****

**NECAFS Training Support Program**

**(Trainer Development)**

**Support for Trainer Development**

The Northeast Center to Advance Food Safety (NECAFS) will support the development of Produce Safety Alliance (PSA) Trainers and Lead Trainers and Food Safety Preventive Controls Alliance (FSPCA) and Sprout Safety Alliance (SSA) Lead Instructors (LI’s) in the region through travel and registration reimbursement. For the year ending December 31, 2018 we are offering up to $2000 per person per training track on a rolling basis as reimbursement upon successful completion of:

1. The 2-day PSA Train-the-Trainer (TTT) Course and/or PSA Lead Trainer Supplemental Application process (PSA TTT is required for PSA Lead Trainer eligibility).

and/or

1. The FSPCA Qualified Individual (QI) in combination with the FSPCA Lead Instructor (LI) training. (FSPCA QI is required for FSPCA Lead Instructor eligibility).

and/or

1. The 3-day SSA Train-the-Trainer (TTT) Course or Sprouter Training + Train-the-Trainer (TTT) Combo Course. (SSA TTT is required for SSA Lead Instructor eligibility).

FSMA Related Food Safety Training Categories

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Track** | **Trained as a  Practitioner** | **Trained to  Instruct Practitioners** | **Trained to Train Other  Instructors of Practitioners** |
| Produce Safety Rule  *Training Coordinated by the Produce Safety Alliance (PSA)* | PSA Trained Grower | PSA Lead Trainer (LT, needed to run a training)  & PSA Trainer | Trainer of Trainers (ToT) |
| Preventive Controls Rule  *Training Coordinated by the Food Safety Preventive Controls Alliance (FSPCA)* | Qualified Individual (QI) | Lead Instructor (LI) | Trainer of Trainers (ToT) |
| Sprout Safety Rule  *Training Coordinated by the Sprout Safety Alliance (SSA)* | SSA Trained Grower | SSA Lead Instructor (LI, needed to run a SSA sprouter training) | Trainer of Trainers (ToT) |
|  |  | NECAFS will support one, two or all of these | |

Exceptions to this reimbursement cap will be considered on a case by case basis based on need, extenuating circumstances and potential benefit to historically hard to reach audiences. An individual can apply for funding support in three areas of training (PSA, FSPCA and SSA) if their role involves training in these areas.

Eligibility

* Actively engaged in FSMA Preventive Controls Rule, Produce Safety Rule or Good Agricultural Practices (GAPs) related training and education in an academic, extension or other public sector organization or affiliate.
* In the case of FSPCA LI training, applicants must be approved by FSPCA to attend an LI training course.
* In the case of the PSA or SSA Train the Trainer training, there is no prequalification required.

Courses

* Preventive Controls - The FSPCA maintains a website with information on training requirements and a list of available QI courses and more information on becoming an LI: <https://www.ifsh.iit.edu/fspca>.
* Produce Safety - The PSA maintains a website with information on training requirements and a list of available courses and more information on becoming a PSA Trainer or PSA Lead Trainer:

<http://producesafetyalliance.cornell.edu/training>.

* Sprout Safety - The SSA maintains a website with information on training requirements and a list of available courses and more information on becoming a SSA Lead Instructor: <https://www.ifsh.iit.edu/ssa/resources/ssa-training>.

Process

* Applications will be received and reviewed on a rolling basis.
* Applicant provides a letter of application following the format below to [necafs@uvm.edu](mailto:necafs@uvm.edu), Subject Line: FSMA PSA/FSPCA/SSA Training Support Stipend Program – {LAST NAME, FIRST NAME}
* NECAFS will review the application and provide notice of whether reimbursement is allocated or not.
* Applicant attends the courses and provide copies of certificates to document successful completion of PSA Train-the-Trainer Course and/or along with clear, itemized receipts using the [NECAFS reimbursement form](file:///C:\Users\glw53\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\YXYY8I8S\go.uvm.edu\necafsexpform) (emailed as PDF’s to [necafs@uvm.edu](mailto:necafs@uvm.edu).)
* NECAFS will process your reimbursement following receipt of necessary documents and internal processing.

Letter of Application Format

* Please print on organizational letter head (“print to” or “save as” a PDF for emailing purposes).
* Letter should not exceed two pages.
* Provide your full name, title, address, phone number and email address.
* Provide a brief summary of your activities related to food safety training that justifies the reimbursement.
* If you have a specific circumstance that may justify a reimbursement allocation above the $2000 cap, please explain the rationale including a statement summarizing the potential impact from NECAFS support.
* Indicate which PSA Train-the-Trainer / Lead Trainer Course, FSPCA Qualified Individual / Lead Instructor trainings or SSA course you plan to attend, including the date, location and a budget estimate for registration and travel (itemized by expense type and training component).

Obligations

* Applicants who are supported through the NECAFS Training Support Program are requested to provide NECAFS a short, annual summary of PSA, FSPCA and/or SSA training events they conduct including attendance, available summary evaluation data, photos of courses and any testimonial impact or meaningful change that occurred among the cohort.

Contact: Elizabeth Newbold, UVM, [necafs@uvm.edu](mailto:necafs@uvm.edu), 802-447-7582 x254.