

Effective January 1, 2025, any incomplete or approved LI application that is  $\geq 3$  years old will expire. See below FAQs relating to this new policy.

FAQs	
<b>Q1</b>	<b>Why is FSPCA establishing this expiration policy?</b>
A1	<p>FSPCA is implementing this policy to ensure:</p> <ol style="list-style-type: none"> <li>1. Lead Instructor candidate's credentials are current</li> <li>2. Lead Instructor candidates are actively involved in food safety teaching instruction</li> <li>3. Lead Instructor candidates have a vested interest in delivering FSPCA participant courses</li> </ol>
<b>Q2</b>	<b>Who is impacted by the LI application expiration?</b>
A2	Anyone with an incomplete or approved FSPCA LI application that is $\geq 3$ years old.
<b>Q3</b>	<b>What is considered an "incomplete" application?</b>
A3	Any unfinished LI application that has not been submitted for review.
<b>Q4</b>	<b>Is there an FSPCA LI application fee? If so, what is the cost?</b>
A4	No, there is not an LI application fee at this time.
<b>Q5</b>	<b>I'm already an FSPCA Lead Instructor. Will my LI application expire?</b>
A5	No. The LI application expiration does not apply to those who have successfully completed FSPCA Lead Instructor training.
<b>Q6</b>	<b>How will I know when my approved LI application expires and when a new LI application is required?</b>
A6	<p>If you have an approved LI application, you will receive automated emails alerting you of your application expiration.</p> <p>Automated emails are sent 9-months, 6-months, and 3-months before your application expires.</p> <p>On the date your approved LI application expires, you will receive an email notification indicating your LI application is expired and a new FSPCA LI application will need to be submitted for review.</p>
<b>Q7</b>	<b>If my LI application was approved in 2024, when do I need to submit a new LI application?</b>
A7	It depends on the date your LI application was approved. If your LI application was approved on December 1, 2024, the application will expire on December 1, 2027.

FAQs (continued)	
<b>Q8</b>	<b>If my LI application was approved in 2022 or earlier, when do I need to submit a new LI application?</b>
A8	<p>It depends on the date your LI application was approved. If your LI application was approved on December 1, 2022, it will expire on December 1, 2025.</p> <p>If your LI application was approved between January 1, 2014 and January 1, 2022, it will expire on 1/1/2025.</p>
<b>Q9</b>	<b>When my approved LI application expires, what is the process for renewing it?</b>
A9	You will be required to submit a new LI application for review.
<b>Q10</b>	<b>When my LI application expires, what will happen if I choose not to submit a new LI application?</b>
A10	Without an approved LI application, you will not be eligible to enroll in an FSPCA LI course. Additionally, if you do not intend to actively deliver FSPCA participant courses, FSPCA recommends you do not submit an LI application.
<b>Q11</b>	<b>My original LI application was approved. If my LI application expires and I'm required to submit a new LI application, is there a chance my new LI application may not be approved? If so, for what reasons?</b>
A11	Yes, there is a possibility that your new application may not be approved. There are three overarching benchmarks against which FSPCA Human Food Lead Instructor applicants are evaluated. They are: 1. Food Safety Instructor Experience, 2. Education, and 3. Work Experience. The benchmarks are equally weighted and the specific criteria for each benchmark are detailed on the FSPCA website: <a href="#">Human Food</a>   <a href="#">Animal Food</a>   <a href="#">FSVP</a>   <a href="#">IAVA</a>
<b>Q12</b>	<b>Has the LI criteria changed?</b>
A12	No. The criteria for all FSPCA Lead Instructor applications remain the same. Each curriculum has its own set of criteria: <a href="#">Human Food</a>   <a href="#">Animal Food</a>   <a href="#">FSVP</a>   <a href="#">IAVA</a>

FAQs (continued)	
Q13	<b>Are there prerequisite participant courses I need to complete in addition to resubmitting my application?</b>
A13	<p>It depends on the FSPCA curriculum.</p> <p><b>Human Food:</b> An <a href="#">FSPCA Preventive Controls for Human Food (PCHF) Participant Course</a> certificate is required to submit a PCHF LI application.</p> <p><b>Animal Food:</b> An <a href="#">FSPCA Preventive Controls for Animal Food (PCAF) Participant Course</a> certificate is required to submit a PCAF LI application.</p> <p><b>Foreign Supplier Verification Programs (FSVP):</b> An <a href="#">FSPCA Foreign Supplier Verification Programs (FSVP) Participant Course</a> certificate will soon be required to submit a FSVP LI application.</p> <p><b>Intentional Adulteration Vulnerability Assessment (IA VA):</b> IA VA does not require prerequisite course certificates to submit an IA VA LI application. However, both <a href="#">FSPCA IA Conducting Vulnerability Assessments using Key Activity Types</a> and <a href="#">FSPCA IA Identification and Explanation of Mitigation Strategies</a> course certificates are required to be eligible to enroll in an FSPCA IA VA Combination Course.</p>
Q14	<b>I already took the prerequisite participant course needed. Is my FSPCA participant course certificate expiring?</b>
A14	No. Currently, FSPCA participant course certificates do not expire.
Q15	<b>Has the LI application changed or is it the same as the old one (pre-2025)?</b>
A15	<p>The Preventive Controls for Human Food (PCHF) Lead Instructor applications will soon include a pre-course assessment that must be passed by ≥80% before applicants can move onto the full streamlined application.</p> <p>The Preventive Controls for Animal Food (PCAF), Foreign Supplier Verification Programs (FSVP), and Intentional Adulteration Vulnerability Assessment (IAVA) Lead Instructor applications currently remain the same. Subject to change.</p>
Q16	<b>Where can I find the LI application?</b>
A16	Lead Instructor applications are found on the FSPCA website: <a href="#">Human Food</a>   <a href="#">Animal Food</a>   <a href="#">FSVP</a>   <a href="#">IAVA</a>
Q17	<b>How long does the LI application review process take?</b>
A17	Applications require 6-8 weeks for review.

FAQs (continued)	
<b>Q18</b>	<b>Can I teach courses while my LI application is being reviewed?</b>
A18	<p>No. Only FSPCA Lead Instructors can register, deliver, and issue FSPCA participant course certificates.</p> <p>An FSPCA <b>Lead Instructor</b> is someone who has submitted an FSPCA Lead Instructor application, had their application approved, and has successfully completed FSPCA Lead Instructor training. However, if you have successfully completed the appropriate FSPCA participant course, you may serve in the role of an assistant instructor if an FSPCA Lead Instructor is present for the entire course. FSPCA Lead Instructors coordinate their own course logistics, including assistant instructor assignments.</p> <p>For example, you completed an FSPCA Preventive Controls for Animal Food Participant Course. You are eligible to be an assistant instructor for an FSPCA Preventive Controls for Animal Food Participant Course if an FSPCA Animal Food Lead Instructor is present for the entire course.</p>
<b>Q19</b>	<b>What if an LI course is sold out and I'm unable to complete LI training before my approved LI application expires?</b>
A19	Based on our knowledge and experience, we are confident that three years will give applicants enough time to complete the Lead Instructor process.
<b>Q20</b>	<b>Who can I contact if I have more questions?</b>
A20	Contact <a href="mailto:fspca@iit.edu">fspca@iit.edu</a>