

COURSE TITLE	FSPCA Intentional Adulteration Vulnerability Assessment Lead Instructor Combination Course (<i>Participant Course PLUS Lead Instructor Course</i>)
LOCATION	Live, virtual
LANGUAGE	English
DURATION	Four 4.5-hour sessions
COURSE DATE	Participant Course: October 31 – November 1, 2023 Lead Instructor Course: November 7-8, 2023
COURSE TIME	9:00 am – 1:30 pm (U.S. Central) daily Please check-in at 8:45 am (U.S. Central) each day
COURSE ENROLLMENT FEE	\$1,599.00 USD
COURSE PLATFORM	Zoom
COURSE MATERIALS	After enrollment and completion of course prerequisites, electronic course resources will be available for download
ENROLLMENT LINK (Closes 10/10/2023)	You must log in to see the course: https://lms.ifpti.org/#/instructor-led-courses/09ecf392-6cac-4684-b9af-d913eeeca1c5

COURSE DESCRIPTION

This course combines the Conducting Vulnerability Assessments participant course with the FSPCA Intentional Adulteration Vulnerability Assessment Lead Instructor course.

FSPCA Conducting Vulnerability Assessments Participant Course

This course will provide participants with the knowledge to implement the requirements of conducting a vulnerability assessment under the *Mitigation Strategies to Protect Food Against Intentional Adulteration* (IA) regulation of the U.S. Food and Drug Administration (FDA). This regulation is one of a number of regulations and guidance that implement the provisions of the 2011 Food Safety Modernization Act (FSMA), which focuses on safe food practices.

The *Mitigation Strategies to Protect Food Against Intentional Adulteration* regulation (referred to as the IA rule) is aimed at preventing intentional adulteration from acts intended to cause wide-scale harm to public health, including acts of terrorism targeting the food supply. The regulation requires that certain activities must be completed by a “food defense qualified individual” who has successfully completed training in the conduct of a vulnerability assessment. This course developed by the FSPCA is the “standardized curriculum” recognized by FDA; successfully completing this course is one way to meet the requirements for a “food defense qualified individual” responsible for conducting a vulnerability assessment.

FSPCA Intentional Adulteration (IA) Vulnerability Assessment Lead Instructor Course

This course provides the participant the knowledge and tools needed to perform the duties of a Lead Instructor for the standardized training curriculum that FDA considers adequate in meeting the requirements for training of a “food defense qualified individual” for conducting a vulnerability assessment under the IA rule.

The course content is focused on strategies to aid in the effective instruction of the food defense activities and documentation that support conducting a vulnerability assessment using the three fundamental elements outlined in the IA rule. Administrative tasks for issuing Food Safety Preventive

Controls Alliance certificates are also covered as well as a refresher on effective presentation for the adult learner.

On Day 4 there is a Practicum “teach back” where each person will be asked to present a lesson from the curriculum (in English) to demonstrate your instructor skills and understanding of the FSPCA training materials. 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 Intentional Adulteration Vulnerability Assessment Combination Course, you will be qualified to be a Vulnerability Assessment Lead Instructor by the FSPCA. The *Conducting Vulnerability Assessments* participant course within this combination course is the standardized curriculum recognized as adequate by FDA for the qualified individual responsible for conducting vulnerability assessments. Successfully completing this training allows you to deliver the *Conducting Vulnerability Assessments* Participant Course as a Lead Instructor.

COURSE PREREQUISITES

NOTE! Prerequisite online modules must be completed no later than COB October 17, 2023. FSPCA reserves the right to add additional online modules as prerequisites.

1. Participants must be an approved Intentional Adulteration Vulnerability Assessment Lead Instructor candidate
2. Successful completion of [FSPCA IA Conducting Vulnerability Assessments using Key Activity Types course](#)
3. Successful completion of [FSPCA IA Identification and Explanation of Mitigation Strategies course](#)
4. Successful completion of Instructor Skills Overview online module. The online module is accessible upon enrollment.
5. Successful completion of the Course Administration online module. The online module is accessible upon enrollment.
6. Download all course resources. Electronic course resources are accessible upon enrollment.
7. Participants must attend the entire 4 days

COURSE RECOMMENDATIONS

We **strongly recommend** that you re-read the Mitigation Strategies to Protect Food against Intentional Adulteration regulation (IA rule) as well as the FSPCA IA Vulnerability Assessment Participant Manual v1.0 **before attending the course**. And, download the IA draft guidance document for reference during the course. The IA rule and guidance documents can be found at: <https://www.fda.gov/fooddefense>

COURSE REQUIREMENTS

1. **FSPCA Lead Instructor Waiver**
 - This waiver will need to be signed, scanned and emailed to fspca@iit.edu **no later than COB October 17, 2023**. A signed waiver must be on file in order to receive an FSPCA Lead Instructor certificate. The waiver is available in your course resources.
2. **FSPCA Recording and Personal Data Authorization**
 - This course and all breakout session will be recorded. This authorization form will need to be signed, scanned and emailed to fspca@iit.edu **no later than COB October 17, 2023**. Participants will not be admitted into the course until a signed form is on file with FSPCA. The form is available in your course resources.

3. Photo ID

- Email a copy of your ID to fspca@iit.edu **no later than COB October 17, 2023**. Any ID with your name and photo will be fine. **Please block out any sensitive information, such as DOB, DL# on the ID.**

4. Visual Contact

- Participants must have visual contact with instructors throughout the entire course (e.g., webcam)
- Remote participation identification and verification will take place

5. Course Evaluation

- A link to the online course evaluation will be provided to course participants **after** successful completion of the course. Participants will have 72 hours to complete the evaluation. Course certificates will not be issued until a course participant has completed the evaluation.

COURSE MATERIALS

After completing all course prerequisites, the electronic course resources will be available for download from the course-landing page. After downloading the electronic course resources, we expect you to read the materials and have them accessible at all times during the course. **Note: you must have the Instructor Guide and Workbook visually available at all times during the course.**

Hard copies of the Instructor's Guide and Workbook are highly recommended. You may:

- Print on your own
- Send to a local printer
- **Order a hard copy of the Participant Manual and/or Exercise Workbook:**
 - Amazon: https://www.amazon.com/s?k=fspca&ref=nb_sb_noss_2, or
 - FSPCA Bookstore: <https://bookstorefspca.ifpti.org/index.php/iava.html>
- **Order a hard copy of the Instructor Guide:**
 - Contact IFPTI at FSPCA@ifpti.org
 - **NOTE: Instructor Guide hard copies must be ordered three weeks prior to the course start date**

ZOOM TECHNICAL CHECK-IN

We strongly encourage you to join this test session. We will use this session to test your audio and video, familiarize you with the use of the chat, polling, and file sharing features, and to troubleshoot any Zoom connection issues. After completing all course prerequisites, the Zoom link can be accessed from the course landing page under "Course and Login Information".

- **Date:** Thursday, October 26, 2023
- **Time:** 9:00 am – 10:00 am (U.S. Central)
- **Duration:** Approximately 5-10 minutes per participant

ATTENDING THE COURSE

- **Agenda:** This combination course agenda is covered in four days. **You must be present for the entire course.**
- **Zoom Course Login Information:** After completing all course prerequisites, the Zoom link can be accessed from the course landing page under "Course and Login Information".
 - Contact the LMS Admin at LMSadmin@ifpti.org **prior to the course** if assistance is needed
- Please check-in by 8:45 am (U.S. Central) daily as we will begin promptly at 9:00 am (U.S. Central).

VIRTUAL COURSE REQUIREMENTS

- 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
- Supported browsers include
 - Windows: Edge 12+, Firefox 27+, Chrome 30+
 - macOS: Safari 7+, Firefox 27+, Chrome 30+
 - Linux: Firefox 27+, Chrome 30+
- Please note at this time joining by Tablet or Phone is **not** permitted.

TECHNICAL SUPPORT

If you need technical assistance, please contact the LMS administration team at LMSadmin@ifpti.org or by phone at (269) 488-3258.

Additional questions? Contact fspca@iit.edu