

<b>COURSE TITLE</b>	<b>PREVENTIVE CONTROLS FOR HUMAN FOOD (PCHF) VERSION 2.0 LEAD INSTRUCTOR REFRESHER TRAINING COURSE</b>
<b>LOCATION</b>	Live, virtual
<b>DURATION</b>	8 hours with short breaks
<b>TECHNICAL CHECK-IN</b>	Log in 30 minutes prior to the course start time for a technical check in
<b>ENROLLMENT ELIGIBILITY</b>	You must be an FSPCA Preventive Controls for Human Food Lead Instructor
<b>ENROLLMENT FEE</b>	\$449.00 USD
<b>COURSE PLATFORM</b>	Zoom
<b>COURSE MATERIALS</b>	Electronic course materials will be accessible from the course landing page after enrollment
<b>ENROLLMENT</b>	Multiple dates and times are available. Choose from the course list by clicking on the enrollment link: <a href="https://lms.ifpti.org/#/catalog/959e1e20-edf1-4ec9-9765-cc0d0d86338e">https://lms.ifpti.org/#/catalog/959e1e20-edf1-4ec9-9765-cc0d0d86338e</a>

### **COURSE DESCRIPTION**

The FSPCA Preventive Controls for Human Food (PCHF) Version 2.0 Lead Instructor Refresher Training course was developed to provide an overview of the design and instructor materials of the FSPCA PCHF Version 2.0 standardized curriculum.

The Refresher Training course reviews the key updates to FSPCA PCHF Version 2.0 course content and provides guidance on how to use the Instructor Guide and instructor portal resources to support your Version 2.0 participant course delivery.

Successful completion of this Lead Instructor Refresher Training course is required for existing FSPCA PCHF Version 1.2 Lead Instructors to register and deliver the *FSPCA Preventive Controls for Human Food Version 2.0 participant course*.

**IMPORTANT!** Upon successful completion of the course, you may register FSPCA Preventive Controls for Human Food (PCHF) Version 2.0 participant courses at any time.

**However,** no FSPCA Preventive Controls for Human Food (PCHF) Version 2.0 participant course may be delivered before January 1, 2025.

**COURSE PREREQUISITES**

**2 weeks prior to the course start date**, you must complete the following course prerequisites. Failure to successfully complete the prerequisites by the due date noted will remove your eligibility to attend the course. Refunds will not be issued.

1	Review, sign, and email the completed FSPCA Recording and Personal Data Authorization Form to <a href="mailto:fspca@iit.edu">fspca@iit.edu</a>
2	Email a copy of your ID to <a href="mailto:fspca@iit.edu">fspca@iit.edu</a> . Any ID with your name and photo will be fine. <u>Please block out any sensitive information, such as DOB, DL# on the ID.</u>
3	Download the electronic course materials. You must have the materials accessible at all times during the course.

**SUPPORT:** Forms and electronic course materials are available on the course landing page. If you need assistance accessing these items, please contact the LMS administration team at [LMSadmin@ifpti.org](mailto:LMSadmin@ifpti.org) or by phone at 1-269-488-3258.

**COURSE REQUIREMENTS**

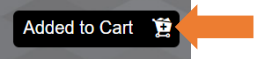
1	You are required to have visual contact with instructors throughout the entire course (e.g., webcam). Remote participation identification and verification will take place.
2	You are required to be present and engaged for the entire course to receive your Lead Instructor certificate.
3	You are required to have the following: <ul style="list-style-type: none"> <li>• An internet connection – broadband wired or wireless (4G/LTE)</li> <li>• Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth</li> <li>• A webcam or HD webcam - built-in or USB plug-in</li> <li>• A supported browser <ul style="list-style-type: none"> <li>i. Windows: Edge 12+, Firefox 27+, Chrome 30+</li> <li>ii. macOS: Safari 7+, Firefox 27+, Chrome 30+</li> <li>iii. Linux: Firefox 27+, Chrome 30+</li> </ul> </li> </ul> <p><b>NOTE:</b> At this time joining by Tablet or Phone is <u>not</u> permitted</p>

**COURSE RECCOMENDATIONS**

We recommend you join the Zoom technical check-in. 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.

- **Time:** 30 minutes prior to the course start time
- **Duration:** Approximately 5-10 minutes per participant
- **Zoom:** Use the course Zoom link to attend this session.

The course Zoom link will be sent from "noreply@absorb.com" when you enroll. Please save this email. The Zoom link can also be found on the course landing page under "Course and Login Information".

<b>ENROLLING IN THE COURSE</b>	
1	Log into <a href="https://lms.ifpti.org">https://lms.ifpti.org</a> with your username and password
2	Open a <b>new</b> browser tab. Paste this link into the new browser tab: <a href="https://lms.ifpti.org/#/catalog/959e1e20-edf1-4ec9-9765-cc0d0d86338e">https://lms.ifpti.org/#/catalog/959e1e20-edf1-4ec9-9765-cc0d0d86338e</a>
3	Click on the course session you would like to attend. Click on the cart icon located in the top right-hand corner to add the course to your cart. You will see the cart change to "Added to Cart". 
4	Click on the "Added to Cart" box again to check out and "Proceed to Checkout". Fill in your account information (name, address, etc.), agree to the terms and conditions then "Proceed to Checkout". <ul style="list-style-type: none"> <li>• <b>NOTE:</b> The course fee is \$449.00 USD</li> </ul>
5	After you have paid the enrollment fee, you will receive a confirmation email from <a href="mailto:noreply@myabsorb.com">noreply@myabsorb.com</a> . Check spam or junk mail if you have not received a confirmation.
<b>ATTENDANCE, CANCELLATION, AND RESCHEDULING POLICY</b>	
<b>Attendance</b>	
<ul style="list-style-type: none"> <li>• You must be present for the entire course in order for you to receive your Lead Instructor certificate. Late arrival and/or early departure will prevent issuance of certificate. No refund will be issued.</li> </ul>	
<b>Cancellation</b>	
<ul style="list-style-type: none"> <li>• To receive a full refund, enrollees must cancel at least 30 days before the course start date.</li> <li>• To receive a 50% refund, enrollees must cancel at least 7-29 days before the course start date.</li> <li>• If enrollees cancel less than 7 days before the course start date, no refund will be issued.</li> </ul>	
<b>Rescheduling</b>	
<ul style="list-style-type: none"> <li>• If enrollees cancel at least 7 days before the course start date, they may request to be rescheduled into an alternate session date where seats are available. A \$50.00 USD rescheduling fee will apply.</li> <li>• If enrollees cancel less than 7 days before the course start date, the rescheduling option will not be available and no refund will be issued.</li> </ul>	
<i>In the event of extenuating circumstances, please contact <a href="mailto:fspca@iit.edu">fspca@iit.edu</a>.</i>	
<b>TECHNICAL SUPPORT</b>	
If you need technical assistance, please contact the LMS administration team at <a href="mailto:LMSadmin@ifpti.org">LMSadmin@ifpti.org</a> or by phone at 1-269-488-3258.	

**Additional questions?** Contact [fspca@iit.edu](mailto:fspca@iit.edu)

**Virtual (Zoom Platform)**  
10:00 AM – 6:00 PM (Time Zone Varies by Session)

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

AGENDA		
START	END	TOPIC
10:00 AM	10:05 AM	Attendance
10:05 AM	10:15 AM	Welcome and Introductions
10:15 AM	10:25 AM	<b>Preface:</b> Introduction to Course
10:25 AM	11:10 AM	<b>Part 1:</b> Chapter Overview, Learning Objectives for Chapters 1-4
11:10 AM	11:55 AM	<b>Part 2:</b> Chapter 5 and Changes to Appendix 3 E.G. Food Company
11:55 AM	12:25 PM	<b>30-MINUTE BREAK</b>
12:25 PM	2:55 PM	<b>Part 3:</b> Chapters 6 & 7
2:55 PM	3:10 PM	<b>15-MINUTE BREAK</b>
3:10 PM	3:40 PM	<b>Part 4:</b> Chapters 8-12
3:40 PM	4:55 PM	<b>Part 5:</b> Chapters 13-16
4:55 PM	5:05 PM	<b>Part 6:</b> Appendices
5:05 PM	5:20 PM	<b>15-MINUTE BREAK</b>
5:20 PM	5:35 PM	<b>Part 7:</b> Course Administration
5:35 PM	5:45 PM	<b>Wrap Up and Next Steps</b>
5:45 PM	6:00 PM	Questions
ADJOURN		