

Virtual Participant Portion of the Combination Course

The course is being offered on three different dates. Choose one.		
November 3-4, 2025	November 6-7, 2025	November 12-13, 2025

This course combines the FSPCA FTR participant course and FSPCA FTR Lead Instructor training and takes place over four days. **You must be present for the entire course to receive your Lead Instructor certificate.** Late arrival and/or early departure will prevent issuance of certificate. **Enrollees are expected to log in 15 minutes prior to the course start time each day.**

Day 1: Virtual Participant Course				
Start (ET)	End (ET)	Duration	Topic	Instructor
10:00 AM	10:15 AM	15 minutes	Welcome, Tech Check, Attendance	
10:15 AM	10:45 AM	30 minutes	Chapter 0: Preface	
10:45 AM	11:15 AM	30 minutes	Chapter 1: Introduction and Background	
11:15 AM	11:25 AM	10 minutes	Break	All
11:25 AM	12:40 AM	1 hour, 15 minutes	Chapter 2: Application of the Rule	
12:40 AM	1:25 PM	45 minutes	Chapter 3: <b>Critical Tracking Events</b> and Key Data Elements	
1:25 PM	1:55 PM	30 minutes	Lunch	All
1:55 PM	2:40 PM	45 minutes	Chapter 3: Critical Tracking Events and <b>Key Data Elements</b>	
2:40 PM	3:40 PM	1 hour	Chapter 4: Traceability Plan Requirements	
3:40 PM	3:50 PM	10 minutes	Break	All
3:50 PM	4:20 PM	30 minutes	Chapter 5: Recordkeeping Requirements	
4:20 PM	4:30 PM	10 minutes	Questions; Day 2 Expectations	
Adjourn				

Day 2: Virtual Participant Course				
Start (ET)	End (ET)	Duration	Topic	Instructor
10:00 AM	10:05 AM	5 minutes	Welcome Back, Attendance	
10:05 AM	10:35 AM	30 minutes	Chapter 6: Building a Traceability Program	
10:35 AM	11:35 AM	1 hour	Chapter 7: Data System Characteristics	
11:35 AM	11:45 AM	10 minutes	Break	All
11:45 AM	12:45 AM	1 hour	Chapter 7: Data System Characteristics <b>(continued)</b>	
12:45 AM	1:15 PM	30 minutes	Lunch	All
1:15 AM	2:15 PM	1 hour	Chapter 8: How Lot Codes Move through the Supply Chain	
2:15 PM	2:25 PM	10 minutes	Break	
2:25 PM	3:10 PM	45 minutes	Chapter 8: How Lot Codes Move through the Supply Chain <b>(continued)</b>	
3:10 PM	3:30 PM	20 minutes	Questions; Day 3 Expectations	
Adjourn				

**In-Person Lead Instructor Portion of the Combination Course**

<b>Bethesda North Marriott Hotel &amp; Conference Center</b> 5701 Marinelli Road, Rockville, Maryland, 20852
Thursday, November 20 – Friday, November 21, 2025

**Enrollees are expected to arrive 15 minutes prior to the course start time each day.**

Day 1: In-Person Lead Instructor Course				
Start (ET)	End (ET)	Duration	Topic	Instructor
8:00 AM	8:30 AM	30 minutes	Welcome, Introductions, Attendance	
8:30 AM	8:45 AM	15 minutes	Chapter 0: Preface	
8:45 AM	9:00 AM	15 minutes	Chapter 1: Introduction and Background	
9:00 AM	9:40 AM	40 minutes	Chapter 2: Application of the Rule & Explain Activities*	
9:40 AM	10:25 AM	45 minutes	Chapter 3: <b>Critical Tracking Events</b> and Key Data Elements & Explain Activities and Exercise*	
10:25 AM	10:35 AM	10 minutes	Break	All
10:35 AM	11:05 AM	30 minutes	Chapter 4: Traceability Plan Requirements & Explain Activities*	
11:05 AM	11:20 AM	15 minutes	Chapter 5: Recordkeeping Requirements & Explain Activities and Exercise*	
11:20 AM	11:35 AM	15 minutes	Chapter 6: Building a Traceability Program & Explain Activities*	
11:35 AM	12:35 PM	1 hour	Chapter 7: Data System Characteristics & Explain Activities and Exercise*	
12:35 PM	1:20 PM	45 minutes	Lunch	
1:20 PM	1:50 PM	30 minutes	Chapter 8: How Lot Codes Move through the Supply Chain & Explain Activities*	
1:50 PM	2:00 PM	10 minutes	Assign slides for Practicum Teach Back** Day 2 Expectations	
2:00 PM	2:45 PM	45 minutes	LI Candidates Prepare for Teach Back**	
2:45 PM	3:00 PM	15 minutes	Questions; Day 4 Expectations	
Adjourn				

\*All activities and exercises focus on review of the Exercise Objective and how Instructors can use adult learning concepts to adapt exercises to facilitate learning. **Trainers will explain how to administer the activity or exercise NOT actually conduct them.**

**\*\*Teach Back Requirement:** As part of the Lead Instructor Course, each participant must complete a "teach back" - a brief presentation (in English) using assigned curriculum slides 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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Thursday, November 20 – Friday, November 21, 2025

Day 2: In-Person Lead Instructor Course				
Start (ET)	End (ET)	Duration	Topic	Instructor
8:00 AM	8:05 AM	5 minutes	Welcome Back, Attendance	
8:05 AM	9:05 AM	1 hour	<b>Exercise (Group 1):</b> Practicum "Teach Back"	
9:05 AM	9:10 AM	5 minutes	Break	All
9:10 AM	10:10 AM	1 hour	<b>Exercise (Group 2):</b> Practicum "Teach Back"	
10:10 AM	10:15 PM	5 minutes	Break	All
10:15 AM	11:15 PM	1 hour	<b>Exercise (Group 3):</b> Practicum "Teach Back"	
11:15 PM	12:00 PM	45 minutes	Lunch	All
12:00 PM	1:30 PM	90 minutes	Course Delivery and Administration	
1:30 PM	1:45 PM	15 minutes	Break	
1:45 PM	2:00 PM	15 minutes	Online Course Evaluation & Final Questions	
Adjourn				

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**\*\*Teach Back Requirement:** As part of the Lead Instructor Course, each participant must complete a "teach back" - a brief presentation (in English) using assigned curriculum slides 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.**