



## FSPCA PREVENTIVE CONTROLS FOR HUMAN FOOD BLENDED COURSE

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*January 12, 2017*

### FSPCA PREVENTIVE CONTROLS FOR HUMAN FOOD BLENDED COURSE

This Food Safety Preventive Controls Alliance (FSPCA) Blended Training course was developed to provide an alternative way for individuals to complete the FSPCA Preventive Controls for Human Food 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 certificate. Any Lead Instructor can provide a one-day Part 2: Instructor-Led course, and you can search for upcoming courses and 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 six 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 8-12 hours to take the online course 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 will 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](#)

[Training Manuals](#)

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

#### **4. Retrieving your FSPCA Certificate**

### THE FSPCA PREVENTIVE CONTROLS FOR HUMAN FOOD BLENDED COURSE

This FSPCA Preventive Controls for Human Food Course was developed by FSPCA—a public-private partnership of university, industry, and government representatives. The course is based on version 1.2 (2016 edition) of the FSPCA Preventive Controls for Human Food course.



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### TRAINING AND THE PREVENTIVE CONTROLS REGULATION

The Current Good Manufacturing Practice, Hazard Analysis, and Risk-based Preventive Controls for Human Food regulation (referred to as the Preventive Controls for Human Food regulation) is intended to ensure safe manufacturing/processing, packing and holding of food products for human consumption in the United States. The regulation requires that certain activities must be completed by a “preventive controls qualified individual” who has “successfully completed training in the development and application of risk-based preventive controls”. This course developed by FSPCA is the “standardized curriculum” recognized by FDA; successfully completing this course is one way to meet the requirements for a “preventive controls qualified individual.”

Under the Preventive Controls for Human Food regulation, the responsibilities of a “preventive controls qualified individual” include to perform or oversee 1) preparation of the Food Safety Plan, 2) validation of the preventive controls, 3) records review and 4) reanalysis of the Food Safety Plan.

### 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 Part 2: Instructor-Led course taught by an FSPCA Lead instructor. You must complete both parts to receive the FSPCA Certificate of Training.

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### PART 1: ONLINE

**Course Content** – Part 1: Online course consists of 16 modules covering:

- |   |  |  |
|---|--|--|
| 1. Introduction to the FSPCA Human Food Course                        | 6. Preliminary Steps in Developing a Food Safety Plan  | 11. Sanitation Preventive Controls       |
| 2. Food Safety Plan Overview  | 7. Resources for Preparing Food Safety Plans           | 12. Supply-Chain Preventive Controls     |
| 3. Good Manufacturing Practices & Other Prerequisite Programs         | 8. Hazard Analysis & Preventive Controls Determination | 13. Verification & Validation Procedures |
| 4. Biological Food Safety Hazards                                     | 9. Process Preventive Controls                         | 14. Record-Keeping Procedures            |
| 5. Chemical, Physical, and Economically Motivated Food Safety Hazards | 10. Food Allergen Preventive Controls                  | 15. Recall Plans                         |
|   |  | 16. Regulation Overview                  |



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**Enrollment** – Part 1: Online course is \$198. [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 and a completion email. Present either the enrollment ticket or completion email to your Part 2 lead instructor. **You will not be able to attend Part 2: Instructor-Led without providing evidence of Part 1: Online 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](mailto: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 material from the Part 1: Online course, address questions that you may have related to the material in that course, and complete exercises applying the knowledge that you gained through the course materials.

To receive the Certificate of training from the FSPCA, you must complete Part 1 Online before the Part 2 class.

**Enrollment** – Enrollment for Part 2: Instructor-Led courses is handled by individual Lead Instructors. To find a [Part 2: Instructor-Led course, click here](#).

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 6 months from the completion of the Part 1: Online course to attend a Part 2: Instructor-led course, so plan accordingly. After 6 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.” This certificate provides evidence that the individual meets the training requirement of the “preventive controls qualified individual.”

### **MINIMUM COMPUTER REQUIREMENTS**

**Browser** – Part 1: Online 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



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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 Participant Manual while completing Part 1: Online. You can access a [free .PDF version](#). Please be advised that the free .PDF version is 526 pages if you intend to print it yourself. You can order a hard copy for \$30 from the [FSPCA Bookstore](#).



The FSPCA Preventive Controls for Human Food Participant Manual (2016 Edition)

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### LOGGING INTO PART 1: ONLINE COURSE

Follow these steps to log into the FSPCA Preventive Controls for Human Food; Part 1: Online course:

**To purchase and start now:**

1. Link to the course [click here](#)
2. Purchase
3. Click Begin Browsing
4. Click Launch 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.
  - 3.1. 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. From within your courses, find FSPCA Preventive Controls for Human Food; Part 1: Online course.

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- Click “Launch”

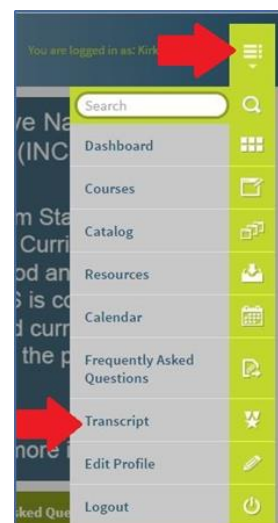


- Complete all 16 modules. Remember there is a 4-hour inactivity time-out so try to stop after a module is complete, otherwise you will have to start again at the beginning of any module that is timed-out.
- After completion, you will receive a completion email and access to an enrollment ticket. You must use your enrollment ticket or completion email to attend a Part 2: Instructor-Led course. (See instructions above).
- Log Off

### RETRIEVING YOUR FSPCA CERTIFICATE OF TRAINING

Once you’ve completed the FSPCA Preventive Controls for Human Food Blended course (both Part 1: Online and Part 2: Instructor-Led) you will receive an automated email from [LMSAdmin@ifpti.org](mailto:LMSAdmin@ifpti.org). This email gives instructions for retrieving and printing your FSPCA 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.

- [Log in to the LMS](#)
- Once logged in, click on the green tab on the top right of the page
- and choose “Transcript”
- Select the Certificate of Training and print. 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](mailto:Lmsadmin@ifpti.org) or by phone at (269) 441-2275.