

Virtual (Zoom Platform)
 April 14-17, 2025

Enrollees are expected to log in 15 minutes prior to the course start time each day.

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

This Lead Instructor course agenda is covered in **four days** with short breaks.
 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.

Day 1
Tech Check - 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.
Attendance
Welcome, Introductions & FSPCA Preventive Controls for Human Food Instructor Materials Overview
Preface: Overview and Example Agenda for Participant Course
Chapter 1: Food Safety Plan Overview for Preventive Controls for Human Food & Explain Exercise ¹
Chapter 2: Current Good Manufacturing Practice and Prerequisite Programs for Human Food
Chapter 3: Biological Food Safety Hazards for Human Food (& Appendix 4)
Chapter 4: Chemical, Physical, and Economically Motivated Food Safety Hazards for Human Food & Group Discussion
Chapter 5: Preliminary Steps in Developing a Food Safety Plan for Human Food (& Appendix 3) & Explain Exercise
Questions / Expectations for Day 2

Day 2
Questions from previous day
Chapter 6: Hazard Analysis for Human Food & Exercise using FDA Hazard Guide <ul style="list-style-type: none"> Common Process-Related and Facility-Related Hazards (FORM 0231)
Chapter 7: Preventive Controls Determination for Human Food & Explain Exercise
Chapter 8: Process Preventive Controls for Human Food – Parameters and Values, Including Critical Limits
Chapter 9: Process Preventive Controls for Human Food – Monitoring and Corrective Action
Chapter 10: Process Preventive Controls for Human Food – Verification and Recordkeeping & Explain Exercise
Questions / Expectations for Day 3

- All exercises focus on review of the Exercise Objective and how Instructors can use adult learning concepts to adapt exercises to facilitate learning. **ToTs will just explain how to administer the exercise NOT actually conduct exercise.**
- On Day 4 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. **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.**

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Day 3	
Questions from Previous Day	
Chapter 11: Food Allergen Preventive Controls for Human Food & Explain Exercise	
Chapter 12: Sanitation Preventive Controls for Human Food (Appendices 5 & 6) & Explain Exercise	
Chapter 13: Supply-Chain Preventive Controls for Human Food & Explain Exercise	
Chapter 14: Food Safety Plan Implementation and Management for Human Food	
Chapter 15: Recall Plan for Human Food & Explain Exercise	
Chapter 16: Regulation Overview – Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based Preventive Controls for Human Food	
<ul style="list-style-type: none"> • Food Facility Type and Applicable Regulations Table (FORM 0064) • FDA Regulatory Oversight (Appendix 7) 	
Course Delivery and Administration Module	
Assign Chapters for Practicum “Teach Back” ²	
LI Candidates Prepare for “Teach Back” – Breakout Rooms	
Questions (teach backs) / Expectations for Day 4	

Day 4	
Questions from Previous Day	
Course Wrap-up and Next Steps	
Exercise: Practicum “Teach Back”	
Post Exercise: Individual Feedback Sessions	
Simultaneous Q&A Session with LI Candidates during Post Exercise	
<ul style="list-style-type: none"> • Answer LI candidate questions; • Review Course Advertising Requirements (PCHF FORM 0028), • Review Policy 0017; • Review Lead Instructor Portal Contents (PCHF FORM 0224); and • Show FSPCA Community Course List and demo how to register a course 	
Online Course Evaluation & Final Questions	

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