


COURSE TITLE	FSPCA Food Traceability Rule (FTR) Combination Course <i>This course combines the FSPCA FTR participant course and FSPCA FTR Lead Instructor training.</i>
ELIGIBILITY	<ul style="list-style-type: none"> You must be an approved FTR Lead Instructor Candidate You must be present for the entire course. Late arrival and/or early departure will prevent issuance of certificate.
LANGUAGE	<p>This course will be delivered in English. Participants are required to possess sufficient English proficiency to understand course materials and demonstrate comprehension.</p> <p>NOTE: Translated captions may be available through Zoom as a supplemental aid only. These real-time translations are provided for convenience and do not replace the requirement to understand and participate in the course in English.</p>
COURSE LOCATION	Oregon State University (OSU) - Food Innovation Center (FIC) 1207 NW Naito Parkway, Portland, OR 97209
DELIVERY METHOD	In-Person
DURATION	Four 6.5-hour sessions
COURSE DATES	Tuesday, June 9 – Friday, June 12, 2026
COURSE TIMES (DAILY)	9:00 am – 3:30 pm U.S. Pacific
COURSE ENROLLMENT FEE	\$1,899.00 USD
GRANT FUNDING	Important! Before you enroll, the NIFA FSOP Grant may provide funding for this training and course materials. Travel funds are not available. Apply to determine your eligibility: http://www.ifpti.org/nifa-li-tuition-grant-application
ENROLLMENT CLOSES	May 18, 2026 (or when full)
COURSE MATERIALS	Printed copies of course materials will be provided at the training site
MEALS	<ul style="list-style-type: none"> Lunch, beverage and snacks will be provided daily Please email fspca@illinoistech.edu no later than June 30, 2026 with any dietary restrictions We will do our best to accommodate, however, if you have a SEVERE food allergy, we recommend you make other meal arrangements
AIRPORT INFORMATION	Portland International Airport (PDX)
LODGING INFORMATION <i>You may choose any hotel you prefer. Everyone must make their own reservation.</i>	Marriott Residence Inn PDX: 13 miles; Training Site: 0.2 miles; On-site parking for \$55.00 per day
	Silver Cloud Inn-Portland PDX: 13.7 miles; Training Site: 1.4 miles; On-site parking for free
	Jupiter Hotel PDX: 18 miles; Training Site: 1.8 miles; On-site parking for \$20.00 (uncovered) or \$40.00 (covered) per day
TRAVEL DISCLAIMER	 <p>Courses may be canceled if enrollment is too low. A final decision will be made no later than three weeks before the course start date. We recommend waiting until then to make travel arrangements, as FSPCA cannot be held liable for any costs related to canceled courses. If a course is canceled, you will be notified by email.</p>
SUPPORT CONTACTS	<ul style="list-style-type: none"> 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:

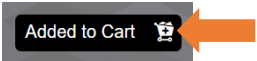
1. Knowledge of FSMA Statute and the reasons for the Act
2. Knowledge of the FSMA regulations
3. Specific knowledge of the Food Traceability Rule (read the rule prior to the training)
4. Awareness of the FDA FSMA and FDA FTR resources, e.g., relevant website, rules, guidance documents, FDA’s Technical 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

English Language Requirement: All teach-backs must be conducted exclusively in English. Translation services, interpreters, or other language assistance will not be provided or accepted. Failure to meet this requirement will not be considered a mitigating factor for unsuccessful course completion.

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.

IMPORTANT: There are four (4) steps that must be completed to be eligible to attend the course. Failure to successfully complete all steps by the due dates noted will remove your eligibility to attend the course. Refunds will not be issued.

STEP 1: PREREQUISITE	
1	You must be an approved FTR Lead Instructor Candidate
STEP 2: ENROLL IN THE COURSE	
<p>Important!</p> <ul style="list-style-type: none"> • Before you enroll, the NIFA FSOP Grant may provide funding for this training and course materials. Travel funds are not available. Apply to determine your eligibility: http://www.ifpti.org/nifa-li-tuition-grant-application • To help ensure accurate enrollment and manage course capacity, participants may register in one of two ways: <ol style="list-style-type: none"> 1. Self-enrollment: Individuals may purchase and enroll in course sessions themselves. 2. Enrollment by another person: If someone else needs to purchase or enroll on a participant's behalf, this must be coordinated directly with the LMS Administrator. For assistance, please contact LMSadmin@ifpti.org. 	
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/fe1800c4-eafa-4c89-aed5-e0004a96e560
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: <ul style="list-style-type: none"> • A confirmation email from noreply@myabsorb.com <ul style="list-style-type: none"> ○ Check spam or junk mail if you have not received a confirmation email. ○ NOTE: We strongly recommend you add noreply@myabsorb.com to your contacts to ensure you receive course notifications.
CANCELLATION AND RESCHEDULING POLICY	
<p>Cancellation</p> <ul style="list-style-type: none"> • To receive a full refund, enrollees must cancel at least 30 days before the course start date. • To receive a 50% refund, enrollees must cancel at least 7-29 days before the course start date. • If enrollees cancel less than 7 days before the course start date, no refund will be issued. <p>Rescheduling</p> <ul style="list-style-type: none"> • If enrollees cancel at least 7 days before the course start date, they may request to be rescheduled into an alternate session date where seats are available. A \$50.00 USD rescheduling fee will apply. • If enrollees cancel less than 7 days before the course start date, the rescheduling option will not be available and no refund will be issued. <p><i>In the event of extenuating circumstances, please contact fspca@illinoistech.edu</i></p>	

STEP 3: COMPLETE PRE-COURSE REQUIREMENTS (BY COB June 23, 2026)

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	You are required to submit the below items to fspca@illinoistech.edu . After sending, confirm receipt with FSPCA. <ul style="list-style-type: none"> Signed FSPCA Lead Instructor Waiver (access via the course landing page)

PRE-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/fttr-lead-instructor-applicants> (click on the Materials and Resources Tab)

COURSE REQUIREMENTS

1	Enrollees are required to arrive 15 minutes prior to the course start time each day.
2	Enrollees are required to be present for the entire combination course. Late arrival and/or early departure will prevent issuance of certificate.
3	<ul style="list-style-type: none"> 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 <i>FSPCA Food Traceability Rule (FTR) Participant and Lead Instructor</i> certificates of completion.

ON-SITE ARRIVAL INSTRUCTIONS

- Free parking at training site
- Enter at the front of the building
- Upon entering the building, look for a directional sign that will point you to the training room
- The building does not open until 8:00 am, no guest entry is allowed prior to this time
- If you need additional support, please contact fspca@illinoistech.edu