

**Virtual (Zoom Platform)  
December 9-12, 2025**

**Enrollees are expected to log in 15 minutes prior to the course start time each day.**

<b>Start Time</b>	8 AM PT	9 AM MT	10 AM CT	11 AM ET
<b>End Time</b>	2:30 PM PT	3:30 PM MT	4:30 PM CT	5:30 PM ET

This Lead Instructor course agenda is covered in **four days** with short breaks.  
You must be present for the entire course for you to receive your Lead Instructor certificate.  
Late arrival and/or early departure will prevent issuance of certificate.

Day 1		
8 AM – 2:30 PM PT 9 AM – 3:30 PM MT 10 AM – 4:30 PM CT 11 AM – 5:30 PM ET	Tech Check - 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.	
	Attendance	
	Welcome, Introductions & FSPCA Preventive Controls for Human Food Instructor Materials Overview	
	<b>10-MINUTE BREAK</b>	
	<b>Preface:</b> Overview and Example Agenda for Participant Course	
	<b>Chapter 1:</b> Food Safety Plan Overview for Preventive Controls for Human Food & Explain Exercise <sup>1</sup>	
	<b>Chapter 2:</b> Current Good Manufacturing Practice and Prerequisite Programs for Human Food	
	<b>20-MINUTE LUNCH BREAK</b>	
	<b>Chapter 3:</b> Biological Food Safety Hazards for Human Food (& Appendix 4)	
	<b>Chapter 4:</b> Chemical, Physical, and Economically Motivated Food Safety Hazards for Human Food & Group Discussion	
	<b>10-MINUTE BREAK</b>	
	<b>Chapter 5:</b> Preliminary Steps in Developing a Food Safety Plan for Human Food (& Appendix 3) & Explain Exercise	
	Questions / Expectations for Day 2	
	<b>Adjourn</b>	

<sup>1</sup> All exercises focus on review of the Exercise Objective and how Instructors can use adult learning concepts to adapt exercises to facilitate learning. **ToTs will just explain how to administer the exercise NOT actually conduct exercise.**

<sup>2</sup> On Day 4 there is a Practicum "teach back" where each person 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. **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.**

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Day 2		
8 AM – 2:30 PM PT  9 AM – 3:30 PM MT  10 AM – 4:30 PM CT  11 AM – 5:30 PM ET	Questions from previous day	
	<b>Chapter 6: Hazard Analysis for Human Food &amp; Exercise using FDA Hazard Guide</b> • Common Process-Related and Facility-Related Hazards (FORM 0231)	
	<b>10-MINUTE BREAK</b>	
	<b>Chapter 7: Preventive Controls Determination for Human Food &amp; Explain Exercise</b>	
	<b>Chapter 8: Process Preventive Controls for Human Food – Parameters and Values, Including Critical Limits</b>	
	<b>20-MINUTE LUNCH BREAK</b>	
	<b>Chapter 9: Process Preventive Controls for Human Food – Monitoring and Corrective Action</b>	
	<b>Chapter 10: Process Preventive Controls for Human Food – Verification and Recordkeeping &amp; Explain Exercise</b>	
	<b>10-MINUTE BREAK</b>	
	<b>Chapter 11: Food Allergen Preventive Controls for Human Food &amp; Explain Exercise</b>	
Questions / Expectations for Day 3		
Adjourn		

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Day 3		
8 AM – 2:30 PM PT  9 AM – 3:30 PM MT  10 AM – 4:30 PM CT  11 AM – 5:30 PM ET	Questions from Previous Day	
	<b>Chapter 12: Sanitation Preventive Controls for Human Food (Appendices 5 &amp; 6) &amp; Explain Exercise</b>	
	<b>10-MINUTE BREAK</b>	
	<b>Chapter 13: Supply-Chain Preventive Controls for Human Food &amp; Explain Exercise</b>	
	<b>Chapter 14: Food Safety Plan Implementation and Management for Human Food</b>	
	<b>20-MINUTE LUNCH BREAK</b>	
	<b>Chapter 15: Recall Plan for Human Food &amp; Explain Exercise</b>	
	<b>Chapter 16: Regulation Overview – Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based Preventive Controls for Human Food</b> <ul style="list-style-type: none"> <li>Food Facility Type and Applicable Regulations Table (FORM 0064)</li> <li>FDA Regulatory Oversight (Appendix 7)</li> </ul>	
	Assign Chapters for Practicum "Teach Back" <sup>2</sup>	
	<b>10-MINUTE BREAK</b>	
	LI Candidates Prepare for "Teach Back" – Breakout Rooms	
	Questions (teach backs) / Expectations for Day 4	
Adjourn		

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Day 4		
8 AM – 2:30 PM PT  9 AM – 3:30 PM MT  10 AM – 4:30 PM CT  11 AM – 5:30 PM ET	Questions from Previous Day	
	Course Wrap-up and Next Steps	
	<b>Exercise (Group 1):</b> Practicum "Teach Back"	
	<b>5-MINUTE BREAK</b>	
	<b>Exercise (Group 2):</b> Practicum "Teach Back"	
	<b>5-MINUTE BREAK</b>	
	<b>Exercise (Group 3):</b> Practicum "Teach Back"	
	<b>10-MINUTE BREAK</b>	
	<b>Post Exercise:</b> Individual Feedback Sessions	
	Simultaneous Q&A Session with LI Candidates during Post Exercise <ul style="list-style-type: none"> <li>• Present <b>Course Delivery and Administration Module</b></li> <li>• Answer LI candidate questions;</li> <li>• Review Course Advertising Requirements (PCHF FORM 0028),</li> <li>• Review Policy 0017;</li> <li>• Review Lead Instructor Portal Contents (PCHF FORM 0224); and</li> <li>• Show FSPCA Community Course List and demo how to register a course</li> </ul>	
Online Course Evaluation & Final Questions		
Adjourn		

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