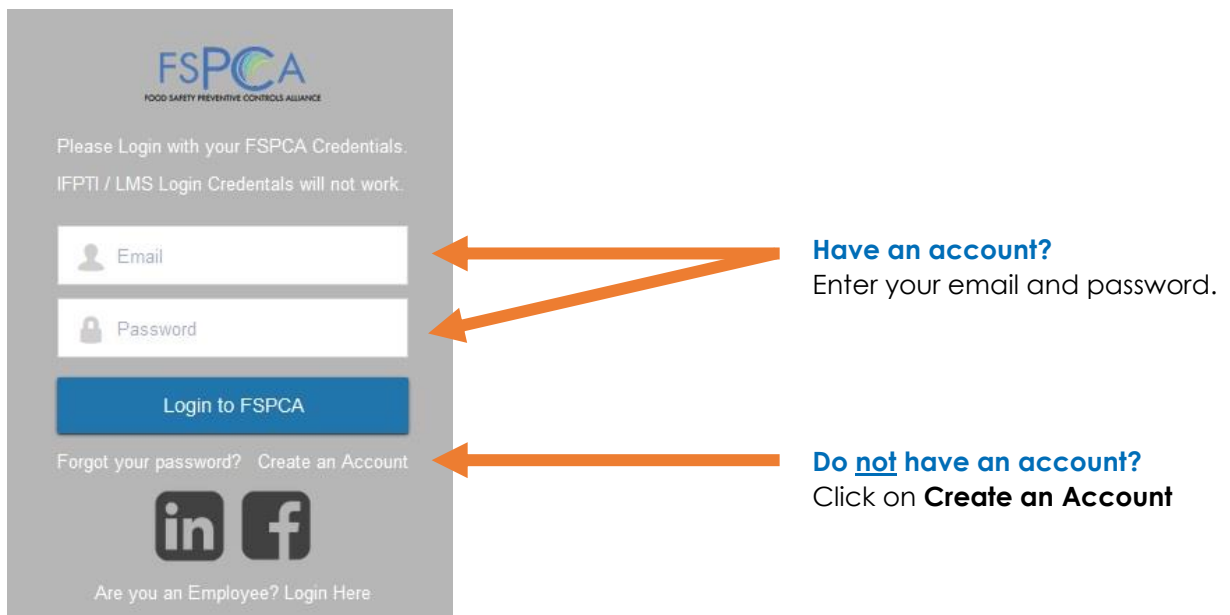
2.1. Click on **LOGIN**

2.2. If you have an account, log in using your email and password (see image 2.4)

2.3. If you do not have an account, create one (see 3.0 for directions)

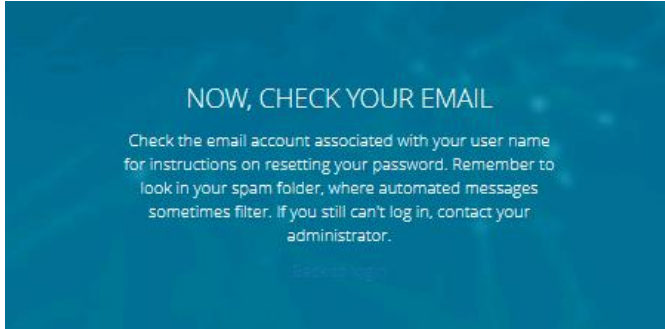


2.4. LOGIN Screen

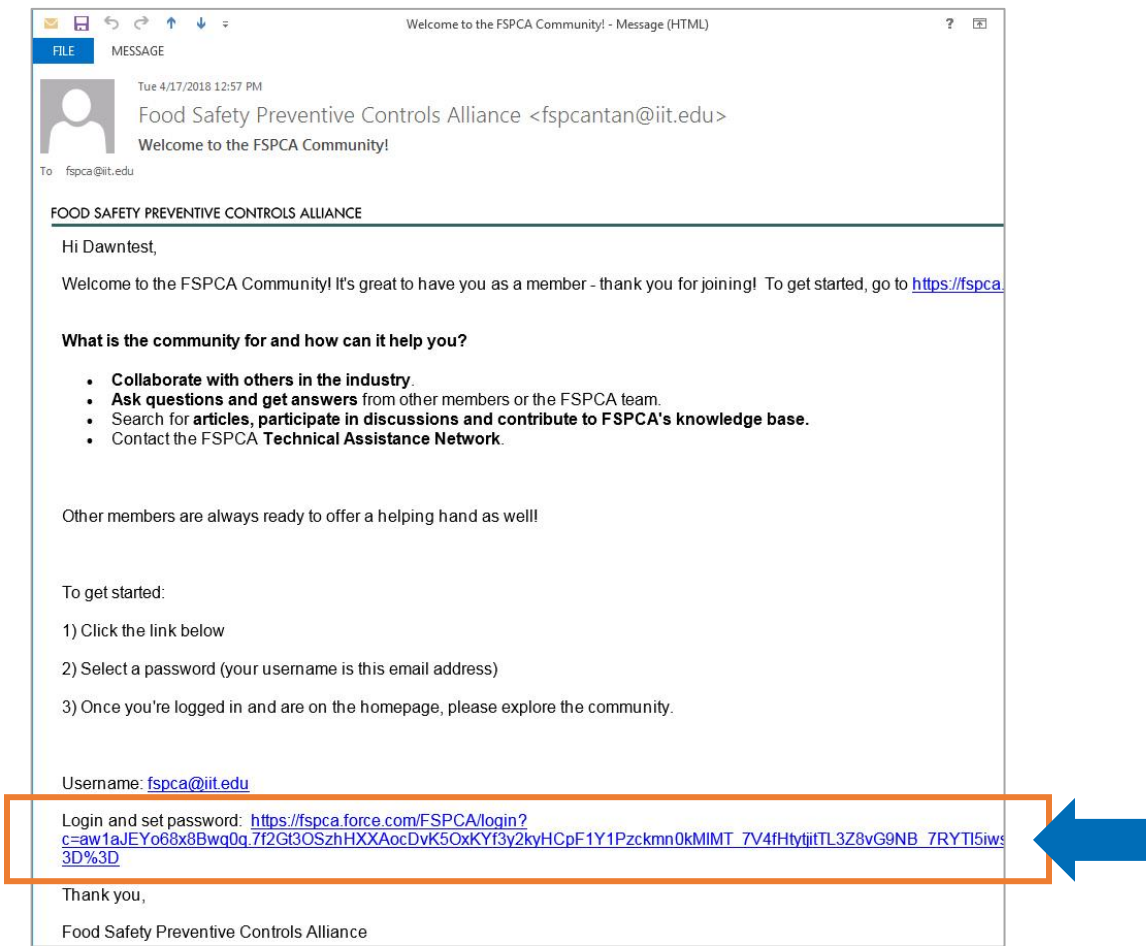


3. CREATE A NEW ACCOUNT *(Skip this step if you already have an account)*

- 3.1. After entering your first name, last name and email, click create an account
- 3.2. A "NOW, CHECK YOUR EMAIL" screen appears (see image below)



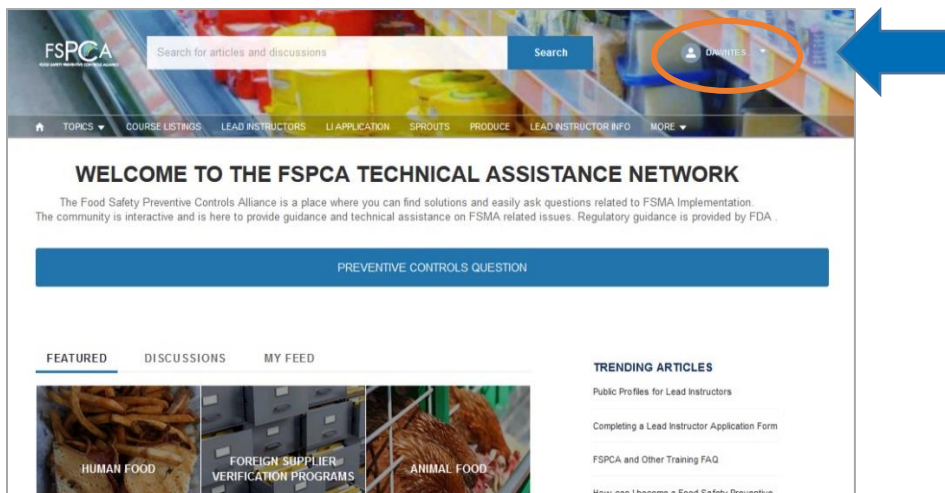
- 3.3. Go to your email and look for an email from Food Safety Preventive Controls Alliance fspcantan@iit.edu. Check spam or junk mail if not in your inbox.
- 3.4. Click on the **set password** link in the email to create a password



3.5. Create a password and click the **change password** button.

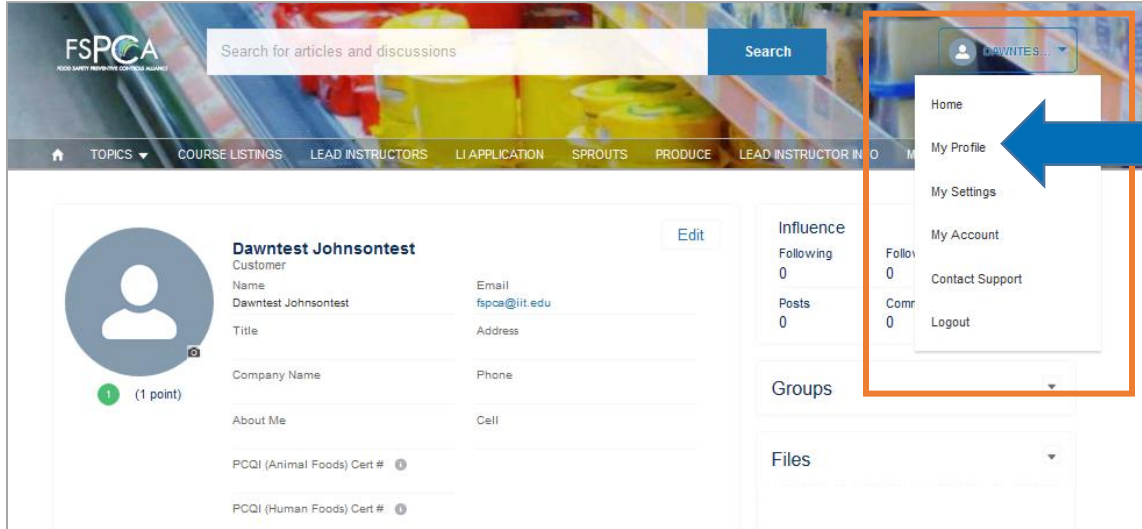
3.5
The screen will show "change password" instead of "create password". Do not worry, you are on the correct screen!

3.6. You will now be directed back to the FSPCA Community page. You will see your name in the upper right corner.

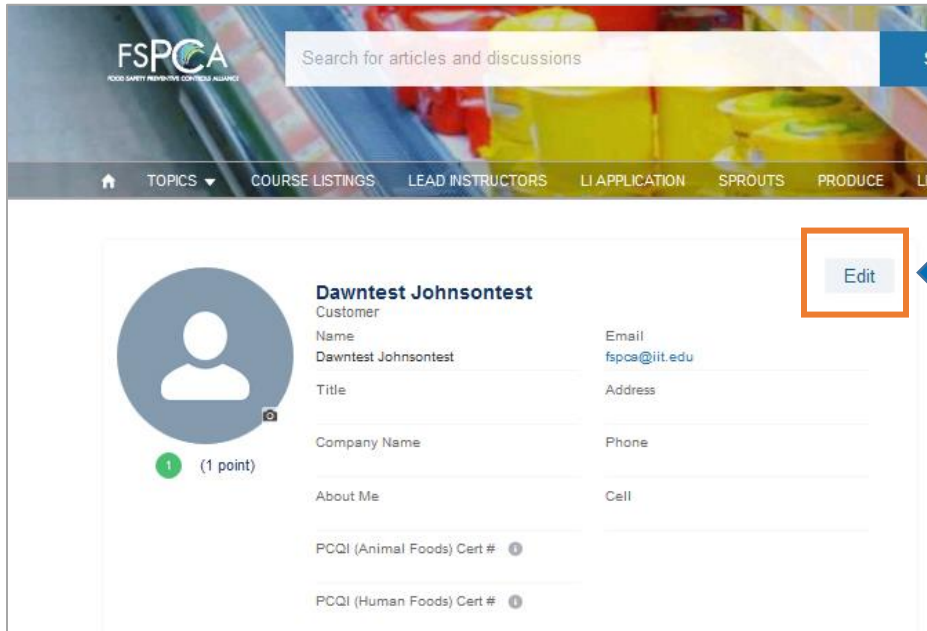


4. UPDATE YOUR PROFILE

- 4.1. **BEFORE** you start your Lead Instructor application, begin with updating your profile.
- 4.2. Click on your name in the upper right corner and choose **My Profile** from the drop down menu.



- 4.3. Click the **edit** button to begin.



4.4. Profile Form Fields

User Information Section

Your first name, last name and email should already be in the form

Title (job title)

Company Name

About Me (optional)

Country Code – Choose a country from the drop down menu

Street

City

State/Province

Zip/Postal Code

Phone

Cell

Community Profile Section

Make profile public checkbox – do you want others to see your profile information? If yes, click this box.

Consider me for FSPCA TAN – this is a volunteer position in which you collaborate with other experts to respond to inquiries received by the FSPCA Technical Assistance Network. The Alliance is **not** currently recruiting new volunteers but will keep records of those with interest, should a need arise at a later time.

Expertise – identify the types of courses you are able to teach. To choose multiple entries, hold down the Ctrl key on your key board and click on all that apply.

North American Travel Range – states or regions you are willing to travel to as a Lead Instructor. To choose multiple entries, hold down the Ctrl key on your key board and click on all that apply.

International Travel Regions – regions you are willing to travel to as a Lead Instructor. To choose multiple entries, hold down the Ctrl key on your key board and click on all that apply.

International Travel Range – This is helpful if an area is not listed in the *International Travel Regions* field. Type in your answer.

4.5. Click the blue SAVE button to finish and save your profile.

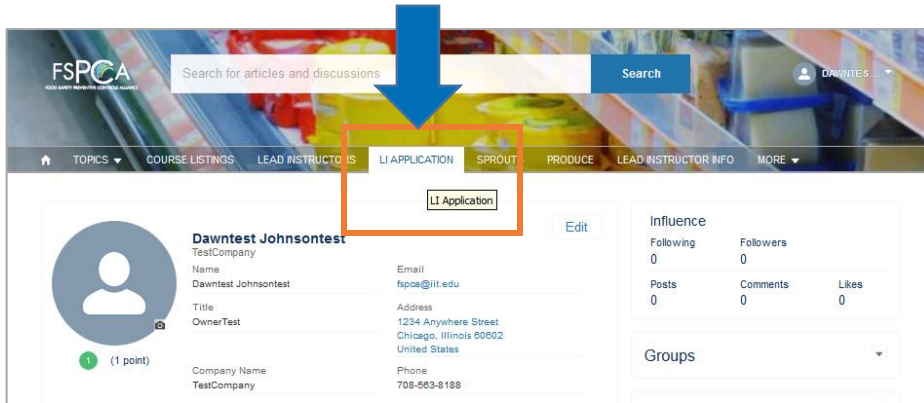
You are now ready to move onto the FSPCA Lead Instructor Application

4.4

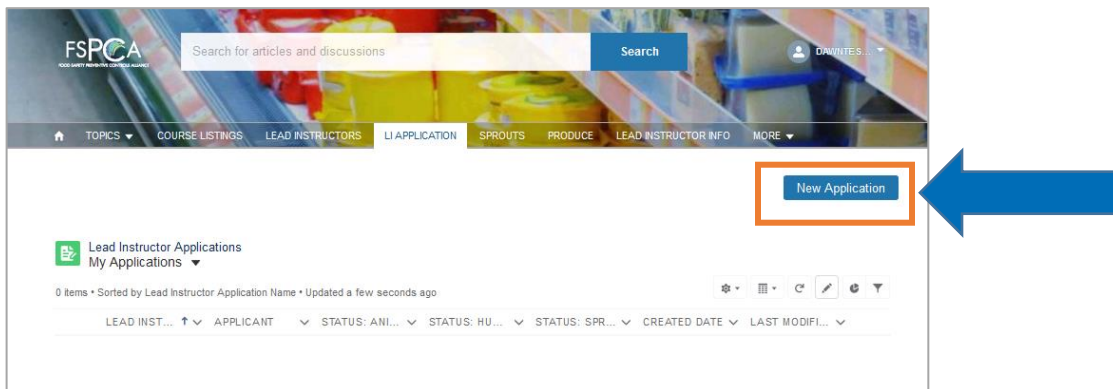
There are many more fields in the profile section than what are listed here. You will be required to fill out a lot of the same information on your Lead Instructor application so we **do not recommend** you take the time to fill out every field in the profile at this time. You can always return to your profile and update as needed.

5. ACCESSING THE IA VA LEAD INSTRUCTOR APPLICATION

5.1. Click on the LI Application tab



5.2. Click on the blue **New Application** button



5.3. Click the “**App for Intentional Adulteration – Vulnerability Assessment**” box

NOTE! You are applying to be considered only as an FSPCA Intentional Adulteration (IA) Vulnerability Assessment (VA) Lead Instructor. If your application is accepted and you complete and pass the Lead Instructor course, you are only qualified to teach as an FSPCA Lead Instructor for the Vulnerability Assessment Participant course; you will not be qualified as an FSPCA Lead Instructor for other Intentional Adulteration (IA) courses (i.e., Key Activity Types, Mitigation Strategies, Food Defense Plan Preparation, or Reanalysis).

Please refer to the [FSPCA Vulnerability Assessment Lead Instructor Criteria](#) for more detailed information regarding qualifications and experience.

6. IA VA LEAD INSTRUCTOR APPLICATION FIELDS

Technical Proficiency Section

6.1. FSPCA IA Key Activity Types Course Cert

6.2. FSPCA IA Identification and Explanation of Mitigation Strategies Course Cert

6.3. FSPCA IA Vulnerability Assessment Participant Course Cert

6.4. Applicants must have at least 30 semester hours in one or a combination of the following university level courses:

List Food Defense Course/s and Number of Credit Hours

List Biological Sciences Course/s and Number of Credit Hours

List Food Science/Technology Course/s and Number of Credit Hours

List Chemistry Course/s and Number of Credit Hours

List Toxicology Course/s and Number of Credit Hours

List Microbiology Course/s and Number of Credit Hours

List Public Health Course/s and Number of Credit Hours

List Environmental Health Course/s and Number of Credit Hours

List Food or Regulatory Law Course/s and Number of Credit Hours

Related fields that provided knowledge directly related to the human food industry

6.5. Please select your food defense/food safety work experience in the following areas:

Corporate Food Defense/Food Safety Function

Food Defense/Food Safety Consulting

Food Defense/Food Safety Auditing

Food Defense/Food Safety Regulatory Work

(inspections, policy development, compliance work)

Facility Security

Food Processing

Food Testing

Facility Maintenance

Sanitation

Food Safety Quality Assurance or Quality Control

Engineering

Trade Associations

Other Related Experience (type in details)

6.6. Briefly describe your experience with the vulnerability assessment requirements of the FSMA rule, "Mitigation Strategies to Protect Food Against Intentional Adulteration."

6.1 – 6.3

Certificates numbers for 6.1 - 6.3 are not required for an application submission.

HOWEVER, 6.1-6.2 are prerequisite courses that must be successfully completed in order to be eligible to attend an IA VA combination course.

When initiated, IA VA Lead Instructor only course prerequisites will include 6.1-6.3.

6.4

Type in your answers. Please note that these fields have a limit of 2000 alpha numeric characters. Your application will **not** save if you exceed this amount.

6.5

MANDATORY AT LEAST ONE SELECTION MUST BE MADE!

Choose your areas of experience from the options listed. To choose multiple entries, hold down the Ctrl key on your key board and click on all that apply.

6.6

Type in your answer. Please note that these fields have a limit of 32,768 alpha numeric characters. Your application will **not** save if you exceed this amount.

Instructor Experience in Food Defense and/or Food Safety Section

6.7. Identify specific courses/programs in which you have taught in an instructor capacity. The review committee will determine relevance of the experience and may take the following areas into consideration:

- Food Defense training
- Governmental food defense/food safety regulatory training experience
- International food defense/food safety training of food industry or governments
- HACCP instruction experience
- Preventive Controls for Human Food/Animal Food
- Foreign Supplier Verification
- Combinations of different food defense/food safety courses (including feed)
- Academic teaching experience
- Industry teaching experience related to food defense/food safety, U.S. food law and/or international business

6.7
MANDATORY
AT LEAST ONE
SELECTION MUST
BE MADE!

Choose courses you have taught (in an instructor capacity) from the options listed. To choose multiple entries, hold down the Ctrl key on your key board and click on all that apply.

Additional Education and Employment Information Section

6.8. Regarding your educational background, did you obtain at least 30 semester hours in one or a combination of the following university level courses?

- food defense • biological sciences • food science /technology
- chemistry • toxicology • microbiology • public health
- environmental health • food or regulatory law

6.9. Regarding the employment history provided with this application, please provide a detailed example of your job responsibilities for each position held.

6.8
MANDATORY
AT LEAST ONE
SELECTION MUST
BE MADE!

Choose Yes or No.

General Skills Section

6.10. Provide more details in the text fields, if applicable

- Training Delivery Experience (2000 alpha numeric character maximum)
- Languages Spoken (255 alpha numeric character maximum)
- Licensures and Certifications (2000 alpha numeric character maximum)
- Other Languages Spoken (255 alpha numeric character maximum)
- Professional Affiliations (2000 alpha numeric character maximum)
- Other Accreditations (2000 alpha numeric character maximum)
- Other Expertise (2000 alpha numeric character maximum)
- Country of Residence (255 alpha numeric character maximum)

6.9
Type in your answer. Please note that this field has a limit of 32,768 alpha numeric characters. Your application will **not** save if you exceed this amount.

6.10
Type in your answers. Please note that these fields have a limit of alpha numeric characters (as noted). Your application will **not** save if you exceed this amount.

Entrance Exam Section

6.11. Applicants must take and complete an entrance exam by clicking on the link provided in the application

6.12. Enter Entrance Exam Score

6.13. Acknowledgement

By typing your name below you agree that:

- 1) All of the information you have entered is correct;
- 2) If accepted as an FSPCA Vulnerability Assessment Lead Instructor you will teach the FSPCA Vulnerability Assessment standardized curriculum as developed. Failure to do so is grounds for dismissal as an FSPCA Vulnerability Assessment Lead Instructor;
- 3) FSPCA is under no obligation to accept you as an FSPCA Vulnerability Assessment Lead Instructor and their decision regarding your application is final.

6.14. Click the SAVE button

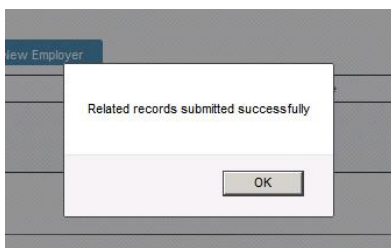
Education, Employer and References Section

6.15. Scroll to the bottom of the page to add at least one employment history, one education history, and one reference

The screenshot shows three sections of the application form: Education Background (Max 5), Employment (Max 5), and References (Please provide 2). Each section has a table with columns for Institution Name, Major, Degree, Start Date, End date, Employer, Position/Title, Start Date, End date, Current(Primary), First Name, Last Name, Title, Organization, Email, and Phone. Each section also has a 'New' button (New Education, New Employer, New Reference) and a 'Save Section' button at the bottom. Orange arrows point to the 'New' buttons and the 'Save Section' button.

6.16. Click SAVE SECTION button when finished

If the section has successfully saved you will see the pop up screen shown below. If you do not see this pop up window, there is an error and more information is needed.



6.11
Before taking the exam, please read Page 1 of this document for important information!

6.12
MANDATORY
After taking and completing the entrance exam, please remember your score since that score must be entered in the "entrance exam score" field. Scores verified by FSPCA.

6.13
MANDATORY
Type in your name.

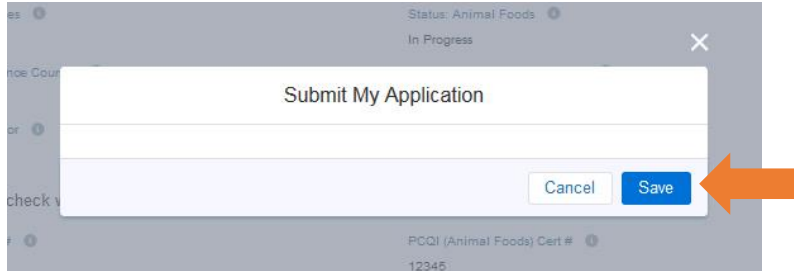
6.14
If your application will not save, please scroll to the top of the form and look for errors or missing required fields noted. Once errors have been corrected, please attempt to save the application again.

If no errors appear, please refer to the helpful hints on Page 2 of this document.

6.15
MANDATORY
If you attach a resume or supporting documents, these are considered incremental information and **not** a replacement for filling out this section.

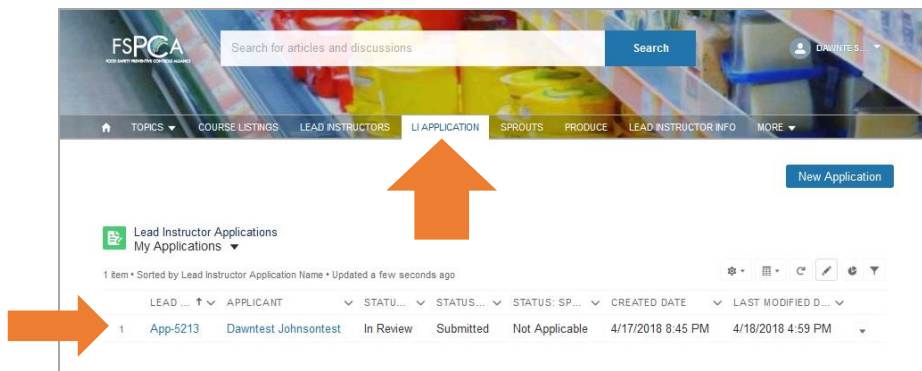
6.17. Your application has not been submitted yet!! Scroll back up to the top of the page and click "Submit My Application".

Click the blue SAVE button when the pop up screen appears.



Check Application Status

If you click on the **LI APPLICATION TAB** at the top of the page, you should now see your application listed. Refer to your Lead Instructor App# whenever contacting the FSPCA regarding your Lead Instructor application.



Check your email! You should have received an email from the FSPCA. Check spam or junk mail if you do not see the notification in your inbox.



6.17

Your application will be reviewed by the appropriate FSPCA Review Team. **NOTE!** Reviews take 3-4 business weeks. Please allow ample time for review. Expedited reviews may not be accommodated.

Application Status Definitions

In Progress: The application is in draft stage and has not been successfully submitted for review.

Submitted: The application has been successfully submitted and is ready to be reviewed by the appropriate Review Team.

In Review: The application is currently being reviewed by the appropriate Review Team.

Approved Candidate: Review Team process is complete, and the application is approved.

Not Approved: Review Team process is complete, and application does not meet the requirements.

Not Applicable: This means you have not submitted a Lead Instructor application for this particular segment (Human Food, Animal Food, and/or FSVP).