

COURSE TITLE	FSPCA Preventive Controls for Animal Food Lead Instructor Training
LOCATION	Institute for Food Safety and Health (IFSH) Room 100 6502 S. Archer Road, Bedford Park, IL 60501
DURATION	Three 9-hour sessions (includes breaks and 1 hour lunch daily)
COURSE DATES	November 28-30, 2023
COURSE TIME	8:00 am – 5:00 pm (U.S. Central) daily
COURSE ENROLLMENT FEE	\$1,599.00 USD
COURSE PLATFORM	In-Person
COURSE MATERIALS	All course materials will be provided at the course location
ENROLLMENT LINK <i>(closes 11/7/2023)</i>	You must log in to see the course: https://lms.ifpti.org/#/instructor-led-courses/f8ca646d-2e24-4baf-ba1a-996bb56a8f75

COURSE DESCRIPTION

FSPCA Preventive Controls for Animal Food Lead Instructor Training

This 3-day course provides the enrollee 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 preventive controls qualified individual (PCQI) under FDA's *Hazard Analysis and Risk-based Preventive Controls for Animal Food* rule.

The course content is focused on strategies to aid in the effective instruction of the food safety activities and documentation that support the creation and implementation of a preventive controls Food Safety Plan. Administrative tasks for issuing Food Safety Preventive Controls Alliance participant course certificates is also covered. A refresher on effective presentation for the adult learner is covered in the Instructor Skills Overview online module that you must complete prior to being accepted in the course.

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. Each enrollee will have to demonstrate:

1. Knowledge of FSMA Statute and the reasons for the Act
2. Knowledge of the FSMA regulations
3. Specific knowledge of the FSMA final rule addressed in the Lead Instructor training (read the rule prior to the training)
4. Awareness of the FDA FSMA technical resources, e.g., website, rules, guidance documents, FDA's Technical Assistance Network (TAN)
5. Training experience and ability to effectively deliver course materials
6. Food safety or other applicable experience that meets the requirements of the FSPCA Lead Instructor qualifications

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, 3-day FSPCA Lead Instructor Course for Preventive Controls for Animal Food, you will be trained to be a Lead Instructor by the FSPCA. Successfully completing this training allows you to deliver the *FSPCA Preventive Controls for Animal Food* participant course as a Lead Instructor. You will receive email notification upon completion of the course with instructions on

how to download the *Lead Instructor for Preventive Controls for Animal Food* FSPCA certificate of completion.

COURSE PREREQUISITES

1. Enrollees must be an approved Animal Food Lead Instructor candidate
2. Enrollees must have an FSPCA certificate of completion from the [FSPCA Preventive Controls for Animal Food Course](#)
3. Successful completion of PCAF Part 1: Online course. Module will be accessible on the course landing page upon enrollment. **This module must be completed no later than COB November 14, 2023.**
4. Successful completion of Instructor Skills Overview online module. Module will be accessible on the course landing page upon enrollment. **This module must be completed no later than COB November 14, 2023.**
5. Participants must attend the entire 3 days.

COURSE RECOMMENDATIONS

1. We **strongly recommend** that you re-read FDA's Preventive Controls for Animal Food regulation as well as your FSPCA participant manual before attending the Lead Instructor course. FDA rules and guidance documents can be found at:
<https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm253380.htm>

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 November 14, 2023**. A signed waiver must be on file in order to receive an FSPCA Lead Instructor certificate. The waiver can be downloaded from the course landing page upon enrollment.
2. **Course Evaluation**
 - A link to the online course evaluation will be provided to course enrollees **after** successful completion of the course. Enrollees will have 72 hours to complete the evaluation. Course certificates will not be issued until a course enrollee has completed the evaluation.

TRAINING LOCATION

Institute for Food Safety and Health (IFSH)

Room 100
6502 South Archer Road, Bedford Park, IL 60501

ARRIVING AT IFSH

- A parking pass is required for all guests who wish to park at the facility. **Please email fspca@iit.edu no later than November 17, 2023 to request a parking pass.**
- Enter at the front of the building, East center doorway
- Check in with security at the front desk. You will be required to sign in and show your state ID, passport or government credentials. Once checked in, you will receive a guest badge and be escorted to the Training Room.
- You will be required to sign out, and turn in your guest badge upon departure daily
- The building does not open until 7:30 am, no guest entry is allowed prior to this time

MEALS

Lunch, snacks and beverages will be provided daily. Breakfast and dinner is on your own. **Please email fspca@iit.edu with any dietary restrictions no later than November 17, 2023.** We will do our best to accommodate requests but all requests may not be guaranteed.

HOTELS SUGGESTIONS

Chicago Marriott Southwest at Burr Ridge (7 miles to IFSH)

1200 Burr Ridge Parkway, Burr Ridge, IL 60527

Phone: (630) 986-4100

Website: <https://www.marriott.com/hotels/travel/chisw-chicago-marriott-southwest-at-burr-ridge/?scid=bb1a189a-fec3-4d19-a255-54ba596febe2>

- Complimentary on-site parking
- Shuttle service is **not** available. You will be required to secure transportation to/from the hotel/IFSH.

SpringHill Suites (9 miles to IFSH)

15W90 N. Frontage Rd., Burr Ridge, IL 60527

Phone: 630-323-7530

Website: <https://www.marriott.com/hotels/hotel-rooms/chibu-springhill-suites-chicago-southwest-at-burr-ridge-hinsdale/>

- Complimentary on-site parking
- Shuttle service is **not** available. You will be required to secure transportation to/from the hotel/IFSH.

AIRPORT INFORMATION

Chicago Midway International Airport (MDW) (6 miles to IFSH)

<https://www.flychicago.com/midway/home/pages/default.aspx>

(773) 838-0600

Chicago O'Hare International Airport (ORD) (23 miles to IFSH)

<https://www.flychicago.com/ohare/home/pages/default.aspx>

(800) 832-6352

TECHNICAL SUPPORT

If you need assistance enrolling, or accessing the online modules, please contact the LMS administration team at LMSadmin@ifpti.org or by calling (269) 488-3258.

Additional questions? Contact fspca@iit.edu or by calling (708) 563-8188.