

This FSPCA blended training course was developed to provide an alternative way for individuals to complete the FSPCA Preventive Controls for Human Food V2.0 participant course.

The blended course consists of two parts. **Part 1** is online (asynchronous, no lead instructor present) and is offered by FSPCA. **Part 2** is Instructor-led, delivered by Human Food V2.0 Lead Instructors trained by FSPCA. **Both parts must be completed** to obtain an FSPCA Preventive Controls for Human Food V2.0 participant certificate of training for successfully completing the course.

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## Training and the Preventive Controls Regulation

The course helps meet the training requirements set by the *Current Good Manufacturing Practice, Hazard Analysis, and Risk-based Preventive Controls for Human Food* regulation (referred to as the Preventive Controls for Human Food regulation).

This regulation outlines the regulatory requirements to ensure that food manufacturing, processing, packing, and holding in the United States are performed safely. The regulation requires that certain activities must be completed by a "Preventive Controls Qualified Individual" who has "successfully completed training in the development and application of risk-based preventive controls at least equivalent to that received under a standardized curriculum recognized as adequate by FDA or is otherwise qualified through job experience to develop and apply a food safety system."

This course developed by FSPCA is the "Standardized Curriculum" recognized by FDA; successfully completing this course is one way to meet the requirements for a "Preventive Controls Qualified Individual."

Under the Preventive Controls for Human Food regulation, the responsibilities of a "Preventive Controls Qualified Individual" include to perform or oversee 1) preparation of the Food Safety Plan, 2) validation of the preventive controls, 3) records review and 4) reanalysis of the Food Safety Plan.

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## Course Structure

The course is divided into two parts. Completion of both parts of the course is required to earn the FSPCA Preventive Controls for Human Food V2.0 participant certificate of training for successfully completing the course.

### Part 1: Online, self-paced (Asynchronous)

- **Cost & Enrollment:**
  - The online portion costs \$299.00 USD.
  - After purchasing, you'll get an automated enrollment confirmation email.
- **Duration & Format:**
  - The course contains 16 chapters and knowledge checks, and takes about 12–16 hours.
  - You can work at your own pace - start and stop as needed. You must complete each chapter in order, and answer each chapter's knowledge checks. Just be aware that if you leave a chapter inactive, you might have to restart that chapter.
- **Completion & Next Steps:**
  - Once you finish all 16 chapters and knowledge checks, you will receive an email confirming your completion and an Enrollment Ticket for the next part of the course. You must present this ticket to your instructor in Part 2.
- **Time Limits:**
  - You have 6 months to complete Part 1. Once Part 1 is finished, you'll have an additional 6 months to complete Part 2. If Part 2 is not completed within this timeframe, your Enrollment Ticket will expire, and you will be required to retake Part 1.

## **Part 2: Instructor-Led**

- **Format & Content:**
    - This course is led by a Human Food V2.0 Lead Instructor trained by FSPCA. It briefly reviews the online material and gives you a chance to ask questions.
    - You will complete course exercises using sample Food Safety Plans, either from FSPCA or from models provided by the instructor.
    - The course requires a minimum of 9 contact hours, which refers to actual instructional time with a Lead Instructor. Please note that contact hours do not include breaks, meals, or other non-instructional time.
  - **Enrollment for Part 2:**
    - Part 2 requires an additional fee. Enrollment and course fees are handled by the individual FSPCA Lead Instructors. For available courses, visit the [FSPCA Participant Course List](#) and select the Human Food Part 2 (v2.0) course option.
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## **Course Materials and Requirements**

- **Participant Manual**
    - You are required to download and use the FSPCA Preventive Controls for Human Food V2.0 Participant Manual while taking Part 1.
    - **Availability:**
      - A free PDF version is available on the Part 1 course landing page
      - Order a hard copy for \$70.00 USD from the [FSPCA Bookstore](#) or [Amazon](#).
  - **Technical Requirements**
    - **Internet Browser:** Use an up-to-date browser (Google Chrome is recommended).
    - **Operating System:** Windows 7 or later for PC, OSX 10.10 or later for Mac.
    - **Mobile Devices:** Currently, mobile devices are not supported.
    - **Additional Software:** You need Adobe Acrobat Reader™ DC to view and print documents. This can be downloaded for free.
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## **Getting Started with the Online Course (Part 1)**

- **Enrollment and Purchase:**
    - [Click here](#) to purchase and enroll.
    - Once logged in to the LMS, navigate to "My Courses", locate the course, and click "Start" (or "Resume" to continue).
  - **Completing the Course:**
    - Download the FSPCA Preventive Controls for Human Food V2.0 Participant Manual from the course landing page.
      - **Note: You will be unable to begin the Part 1 course until you have downloaded the manual.**
    - Work through all 16 chapters, in order, and complete the knowledge checks at your own pace.
    - Once finished, an email will be sent confirming your completion along with an Enrollment Ticket for Part 2.
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## Retrieving Your FSPCA Certificate of Training

After you finish both parts of the blended course, you will receive an automated email with instructions to access your FSPCA Human Food Version 2.0 participant certificate of training. If you do not receive this email:

- Check your spam or junk folder.
  - You can also log in to the LMS, go to "My Certificates," and download your certificate.
  - Note: Ensure you have the latest version of Adobe Reader to print the certificate correctly.
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## Support Information

If you have any questions or need help during your course:

- **Email:** Contact [LMSadmin@ifpti.org](mailto:LMSadmin@ifpti.org)
- **Phone:** Call (269)488-3258

## Important Reminders

- Use your same email address for both Part 1 and Part 2.
- Add [noreply@absorb.com](mailto:noreply@absorb.com) to your contacts to avoid missing important notifications.
- Check your spam or junk mail folders for any automated emails.