COURSE TITLE	**FSPCA Food Traceability Rule (FTR) Combination Course** *This course combines the FSPCA FTR participant course and FSPCA FTR Lead Instructor training.*
LANGUAGE	English
MODALITY	**FTR Participant Course:** Virtual (Zoom)
	FTR Lead Instructor Course: In-Person (Rockville, MD)
ELIGIBILITY	• You must be an approved FTR Lead Instructor Candidate • You must successfully complete both the virtual Participant Course and the in-person Lead Instructor Training. Full attendance is mandatory.

COURSE SCHEDULE	Virtual Participant Course Options (Choose One)		
	November 3-4,2025	November 6-7, 2025	November 12-13, 2025
	In-Person Lead Instructor Training		
	November 20-21, 2025		

COURSE LOCATION	**In-Person Lead Instructor Training** Bethesda North Marriott Hotel & Conference Center 5701 Marinelli Road, Rockville, Maryland, 20852
HOTEL RESERVATIONS	**In-Person Lead Instructor Training** You may choose any hotel you prefer. Each individual guest must make their own reservation. The FSPCA has secured a room block at the Bethesda North Marriott Hotel & Conference Center for a rate of $239.00 USD + applicable taxes/per night. A limited number of rooms are available in the block. Once the block is filled no additional rooms will be available at the discounted group rate. Each individual guest must make their own reservation **no later than 10/27/2025.** **Reserve your room:** https://book.passkey.com/e/51060533
MEALS	**In-Person Lead Instructor Training** All day beverages and lunch will be provided daily. Breakfast and dinner are on your own.
COURSE MATERIALS	**Virtual Participant Course** • Electronic course materials will be available on the course landing page one week prior to the course start date. **In-Person Lead Instructor Training** Printed course materials will be provided onsite.
COURSE FEE	$1,899.00 USD
ENROLLMENT CLOSES	October 28, 2025 (or when full)
SUPPORT CONTACTS	• **Enrollment/Technical Help:** LMSadmin@ifpti.org or 1-269-488-3258 • **General Questions:** fspca@illinoistech.edu

COURSE DESCRIPTION

This course combines the FSPCA FTR participant course and FSPCA FTR Lead Instructor training.

FSPCA Food Traceability Rule (FTR) Participant Course

The FSPCA FTR participant course is a core, industry-oriented training that provides participants with the knowledge that is needed to understand and comply with the FTR. The participant course content is focused on providing the learner with an understanding of FTR record keeping requirements, how to recognize the requirements applicable to them based on the supply chain activities they perform, how traceability data is transmitted through the supply chain, and what is required in a Traceability Plan. The training also covers how companies may approach establishing a traceability program, including supply chain and data considerations.

FSPCA Food Traceability Rule (FTR) Lead Instructor Course

The Lead Instructor course content is focused on strategies to aid in the effective instruction of the FSPCA FTR course activities and documentation that support considerations for implementing a traceability program outlined in the FTR rule. Administrative tasks for FSPCA FTR certificate issuance are also covered as well
as a refresher on effective presentation for the adult learner.
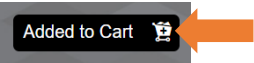
Teach Back Requirement

As part of the Lead Instructor Course, each participant must complete a Practicum "teach back" where each participant 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. Each enrollee will have to demonstrate:

1. Knowledge of FSMA Statute and the reasons for the Act
2. Knowledge of the FSMA regulations
3. Specific knowledge of the Food Traceability Rule (read the rule prior to the training)
4. Awareness of the FDA FSMA and FDA FTR resources, e.g., relevant website, rules, guidance documents, FDA's Technical Assistance Network (TAN)
5. Training experience and ability to effectively deliver course materials
6. Food safety / traceability or other applicable experience that meets the requirements of the FSPCA Lead Instructor qualifications

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.

Upon successful completion of the full, 4-day FSPCA Food Traceability Rule (FTR) Combination Course, you will be trained to be an FTR Lead Instructor by the FSPCA. Successfully completing this training allows you to deliver the *FSPCA Food Traceability Rule (FTR) participant course* as a Lead Instructor.

To attend the course, you must complete all three (3) required steps by the stated deadlines.
If any step is missed or not completed on time, you will no longer be eligible to attend the course.
No refunds will be given.

STEP 1: PREREQUISITE	
1	You must be an approved FTR Lead Instructor Candidate
STEP 2: ENROLL IN THE COURSE	
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/#/instructor-led-courses/6a1a0d89-6bb3-47b7-97ba-37fbf003a632
3	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".

5	After you have paid the enrollment fee, you will receive:
	
	• A confirmation email from noreply@myabsorb.com
	    o Check spam or junk mail if you have not received a confirmation.
	    o **NOTE:** We strongly recommend you add noreply@myabsorb.com to your contacts to ensure you receive course notifications.

STEP 3: COMPLETE PRE-COURSE REQUIREMENTS (BY COB OCTOBER 28, 2025) After enrolling, you will receive an enrollment confirmation email from noreply@asorb.com with directions for accessing the course requirements. Please check spam or junk mail.	
1	**Complete the Instructor Skills Overview Module:** Access via the course landing page.
2	**Download Participant Course Materials** • Electronic course materials will be available on the course landing page one week prior to the course start date. • **IMPORTANT:** You must always keep the Participant Manual visible and have all course materials easily accessible during the virtual course.
3	**Submit the below documentation to fspca@illinoistech.edu:** • Signed FSPCA Lead Instructor Waiver (access via the course landing page) • Photo ID (with sensitive info removed)

COURSE RECOMMENDATIONS
Prior to attending the FSPCA FTR Combination Course, we strongly recommend that you re-read the Food Traceability Final Rule (FTR) as well as other available FTR-related guidance found at: https://www.fspca.net/ftr-lead-instructor-applicants (click on the Materials and Resources Tab)

	COURSE REQUIREMENTS
1	• Enrollees are **required** to log in/arrive 15 minutes prior to the course start time each day. • For the virtual participant course: o The course Zoom link can be found on the course landing page under "Course and Login Information". o Contact the LMS Admin **prior to the course** if assistance is needed.
2	• During the virtual participant course, enrollees are **required** to have visual contact with instructors throughout the entire course (e.g., webcam). • Remote participation identification and verification will take place.
3	During the virtual participant course, enrollees **must** always keep the Participant Manual visible and ensure all other course materials are readily accessible.
4	Enrollees are **required** to be present for the entire <u>combination course</u>. **Late arrival and/or early departure will prevent issuance of certificate.**
5	• A link to an online course evaluation will be provided to you after successful completion of the combination course. • Enrollees are **required** to fill out the course evaluation. Enrollees will have **72 hours** to complete the evaluation. • Once the evaluation is completed you will receive an email with instructions on how to download the *FSPCA Food Traceability Rule (FTR) Participant and Lead Instructor* certificates of completion.

VIRTUAL PARTICIPANT COURSE TECHNOLOGY REQUIREMENTS
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 o Windows: Edge 12+, Firefox 27+, Chrome 30+ o macOS: Safari 7+, Firefox 27+, Chrome 30+ o Linux: Firefox 27+, Chrome 30+ **IMPORTANT:** • Currently joining by tablet or phone is **not permitted** • The use of AI-based note taking tools (such as automated transcription or summarization software) is **prohibited** during this course. Reliance on AI tools for notetaking may result in incomplete or inaccurate representations of course content.