

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:

Human Food Application Field Character Restrictions

Field Label	Character Limit
Process-specific Detail	255
Other GFSI BAS	255
Human Food (other)	255
Training Delivery Experience	2000
Licensures and Certifications	2000
Other Languages Spoken	255
Professional Affiliations	2000
Other Accreditations	2000
Other Expertise	2000

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

1. ACCESS THE ONLINE APPLICATION

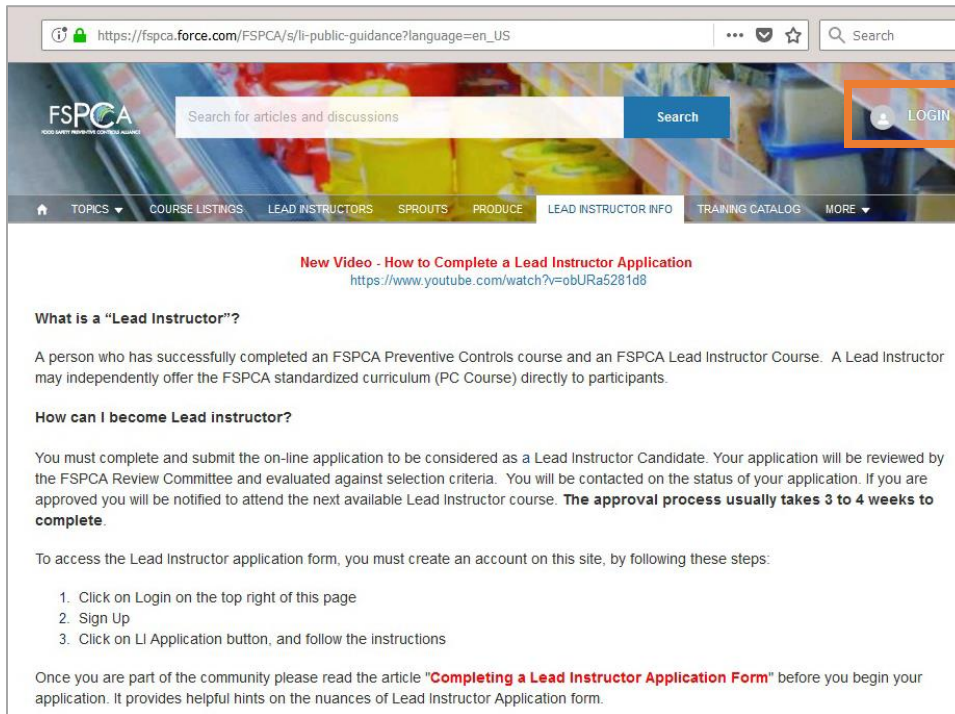
1.1. Visit <https://fspca.force.com/FSPCA/s/>

2. LOG IN

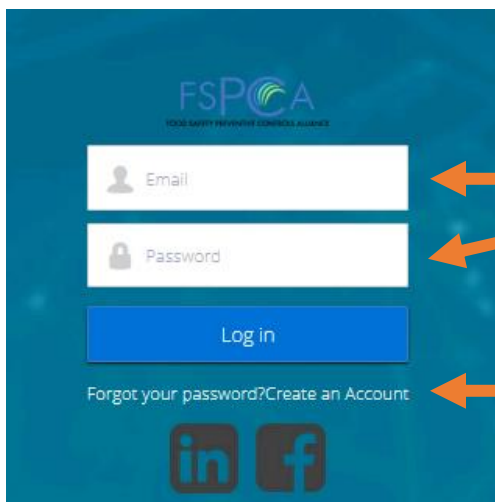
2.1. Click on **LOGIN**

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



Have an account?

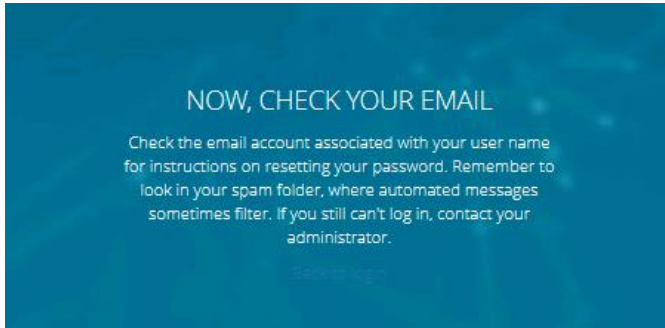
Enter your email and password

Do not have an account?

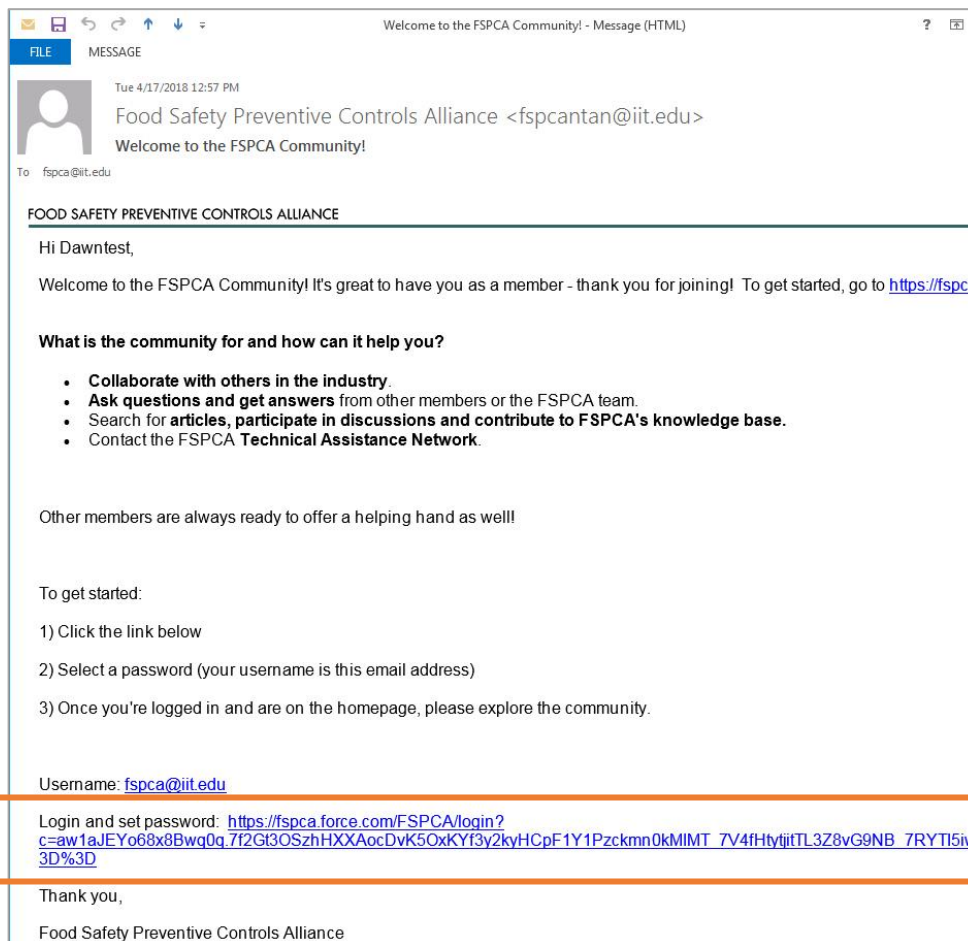
Click on **Create an Account**

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. "NOW, CHECK YOUR EMAIL" screen appears



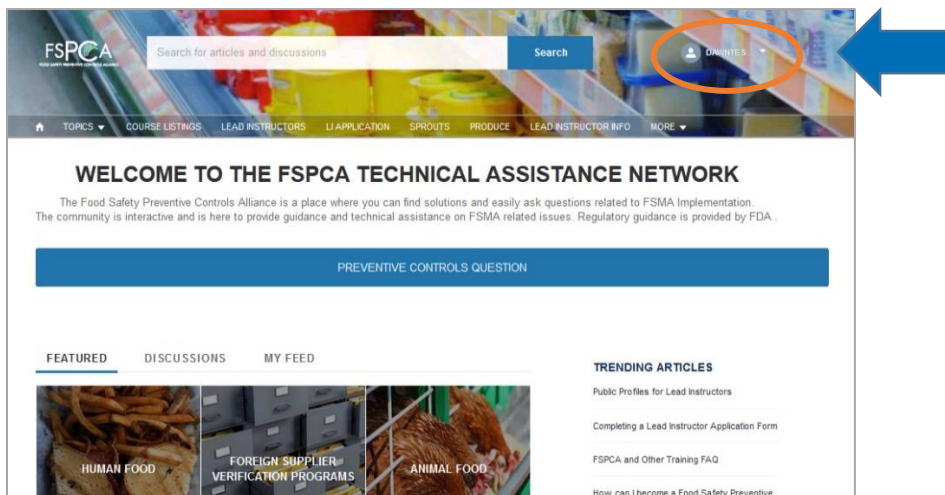
- 3.3. Go to your email and look for an email from Food Safety Preventive Controls Alliance fspcantan@iit.edu
- 3.4. Click on the **set password** link in the email to create a password



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

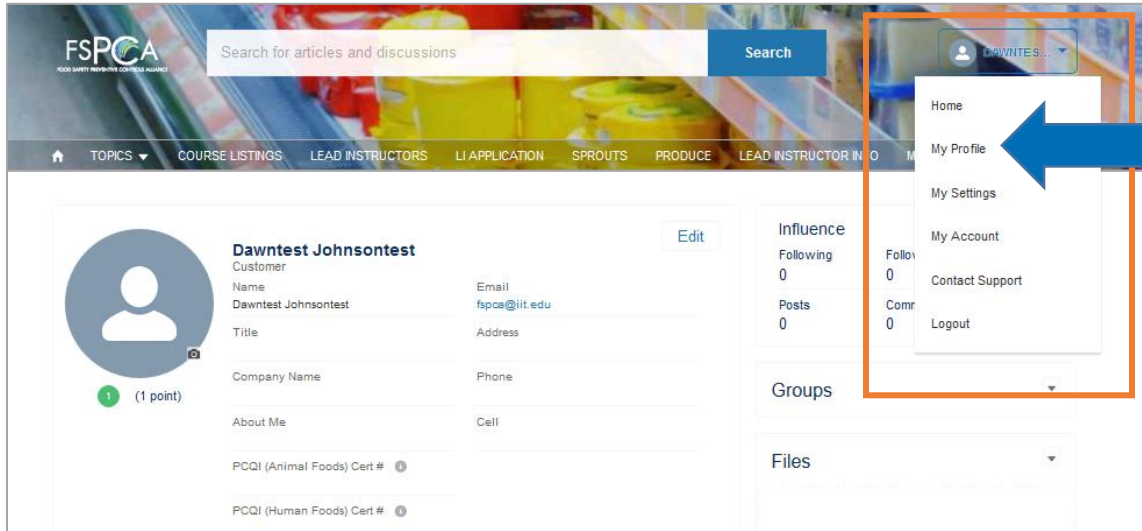
3.5
The screen will show "change password" instead of "create password". Do not worry, you are on the correct screen!

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

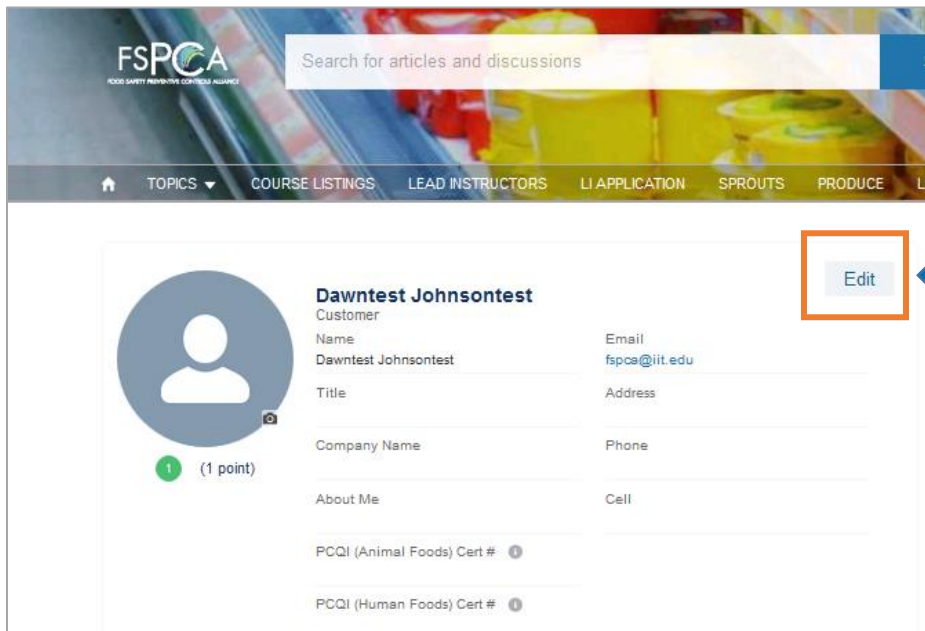


4. UPDATE YOUR PROFILE

- 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.

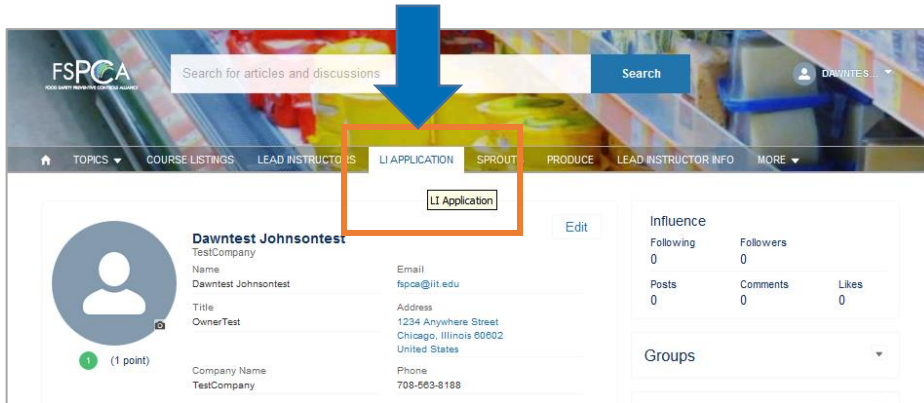
You are now ready to move onto the FSPCA Lead Instructor Application

4.4

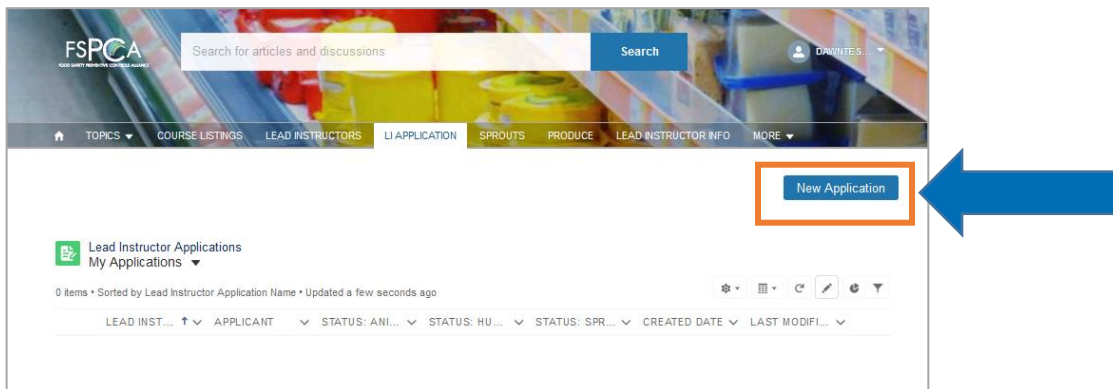
There are many more fields in the profile section than what are listed here. You will be required to fill out a lot of the same information on your Lead Instructor application so we **do not recommend** you take the time to fill out every field in the profile at this time. You can always return to your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

5. LEAD INSTRUCTOR APPLICATION

5.1. Click on the LI Application tab



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



5.3. Lead Instructor Application Sections

APPLICATION DETAILS SECTION

5.3.1. Choose which type of application you wish to submit (Human Food, Animal Food, and/or FSVP). **NOTE!** *Each application is reviewed by a team of experts based on specific Lead Instructor criteria posted on the FSPCA website.*

SKILLS & EXPERIENCE SECTION

- 5.3.2. **PCQI (Animal Foods) Cert #** – required for an Animal Food Lead Instructor application
- 5.3.3. **PCQI (Human Foods) Cert #** – required for a Human Food Lead Instructor application
- 5.3.4. **Allergen Experience** (checkbox)
- 5.3.5. **Food Distribution** (checkbox)
- 5.3.6. **Food Processing Environmental Monitoring** (checkbox)
- 5.3.7. **Food Warehousing** (checkbox)
- 5.3.8. **Good Manufacturing Practices** (checkbox)
- 5.3.9. **Public Health/Regulatory** (checkbox)
- 5.3.10. **Risk Analysis** (checkbox)
- 5.3.11. **Sanitation** (checkbox)
- 5.3.12. **Supply Chain Management** (checkbox)
- 5.3.13. **Traceability** (checkbox)
- 5.3.14. **Audits/Inspections** (checkbox)
- 5.3.15. **Food Microbiology** (checkbox)

- 5.3.16. **Food Safety Training** (checkbox)
- 5.3.17. **Good Agricultural Practices** (checkbox)
- 5.3.18. **Preventive Controls** (checkbox)
- 5.3.19. **Recall Programs** (checkbox)
- 5.3.20. **Sampling Programs** (checkbox)
- 5.3.21. **Statistical Analysis** (checkbox)
- 5.3.22. **Toxicology** (checkbox)
- 5.3.23. **Food Manufacturing/Processing** - choose from list. To choose multiple entries, hold down the Ctrl key on your key board and click on all that apply.
- 5.3.24. **Process-specific Detail** – type in details. Please note that this field has a limit of 255 alpha numeric characters. Your application will not save if you exceed this amount.
- 5.3.25. **Global Food Safety Initiative (GFSI BAS)** - choose from list. To choose multiple entries, hold down the Ctrl key on your key board and click on all that apply.
- 5.3.26. **Other GFSI BAS** - This is helpful if an area of expertise is not listed in the *Global Food Safety Initiative (GFSI BAS)* field. Type in your answer.
- 5.3.27. **Human Food** – choose your areas of expertise from the options listed. To choose multiple entries, hold down the Ctrl key on your key board and click on all that apply.
- 5.3.28. **Human Food (other)** – This is helpful if an area of expertise is not listed in the *Human Food* field. Type in your answer.
- 5.3.29. **Animal Food Expertise** - choose your areas of expertise from the options listed. To choose multiple entries, hold down the Ctrl key on your key board and click on all that apply.
- 5.3.30. **Animal Food Expertise (other)** - This is helpful if an area of expertise is not listed in the *Animal Food Expertise* field. Type in your answer.
- 5.3.31. **Food Testing Laboratory** – choose from list. To choose multiple entries, hold down the Ctrl key on your key board and click on all that apply.
- 5.3.32. **Hazard Analysis/HACCP** - choose from list. To choose multiple entries, hold down the Ctrl key on your key board and click on all that apply.

GENERAL SKILLS SECTION

- 5.3.33. **Training Delivery Experience** – list courses you have taught (**not** what courses you took yourself)
- 5.3.34. **Licensures and Certifications**
- 5.3.35. **Professional Affiliations** – list food safety related memberships, if applicable
- 5.3.36. **Other Accreditations** – type in relevant awards, services or special interests
- 5.3.37. **Languages Spoken** – languages you can deliver training in. To choose multiple entries, hold down the Ctrl key on your key board and click on all that apply.
- 5.3.38. **Other Languages Spoken** - This is helpful if a language is not listed in the *Languages Spoken* field. Type in your answer.
- 5.3.39. **Other Expertise** – type in expertise not otherwise listed
- 5.3.40. **Country of Residence** – Country of residence is where you reside, and not the country your corporate headquarters is located in.

5.4. Click the SAVE button

Education, Employer and References Section

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

The screenshot shows three data entry sections. The first is 'Education Background (Max 5)' with a 'New Education' button and a table with columns: Institution Name, Major, Degree, Start Date, End date. The second is 'Employment (Max 5)' with a 'New Employer' button and a table with columns: Employer, Position/Title, Start Date, End date, Current(Primary). The third is 'References (Please provide 2)' with a 'New Reference' button and a table with columns: First Name, Last Name, Title, Organization, Email, Phone. A 'Save Section' button is located at the bottom left of the form area.

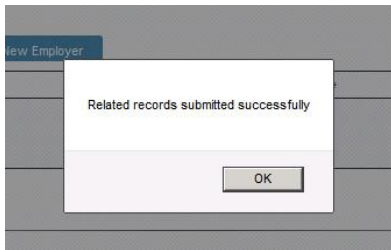
5.4

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 1 of this document.

5.6. **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.



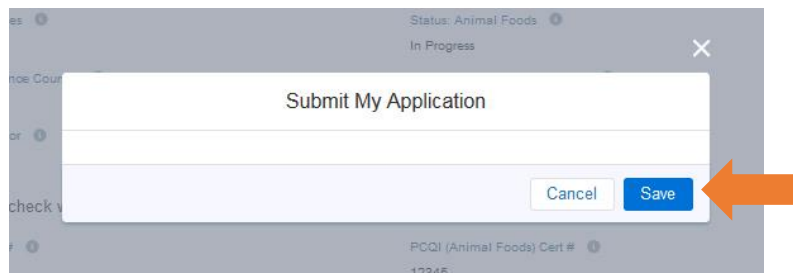
5.5

MANDATORY

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

5.7. **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.

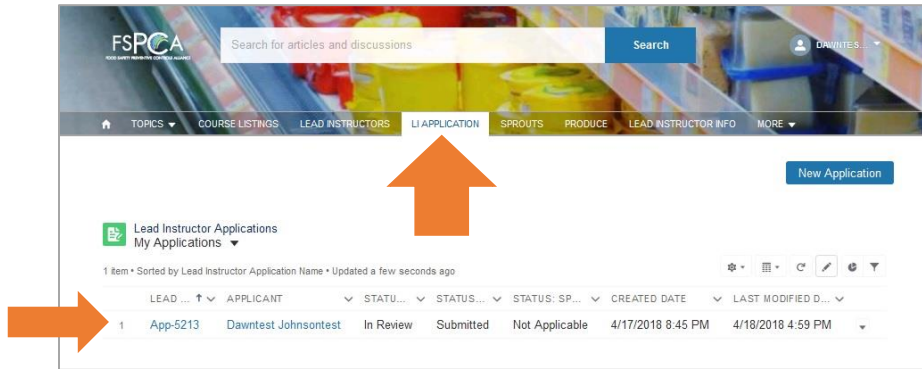


5.7

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.

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.



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).