FSPCA BLENDED COURSE: FOREIGN SUPPLIER VERIFICATION PROGRAMS (FSVP)

This Food Safety Preventive Controls Alliance (FSPCA) Blended Training course was developed to provide an alternative way for individuals to complete the FSPCA Foreign Supplier Verification Programs course. The Blended course consists of 2 parts. Part 1 is online, and Part 2 is Instructor-Led. Both parts must be completed in order to obtain the FSPCA Participant Certificate of Training. Any FSVP Lead Instructor can provide a one-day (minimum 8 contact hours) Part 2: Instructor-Led course, and you can search for upcoming courses and FSVP Lead Instructors on the FSPCA Community website.

IMPORTANT

Once you begin the process, you have up to six months to complete the Part 1: Online course.
Upon completion, you have nine months to complete a Part 2: Instructor-Led course.
We recommend you have a Part 2: Instructor-Led course identified before enrolling in Part 1: Online.

Before you enroll for Part 1: Online course, please read the background information at this site to help you understand how the course is structured and what options will work best for you. You should plan from 4.5-6 hours to take the Part 1: Online course which includes knowledge checks after each chapter but you can start and stop at the end of each module along the way – it does not have to be continuous. There is a 4-hour inactivity time-out so make sure you complete an individual module before closing out or you may have to start at the beginning of that module again. Any completed modules will remain saved.

1. **The FSPCA Blended Training Program**
   Course Structure
   Part 1: Online
   Part 2: Instructor-Led

2. **Items to Consider Before You Start**
   Minimum Computer Requirements
   A copy of the FSPCA Foreign Supplier Verification Programs Training Manual

3. **Logging into Part 1: Online Course**

4. **Retrieving your FSPCA Participant Certificate of Training**

THE FSPCA FOREIGN SUPPLIER VERIFICATION PROGRAMS BLENDED COURSE

This FSPCA Foreign Supplier Verification Programs Blended Course was developed by FSPCA - a public-private partnership of university, industry, and government representatives. The course is based on version 1.1 (2017 edition) of the FSPCA Foreign Supplier Verification Programs course.

TRAINING AND THE FOREIGN SUPPLIER VERIFICATION PROGRAMS REGULATION

This course is a training curriculum that will provide participants with an understanding of the requirements of the "Foreign Supplier Verification Programs (FSVP) for Importers of Food for Humans and Animals" regulation. This curriculum was designed by regulatory, academic, and industry professionals and developed with funding from FDA as part of the FSPCA.

This course is designed for the U.S. importer who will be taking responsibility for fulfilling the requirements of the FSVP rule.

- Taking this course is not required.
- Successfully completing this course will help you to understand the FSVP requirements, and how those requirements can be met in your particular circumstances.

BLENDED COURSE STRUCTURE

Training Sequence – This Blended course has two parts. Those who complete the Part 1: Online are eligible to attend a one-day (minimum 8 contact hours) Part 2: Instructor-Led course taught by an FSPCA FSVP Lead Instructor. You must complete both parts to receive the FSPCA Participant Certificate of Training.

PART 1: ONLINE

Course Content – Part 1: Online course consists of 12 modules covering:

1	**Preface:** Introduction to the Course	7	**Chapter 5:** Evaluation and Approval of Foreign Supplier
2	**Chapter 1:** Context: FSMA and FSVP	8	**Chapter 6:** Foreign Supplier Verification
3	**Chapter 2:** Setting the Stage: Building the Foundation for the FSVP Process	9	**Chapter 7:** Reevaluation of Foreign Supplier Performance and Food Risk, and Corrective Actions
4	**Chapter 3:** Overview of the Requirements	10	**Chapter 8:** Importer Identification at Entry
5	**PCPS:** Preventive Controls and Produce Safety Session	11	**Chapter 9:** Importance of Records
6	**Chapter 4:** Hazard Analysis	12	**Chapter 10:** FDA Oversight

Enrollment – The Part 1: Online course is $208 USD. Click here to enroll. Once enrolled, you can begin the course immediately. You will also receive an automated enrollment confirmation email. **You have 6 months to complete the online course, so plan accordingly!**

Completion – Upon completion of Part 1: Online, you will receive an Enrollment Ticket for Part 2: Instructor-Led course and a Completion Email. Present either the Enrollment Ticket or Completion Email to your Part 2 FSVP Lead Instructor. **You will not be able to attend the Part 2: Instructor-Led course without providing evidence of Part 1: Online course completion.**

Reminder: Be sure your email address is accurate and used consistently for both parts of the blended course. You may also need to enable your email system to accept messages from noreply@myabsorb.com. Some systems move unknown messages to Spam, Junk, or Trash mailboxes or refuse delivery unless you approve or enter the email addresses that you deem acceptable, into your address book.

PART 2: INSTRUCTOR-LED

The Part 2: Instructor-Led course is a review of the chapters from the Part 1: Online course. Part 2 courses are taught by Lead Instructors trained by the FSPCA, who have been instructed in how to teach the FSPCA FSVP curriculum using the FSPCA Blended Part 2 Power Point slide deck. This course will address questions that you may have related to the material covered in the Part 1: Online course. You will complete exercises applying the knowledge that you gained through the course materials.

Course Content – Part 2: Instructor-Led course example agenda with required exercises

Chapter	Topic
	Review - Introduction to FSVP Course
1	Review - Context
2	Review - Setting the Stage & **EXERCISES**
3	Review - Overview of the Requirements & **EXERCISES**

4	Review - Hazard Analysis & **EXERCISES**
5	Review - Evaluation and Approval of Foreign Supplier
6	Review - Foreign Supplier Verification
7	Review - Reevaluation of Foreign Supplier Performance and Food Risk, and Taking Corrective Actions
8	Review - Importer Identification at Entry
9	Review - Importance of Records & **EXERCISES**
10	Review - FDA Oversight

To receive the FSPCA Participant Certificate of Training from the FSPCA, you **must complete** the Part 1: Online course **before** the Part 2: Instructor-Led course.

Enrollment – Enrollment for Part 2: Instructor-Led courses is handled by individual FSVP Lead Instructors. Visit the FSPCA Community, choose the Course List tab and select FSVP Part 2 as the COURSE TYPE to see what FSVP Part 2 courses are available.

You will need to present your Enrollment Ticket or Completion Email from the Part 1: Online course in order to attend the Part 2: Instructor-Led course.

Please note, you have nine months from the completion of the Part 1: Online course to complete a Part 2: Instructor-Led course, so plan accordingly. After nine months, your Enrollment Ticket for Part 2 will be void, thus preventing your admittance to a Part 2: Instructor-Led course. You will have to complete Part 1: Online again in order to receive a new, valid Enrollment Ticket. **There are no refunds.**

FSPCA Certificate of Training – Upon completion of the Blended course, participants will receive the FSPCA "Certificate of Training."

MINIMUM COMPUTER REQUIREMENTS

Browser – Part 1: Online course runs on the latest versions of all popular internet browsers; however, for best result we recommend Google Chrome. If you are using a PC, your operating system should be at least Windows 7. If you are using a Mac, your operating system should be at least OSX 10.10. Mobile devices are not supported at this time.

Additional Software Programs Needed – You will need to have a software program called Adobe Acrobat Reader™ DC on your computer. If you don't have this program, it can be downloaded to your computer for free. To download this program, go to the Adobe website. The free version is all you'll need for this course. Follow the steps to download Acrobat Reader™.

TRAINING MANUAL

It is strongly recommended that you use the FSPCA Foreign Supplier Verifications Programs Participant Manual (V1.1) while completing the Part 1: Online course. You can access a free .PDF version. Please be advised that the free .PDF version is 504 pages if you intend to print it yourself. You can order a hard copy for $40 from the FSPCA Bookstore or from Amazon.

LOGGING INTO PART 1: ONLINE COURSE

Follow these steps to log into the FSPCA Foreign Supplier Verification Programs; Part 1: Online course:
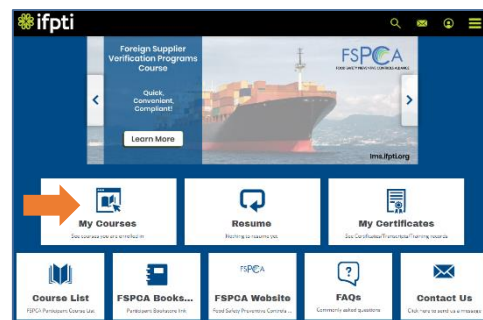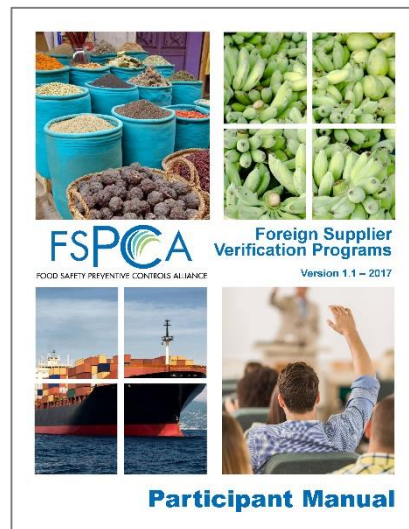
To purchase and start now:

1. Link to the course click here

2. Complete the purchase

3. Click Start Browsing

4. Click "Start" to begin the Part 1: Online course immediately

To begin or revisit the course after purchase:

1. Open your internet browser (e.g. Google Chrome) and click here to log into the Learning Management System (LMS).

2. Sign into the LMS using your username and password (username is the email address used to create your account)

3. Once logged in, click on the "My Courses" section.

You may add this site to your bookmarks or favorites.
Experience has shown that the course works best if you use the Google Chrome internet browser.

4. Click "Start"

5. Complete all 12 modules. Remember, there is a 4-hour inactivity time-out so try to stop after a module is complete, otherwise you may have to start again at the beginning of any module that is timed-out.

6. After completion, you will receive a Completion Email and access to an Enrollment Ticket. **You must use your Enrollment Ticket or Completion Email to attend a Part 2: Instructor-Led course. (See instructions above).**
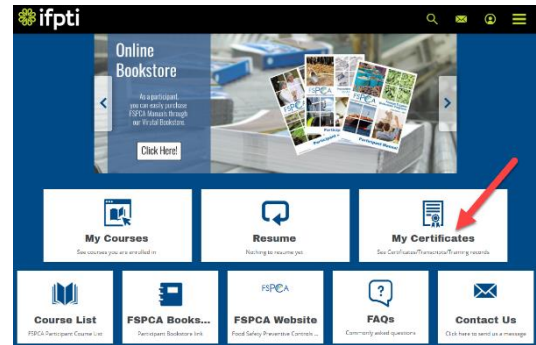
7. Log Off

RETRIEVING YOUR FSPCA PARTICIPANT CERTIFICATE OF TRAINING

Once you've completed the FSPCA Foreign Supplier Verification Programs Blended course (both Part 1: Online and Part 2: Instructor-Led) you will receive an automated email from noreply@myabsorb.com. This email gives instructions for retrieving and printing your FSPCA Participant Certificate of Training. If you do not receive this email, check your junk/spam folder. You may also retrieve your certificate using the following steps.

1. Log in to the LMS
2. Once logged in, click "My Certificates"
3. Select the Certificate of Training by clicking the "Download" button
4. Save the Certificate of Training to your desired location

   Please note, the latest Adobe Reader is required to properly print the certificate. If you have technical issues, please follow this link to a short video showing the printing process.

SUPPORT

If you have any questions or need assistance, please contact LMS administration at LMSadmin@ifpti.org or by phone at (269) 488-3258.