

Virtual (Zoom Platform)
December 17-19, 2025

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

Start Time	8 AM PT	9 AM MT	10 AM CT	11 AM ET
End Time	1:00 PM PT	2:00 PM MT	3:00 PM CT	4:00 PM ET

This course agenda is covered in **three 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.

Time	Day 1
9:45 AM – 10:00 AM CT	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.
10:00 AM – 3:00 PM CT	Attendance
	Welcome, Introductions & FSPCA Foreign Supplier Verification Instructor Materials Overview
	10-MINUTE BREAK
	Preface: Introduction to the FSVP Course
	Chapter 1: Context: FSMA and FSVP
	Chapter 2: Setting the Stage: Building the Foundation for the FSVP Process & Explain Exercise ¹
	20-MINUTE LUNCH BREAK
	Chapter 8: Importer Identification
	Chapter 3: Overview of Requirements & Explain Exercise ¹
	Questions / Expectations for Day 2
Adjourn	

Time	Day 2
10:00 AM – 3:00 PM CT	Attendance and Questions from Previous Day
	Preventive Controls and Produce Safety Session
	Chapter 4: Hazard Analysis & Explain Exercise ¹
	10-MINUTE BREAK
	Chapter 5: Evaluation and Approval of Foreign Supplier
	Chapter 6: Foreign Supplier Verification
	20-MINUTE LUNCH BREAK
	Chapter 7: Reevaluation of Foreign Supplier Performance
	Chapter 9: Importance of Records & Explain Exercise ¹
	Chapter 10: FDA Oversight
	10-MINUTE BREAK
	Assign Chapters/Slides for Practicum "Teach Back" ²
	LI Candidates Prepare for "Teach Back" ² – Breakout Rooms
	Questions / Expectations for Day 3 / Class Photo
Adjourn	

¹ 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.**

² On Day 3 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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Time	Day 3
10:00 AM - 3:00 PM CT	Attendance and Questions from Previous Day
	Course wrap-up and next steps
	Exercise (Group 1): Practicum "Teach Back" ²
	5-MINUTE BREAK
	Exercise (Group 2): Practicum "Teach Back" ²
	5-MINUTE BREAK
	Exercise (Group 3): Practicum "Teach Back" ²
	10-MINUTE BREAK
	Post Exercise: Individual Feedback Sessions
	Simultaneous Q&A Session with LI Candidates
	Present Course Delivery and Administration Module
	Online Course Evaluation / Final Questions
	Adjourn

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