

IMPORTANT! READ THIS ENTIRE PAGE BEFORE BEGINNING AN FSPCA HUMAN FOOD LEAD INSTRUCTOR APPLICATION

Candidate Assessment:

As a component of the application Human Food Lead Instructor Candidates will be administered a timed assessment that tests the applicant's knowledge of the *Preventive Controls for Human Food* regulation.

Individuals must score an 80% or higher on the assessment in order to proceed with the Lead Instructor application. Individuals who score below an 80% on the assessment will be required to wait 7 days before retaking the assessment.

In preparation for taking the assessment, Candidates are strongly encouraged to re-read FDA's Preventive Controls for Human Food regulation as well as your FSPCA participant manual. And, download FDA's Hazard Analysis and Risk-Based Preventive Controls for Human Food: Guidance for Industry draft guidance issued in January 2024 (including Appendix 1) for reference. FDA rules and guidance documents can be found at:

<https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm253380.htm>

Assessment FAQs

- 1. How many questions are there on the assessment?**
 - There are 20 questions comprised of multiple choice, and True/False.
- 2. How will I know if I got answers correct or incorrect?**
 - You will not be told if you answer questions correctly or incorrectly.
- 3. How much time do I have to complete the assessment?**
 - You will have 30 minutes to complete this assessment.
- 4. What if I have technological glitches?**
 - The time given has allowed for technological glitches and the assessment saves each answer before allowing you to proceed to the next question.
- 5. If I start the assessment, may I exit and return later to finish?**
 - No, if you exit the assessment after clicking "Proceed," the clock will continue counting down, and unless you have answered 80% correctly, you will fail the assessment. The timer cannot be reset.
- 6. How will I know if I passed the assessment?**
 - At the conclusion of the assessment, you will receive your percentage score. You **MUST** enter this score into your Lead Instructor application.
- 7. What happens if I fail the assessment?**
 - Individuals who fail the assessment may re-take the assessment after a period of 7 days from the time/date of their assessment.
- 8. How many attempts to pass the assessment are allowed?**
 - There is no limit to how many times the assessment can be taken until a passing score is achieved. This will allow time to study the regulation more.
- 9. Who should I contact if I have questions about, or issues with, the assessment?**
 - If you have any questions or issues, you are to email LMSadmin@ifpti.org or call (269) 488-3258. Please note: They are unable to allow you to retake/restart the assessment, and/or add additional time.

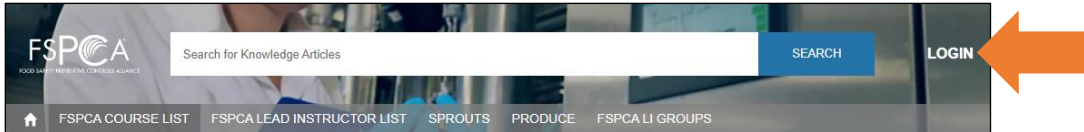
DO NOT START THE HUMAN FOOD LEAD INSTRUCTOR APPLICATION UNLESS YOU ARE READY TO TAKE THE ASSESSMENT. YOU WILL BE UNABLE TO PROCEED WITH THE APPLICATION WITHOUT ENTERING AN ASSESSMENT SCORE.

1. ACCESS THE ONLINE LEAD INSTRUCTOR APPLICATION

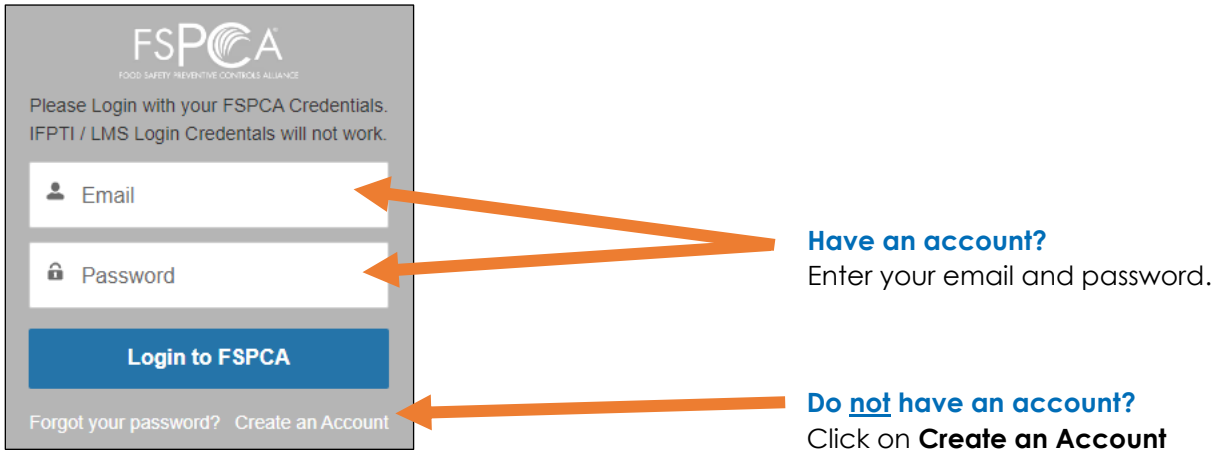
1.1. Visit https://fspca.my.site.com/FSPCA/s/?language=en_US

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)

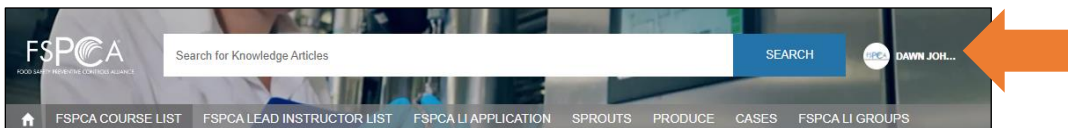


2.4. LOGIN Screen



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. Go to your email and look for an email from the Food Safety Preventive Controls Alliance Technical Assistance Network: fspcantan@iit.edu. Check spam or junk mail if not in your inbox.
- 3.3. Click on the **set password** link in the email to create a password
- 3.4. Create a password and click the **change password** button.
- 3.5. 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.

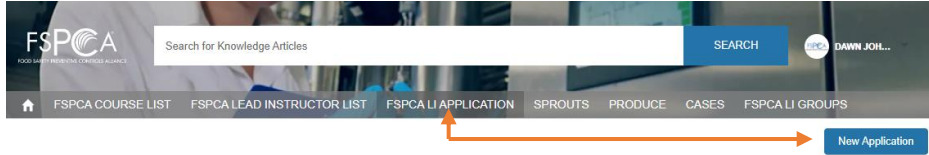
YOU ARE NOW READY TO MOVE ONTO THE FSPCA LEAD INSTRUCTOR APPLICATION

4.4

There are many more fields in the profile section than what is 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. ACCESSING THE LEAD INSTRUCTOR APPLICATION

- 5.1. Click on the **FSPCA LI APPLICATION** tab
- 5.2. Click on the blue **New Application** button



- 5.3. Click the “**Human Food Lead Instructor Application**” checkbox

Note! You are applying to become an FSPCA Human Food Lead Instructor only. If your application is approved, and you successfully complete the FSPCA Preventive Controls for Human Food Lead Instructor course, you may independently offer the current version of the FSPCA standardized curriculum (FSPCA Preventive Controls for Human Food Participant Course) directly to participants and issue FSPCA Preventive Controls for Human Food Certificates; you will not be qualified as an FSPCA Lead Instructor for any other FSPCA Curricula.

Select an Application

- Human Food Lead Instructor Application
- Animal Food Lead Instructor Application
- Foreign Supplier Verification Programs (FSVP) Lead Instructor Application
- Intentional Adulteration Vulnerability Assessment (IAVA) Lead Instructor Application

6. HUMAN FOOD INSTRUCTOR APPLICATION FIELDS

- 6.1. PCQI (Human Foods) Cert #

- Insert your FSPCA Preventive Controls for Human Food participant course certificate number into the field.

Human Food Lead Instructor Application

Prerequisite Course: An FSPCA Preventive Controls for Human Food participant course certificate number is required to begin an FSPCA Human Food Lead Instructor application.

* PCQI (Human Foods) Cert # ?

Note! An FSPCA Preventive Controls for Human Food participant course certificate number is required to begin an FSPCA Human Food Lead Instructor application. Certificates other than FSPCA are not accepted as meeting the prerequisite course for Lead Instructor training.

- 6.2. FSPCA Human Food Lead Instructor Candidate Assessment

- As a component of the application, FSPCA Lead Instructor Applicants will be administered a timed assessment that tests the applicant's knowledge of the final regulation.
- Individuals must score an 80% or higher on the assessment in order to proceed with the application.
- Click on the “Take the Assessment” link. This will take you to the Learning Management System (LMS). Log in using your username and password. If you need assistance, contact LMSadmin@ifpti.org.
- Return to your Lead Instructor application and input your score. Individuals who score below an 80% on the assessment may re-take the assessment after a period of 7 days from the time/date of their assessment.

Candidate Assessment: As a component of the application, FSPCA Lead Instructor Applicants will be administered a timed assessment that tests the applicant's knowledge of the final regulation. Individuals must score an 80% or higher on the assessment in order to proceed with the application. Individuals who score below an 80% on the assessment may re-take the assessment after a period of 7 days from the time/date of their assessment.

[Assessment FAQs](#)
[Take the Assessment](#)

* Enter Assessment Score ?

Assessment scores are validated. FSPCA Lead Instructor Applicants must possess unquestioned professional integrity. FSPCA reserves the right to deny an applicant based on falsified information.

6.3. How many courses have you taught as an instructor or trainer in the last 10 years?

- Choose one answer from the dropdown menu

6.4. How do you plan to use your Lead Instructor status?

- Select all that apply from the options available. Select multiple choices by holding down the Ctrl (Windows) or Command (Mac) key while clicking on the desired options.

6.5. How many FSPCA courses do you plan to deliver in the next two years?

- Choose one answer from the dropdown menu

6.6. How many people do you estimate you will train in the next two years?

- Choose one answer from the dropdown menu

6.7. Country of Residence

- Choose your country of residence from the dropdown menu

6.8. Attestation

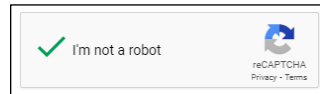
- Click the check box to indicate your agreement with the statement

6.9. Expiration

- Click the check box to indicate your understanding of application expiration

6.10. ReCAPTCHA

- Click the "I'm not a robot" reCAPTCHA box



6.11. **Click the blue [SAVE](#) button to advance to the next section of the application.**

- **Note!** If you do not advance to the next section, there may be errors in your form. Scroll up through the form, correct errors, click the reCAPTCHA box and try to [SAVE](#) again.

6.12. Food Safety Instructor Experience

- Summarize your food safety instructor experience. List courses you have taught in the role of an instructor or trainer. Include course name, start date, and your role in each course. Information should be as current as possible.

Course Name	Start Date	Your Role
test course		--None-- Instructor Co-Instructor Trainer Co-Trainer

- Click on the blue "ADD FOOD SAFETY INSTRUCTOR EXPERIENCE" button
- Type in the name of the course you taught
- Click on the calendar icon to choose the start date of the course
- Choose your role in the course from the dropdown menu options

6.13. Licensures/Certifications

- List your licensures and certifications related to food safety (e.g., HACCP certification)

- Click on the blue “ADD LICENSURE/CERTIFICATION” button
- Choose the type (e.g., Licensure or Certificate) from the dropdown menu
- Type in the name of the licensure or certificate

6.14. Professional Memberships/Affiliations

- List your food processing or food safety related memberships/affiliations (e.g., IAFP, IFT)

- Click on the blue “ADD PROFESSIONAL MEMBERSHIP/AFFILIATION” button
- Choose the type (e.g., Professional Membership or Affiliation) from the dropdown menu
- Type in a description of the membership or affiliation

6.15. Education

- List academic degrees. Prioritize academic degrees (BS, MS, PhD) over other information (certificate, diploma, etc.). Provide up to 5.

- Click on the blue “ADD EDUCATION” button
- Type in the Institution name
- Type in your Major
- Select your degree from the dropdown menu
- Click on the calendar icon to choose the start and end dates associated

6.16. Employment

- List current and past employers. Provide up to 5.

ADD EMPLOYMENT					
Employer	Title of Your Position	Start Date	End date	Current(Primary)	
<input type="text" value="IL Tech"/>	<input type="text" value="Faculty"/>	<input type="text" value="2011-11-23"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
<input type="text" value="Sample 2"/>	<input type="text" value="Faculty"/>	<input type="text" value="2006-05-03"/>	<input type="text" value="2011-11-18"/>	<input type="checkbox"/>	

- Click on the blue "ADD EMPLOYMENT" button
- Type in the employer's name
- Type in the title of your position
- Click on the calendar icon to choose the start date (and end date if appropriate)
 - For your current employer, leave the end date empty and click "Current (Primary)"

6.17. References

- Provide a minimum of 2. FSPCA reserves the right to seek out additional references to evaluate the Applicant, if necessary.

ADD REFERENCE						
First Name	Last Name	Title	Organization	Email	Phone	
<input type="text" value="First"/>	<input type="text" value="Last"/>	<input type="text" value="Manager"/>	<input type="text" value="FSPCA"/>	<input type="text" value="fspca@iit.edu"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- Click on the blue "ADD REFERENCE" button
- Type in the reference's first and last name, title, organization name, email and phone number

6.18. Please click on the "Save Information" button after you have completed 6.12 – 6.17.



6.19. CV/Resume

- Important! Do not complete this section without first clicking on the blue "Save Information" button. Doing so will erase all entries from tables.**
- PDF preferred; please limit to 3 pages or less

Upload your CV/ Resume *(PDF preferred, please limit to 3 pages or less)

Or drop files

No File Selected.

CV/Resume:	Title	FileType
<input type="text"/>	<input type="text"/>	<input type="text"/>

6.20. When you've finished uploading your CV/Resume, be sure to click the blue "Submit Application" button to submit your application. You should receive an automated response from fspcatan@iit.edu confirming successful submission of your Lead Instructor application. Check spam/junk email boxes if not seen. Allow 3-4 weeks for review.

