

Adding Your Name to the Public List of Lead Instructors for the FSPCA

Once you successfully complete FSPCA Lead Instructor training, you have the option to have your name added to the public list of Lead Instructors for the FSPCA by updating your FSPCA Community Profile.

Follow the below steps. Note! Your name will not be added unless you complete the steps listed.

1. Log into the FSPCA Community: https://fspca.my.site.com/FSPCA/s/?language=en_US
2. Click on your **Name**, on the top right of the page
3. Choose **My Profile** from the drop-down menu
4. Click edit
5. **Under Community Profile**, check the box **Make Profile Public**
6. **North American Travel Range:** Indicate where in the U.S. and Canada you are prepared to travel to. Use Ctrl-click/Cmd-click to select multiple values.
7. **Expertise:** Identify the types of courses you are available to teach. Use Ctrl-click/Cmd-click to select multiple values.
8. **International Travel Regions:** Indicate which global regions you are prepared to travel to. Use Ctrl-click/Cmd-click to select multiple values.
 - **International Travel Range:** Provide more details, if necessary
9. **Languages Spoken:** Indicate which languages you are comfortable training in
 - **Other Language Spoken:** Provide more details if necessary
10. **Save:** When complete, scroll to the bottom of the page and save