



## NECAFS Training Support Program (Educational Programming)

### Support for Educational Programming

The Northeast Center to Advance Food Safety (NECAFS) will support the **delivery** of Produce Safety Alliance (PSA) Grower and Train-the-Trainer trainings, Food Safety Preventive Controls Alliance (FSPCA) Preventive Controls for Human Food and Lead Instructor trainings, and Sprout Safety Alliance (SSA) Train-the-Trainer (TTT) Course or Sprouter Training + Train-the-Trainer (TTT) Combo Course through training team travel cost and program material reimbursement. We require that pre and post test evaluations be administered at all PSA grower trainings receiving financial support. Information on administering and reporting pre and post test evaluations is directly below. We are offering up to \$2000 reimbursement of the following per training that is offered:

1. Location rental fee
2. Trainer travel costs
  - a. Mileage and tolls or related (flight, bus, rental car, train, taxi, uber, etc.)
  - b. Hotel
  - c. Meals
3. Trainer stipend or salary (including fringe and benefits)
4. Training manuals
5. Training certificates
6. Food for teaching team
7. Food for training participants
8. Printing (e.g. add-on or supplemental materials, agenda, etc. beyond the Training Manual)

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.

### Pre and Post Test Evaluations

NECAFS requires that pre and post test evaluations be administered at all supported PSA Grower Training courses. All four regional centers are engaged in collecting pre and post test information related to the PSA training. These evaluations have been developed by the Southern Regional Center at University of Florida to enhance the measurement of learning among attendees of PSA Grower Trainings. One test is completed prior to the training and one is completed after. The evaluations are intended to be used nationally to provide a common measurement of change in knowledge as a result of the training program.

Everyone is welcome and encouraged to use this pre and post test evaluation and contribute to this national effort. Those receiving financial support from NECAFS for programming delivery are required to use, and report, their pre and post test data to NECAFS.

In order to administer and report pre and post test data, please take the following steps:

1. Print the necessary copies of the [pre test](#) and [post test](#).
2. (Optional step) Index tests so that you can match pre and post tests by course participant. *(This is not a required step, but if you would like to understand knowledge change on a participant level, we recommend indexing the tests. If you decide not to index, then the data will be summarized across the entire group, not by individuals.)*

3. Summarize test results on the [NECAFS PSA Pre-Post Evals Summary Sheet](#) and email the completed form to [necafs@uvm.edu](mailto:necafs@uvm.edu). If you are receiving funding from NECAFS for programming delivery, please submit this form along with your reimbursement request information.
4. NECAFS will analyze the responses and return the form to you with summarized data for your use in reporting, grants, programming development, etc. We will also aggregate results into national evaluation.

#### Eligibility

- Actively engaged in Sprouter trainings, 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.

#### 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](#) (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 Grower / Train-the-Trainer, FSPCA Qualified Individual / Lead Instructor trainings or SSA course you plan to deliver, including the date, location and a budget estimate for training team travel and/or necessary training materials (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.