

<b>COURSE TITLE</b>	<b>PREVENTIVE CONTROLS FOR HUMAN FOOD (PCHF) VERSION 2.0 LEAD INSTRUCTOR REFRESHER TRAINING COURSE</b>
<b>LOCATION</b>	<b>Chicago Marriott Southwest at Burr Ridge</b> 1200 Burr Ridge Parkway, Burr Ridge, IL 60527
<b>DATE</b>	Monday, November 18, 2024
<b>DURATION</b>	8:00 AM – 4:30 PM U.S. Central
<b>ENROLLMENT ELIGIBILITY</b>	You must be an FSPCA Preventive Controls for Human Food Lead Instructor
<b>ENROLLMENT FEE</b>	\$599.00 USD
<b>MEALS</b>	Includes all day beverage service, catered breaks and lunch
<b>COURSE PLATFORM</b>	In-Person
<b>COURSE MATERIALS</b>	Hardcopy of the FSPCA Preventive Controls for Human Food (PCHF) Version 2.0 Lead Instructor Guide and Workbook
<b>ENROLLMENT</b>	<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.

<b>COURSE REQUIREMENTS</b>	
1	<b>You must be present for the entire course in order for you to receive your Lead Instructor certificate.</b> Late arrival and/or early departure will prevent issuance of certificate.
2	You are required to be engaged for the entire course to receive your Lead Instructor certificate.

<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 \$599.00 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.

### **ATTENDANCE, CANCELLATION, AND RESCHEDULING POLICY**

#### **Attendance**

- 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.

#### **Cancellation**

- To receive a full refund, enrollees must cancel at least 30 days before the course start date.
- To receive a 50% refund, enrollees must cancel at least 7-29 days before the course start date.
- If enrollees cancel less than 7 days before the course start date, no refund will be issued.

#### **Rescheduling**

- 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.
- 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.

*In the event of extenuating circumstances, please contact [fspca@iit.edu](mailto:fspca@iit.edu).*

### **TECHNICAL SUPPORT**

If you need technical assistance, please contact the LMS administration team at [LMSadmin@ifpti.org](mailto:LMSadmin@ifpti.org) or by phone at 1-269-488-3258.

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

**Chicago Marriott Southwest at Burr Ridge**  
1200 Burr Ridge Parkway, Burr Ridge, IL 60527

**Monday, November 18, 2024**  
8:00 AM – 4:30 PM U.S. Central

This Lead Instructor Refresher Training course agenda is covered in **one day** with 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
8:00 AM	8:05 AM	Attendance
8:05 AM	8:15 AM	Welcome and Introductions
8:15 AM	8:25 AM	<b>Preface:</b> Introduction to Course
8:25 AM	9:10 AM	<b>Part 1:</b> Chapter Overview, Learning Objectives for Chapters 1-4
9:10 AM	9:25 AM	<b>15-MINUTE BREAK</b>
9:25 AM	10:10 AM	<b>Part 2:</b> Chapter 5 and Changes to Appendix 3 E.G. Food Company
10:10 AM	11:25 AM	<b>Part 3:</b> Chapter 6
11:25 AM	12:25 PM	<b>1-HOUR CATERED LUNCH BREAK</b>
12:25 PM	1:40 PM	<b>Part 3:</b> Chapter 7
1:40 PM	2:10 PM	<b>Part 4:</b> Chapters 8-12
2:10 PM	2:25 PM	<b>15-MINUTE BREAK</b>
2:25 PM	3:40 PM	<b>Part 5:</b> Chapters 13-16
3:40 PM	3:50 PM	<b>Part 6:</b> Appendices
3:50 PM	4:05 PM	<b>Part 7:</b> Course Administration
4:05 PM	4:15 PM	<b>Wrap Up and Next Steps</b>
4:15 PM	4:30 PM	Questions
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