Instructions

• All participants are muted.
• There will be time for questions and discussion at the end of the meeting.
• Captions can be turned on/off by clicking ‘Live Transcript’ on the controls bar at the bottom of the screen.
  – Or the live transcript can be accessed in a separate window: https://www.streamtext.net/player?event=NFUF
• This session will be recorded and the presentation will be shared via the listserv and on our website after the call.
PSA Policy Updates

• Remote Delivery policy for PSA Grower Training and Train-the-Trainer Courses has been extended to March 31, 2022

• *new* Attending a PSA Grower Training Course will be a prerequisite for attending a PSA Train-the-Trainer Course
  – Policy goes into effect October 1, 2021
  – During TTT, we emphasize how to teach the PSA curriculum. The slide content is not covered in detail and information may be missed if participants have not attended a PSA Grower Training
  – Participants will need to confirm that they have attended a PSA GT Course when registering for a TTT
We’re Hiring!

• Interested in joining a motivated produce safety team?
• PSA Northwest Regional Extension Associate
  – For position description, visit: https://academicjobsonline.org/ajo/jobs/18731
  – We will start reviewing applications on June 25, 2021
Upcoming Spanish Language Trainer Refresher Series

• We will be hosting a series of Spanish-language Train-the-Trainer refresher webinars
  – Hosted every Wednesday at 2pm ET, starting July 7th

• Notification will be sent to the educator’s listserv and PSA communications
Next Meeting

• No Produce Safety Educator’s Call in July
  • Enjoy your summer!
• Next meeting: **August 16, 2021 at 2PM ET**
• Managing Food Safety Risks While Using Soil Amendments: An Overview of New Resources
  • Zoom link and registration to be shared shortly and posted on the website at:
    [https://producesafetyalliance.cornell.edu/resources/educators-group/](https://producesafetyalliance.cornell.edu/resources/educators-group/)
Agenda for Today

• Purpose and importance of the PSA Lead Trainer role
• Brief review of the PSA Lead Trainer Application Process and resources to help you prepare
• Panel discussion: Lead Trainer Tips for Training Success
Effective PSA Lead Trainers = Knowledgeable & Prepared Growers

- PSA Lead Trainer is someone who has attended the PSA Train-the-Trainer Course, and successfully completed the PSA Lead Trainer Application Process
  - At least one PSA Lead Trainer is required at each PSA Grower Training
  - No vetting process to become a PSA Trainer, so the PSA Lead Trainer Process ensures that at least one trainer meets all four competency areas

- High quality PSA Lead Trainers are critical to grower success
  - Poor or unprepared PSA Trainers can confuse or misinform growers, causing them to implement incorrect or ineffective practices
  - PSA Lead Trainers are responsible for ensuring accurate content is delivered and that a high quality, effective training is delivered
PSA Competency Areas

• PSA Trainers are expected to have basic knowledge in four competency areas including:
  – Produce Safety Scientific Knowledge and Experience
  – Fruit and Vegetable Production Knowledge
  – Effective Training Delivery
  – Knowledge of the FSMA Produce Safety Rule

• PSA Lead Trainer Supplemental Application is comprised of four short answer questions; one question per competency area that allows applicants to demonstrate their knowledge
PSA Lead Trainer Responsibilities

• PSA Lead Trainer(s) on the course will be responsible for:
  – Ensuring the curriculum content is delivered accurately by all PSA Trainers/Lead Trainers in the group and responding to participant questions
  – Ensuring all required PSA Grower Training modules are delivered
  – Ensuring all paperwork is filled out and PSA policies are followed
  – Returning evaluations in a timely manner
  – Organizing and facilitating payment of certificates in a timely manner

• Regardless of who registered or organized the course, these are the responsibilities of ALL PSA Lead Trainers associated with the course
Review of the PSA Lead Trainer Process

PSA Trainer Flow Diagram

1. Successfully complete a PSA Grower Training Course.
2. Register for a PSA Train-the-Trainer Course and fill out the PSA Trainer Application.
3. Individual attends the entire PSA Train-the-Trainer Course. Trainer receives a certificate indicating they are a PSA Trainer.

4A. PSA Trainer
- PSA Trainers may:
  - Deliver any of the seven curriculum modules under the supervision of a PSA Lead Trainer
  - Register PSA Grower Training Courses with AFDO, as long as a PSA Lead Trainer will be physically present for the entire course
  - May proceed with the PSA Lead Trainer application process (See 4B)

4B. PSA Lead Trainer
- Trainer fills out Supplemental Application, including four short answer questions
- The PSA Trainer Application and Supplemental Application are reviewed and evaluated by the PSA Lead Trainer Review Committee using a standardized rubric designed to assess the applicant in the four competency areas
- PSA Lead Trainer Review Committee will decide if trainer is qualified to become a PSA Lead Trainer through use of the rubric
Resource: Lead Trainer Scoring Document

PSA Lead Trainer Applicant Scoring

The following information is provided to help PSA Lead Trainer applicants understand the PSA Lead Trainer Review Process that determines if they meet the basic qualifications for becoming a PSA Lead Trainer. Applications are evaluated using a standardized rubric that includes reviewing two applications submitted by each applicant (i.e., PSA Trainer Application and PSA Supplemental Application). Each evaluation is completed by at least two reviewers. A list of reviewers and their institutions is posted on the PSA Trainer Information webpage.

Review of the PSA Trainer Application

Applicants complete the PSA Trainer Application prior to attending a PSA Train-the-Trainer Course. The evaluation includes using a standardized rubric to score the applicant’s formal educational background, training and educational experience, and produce production and handling experience. Please note, any misrepresentation of education or experience on the PSA Trainer Application will result in an automatic decline for Lead Trainer status.

Formal Educational Background

Applicants may qualify through a combination of formal education, relevant certifications, or other educational experiences. Education that will help an applicant qualify in this area include:

- An Associate’s, Bachelor’s, or other advanced degree in a relevant competency area
- Certifications or short courses including, but not limited to Good Agricultural Practices, Certified Crop Advisor, HACCP, or another course relevant to produce safety
- Other educational experiences listed by the applicant

It is not necessary to have a formal degree to qualify in this area, but an applicant must have sufficient educational experiences in the relevant competency areas. An applicant may qualify through having relevant certifications or other educational experiences.

Training and Teaching Experience

Applicants may qualify in this area by having experience teaching produce safety and other related courses in the past. The number of years of produce safety training experience affects the applicant’s qualification; however, a PSA Trainer new to the area of produce safety may also qualify if they have many years of experience teaching other food safety courses.

Examples of courses that affect an applicant’s ability to qualify in this area include:

- Good Agricultural Practices (GAPs)
- Good Manufacturing Practices (GMPs)
- FSPCA Qualified Individual Training
- ServSafe®
- Hazard Analysis Critical Control Points (HACCP)
- Better Process Control School
- Other courses relevant to food safety

Produce Production & Handling Experience

An applicant may qualify in this area by experience with produce production and/or handling. Examples of relevant experiences include growing fruits and vegetables commercially, having provided outreach or technical expertise to produce growers or packers, or other relevant experiences that indicate knowledge of fruit and vegetable production. Other experiences may include:

- Having experience working in a fruit and vegetable packinghouse
- Having experience in produce retail handling
- Other relevant experiences in fresh produce production
- Helping a grower write a Farm Food Safety Plan
- Helping a grower prepare for an audit or inspection
- Having participated in an On-Farm Readiness Review Training

Review of the PSA Supplemental Application

The PSA Supplemental Application is completed by applicants after attending a 2-day PSA Train-the-Trainer Course. It is intended to assess the applicant’s knowledge in the four competency areas: Produce Safety Scientific Knowledge and Experience, Fruit and Vegetable Production Knowledge, Effective Training Delivery, and Knowledge of the FSMA Produce Safety Rule. The applicant must respond to four short answer questions to demonstrate competency in each of the four competency areas. Answers should be as thorough as possible while staying within the 350 word limit. When appropriate, the answer should cite the Produce Safety Rule and any relevant provisions. Additional information on the four competency areas can be found on the PSA website under Trainer Competency Areas.

Each answer is scored against a standardized rubric and given a numerical score that corresponds to how well the answer demonstrates competency. The chart below defines the numerical scores.

Scoring Rubric for Short Answer Questions

<table>
<thead>
<tr>
<th>Score</th>
<th>Level of Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Below Expectations</td>
</tr>
<tr>
<td>2</td>
<td>Needs Further Evaluation</td>
</tr>
<tr>
<td>3</td>
<td>Meets Expectations</td>
</tr>
</tbody>
</table>

The applicant explains concepts incorrectly.

The applicant seems to understand basic principles, but it is not clear if the applicant could explain or apply the information to others. Interview required.

The applicant demonstrates the ability to present and explain the content. This may include breaking information down into parts, relating the parts to the overall picture, making judgments based on standards and citing the appropriate regulatory provisions.

Applicants that submit responses that meet expectations will be notified that they have been approved as PSA Lead Trainers. Applicants that submit responses that are below expectations will be notified that they have not met expectations and will be provided with feedback on their responses. If an applicant scores ‘Needs Further Evaluation’ on any responses, they will be provided the opportunity for a telephone interview or e-mail correspondence to clarify their response. In addition, applicants will be asked at least one additional question in the competency area that triggered the interview to verify their competency.

More information about the PSA Lead Trainer Review Process

- Timeline: Generally, the review process takes two months or longer depending on the follow-up required.
- Attending a PSA Train-the-Trainer Course: Courses are listed on the PSA website under Upcoming Train-the-Trainer Courses. Information includes location, costs, and other details.
- Additional questions or concerns: If you have any questions or concerns about this process, please contact Betsy Bihn at eb38@cornell.edu for clarification.
# PSA Lead Trainer Supplemental Application Rubric

<table>
<thead>
<tr>
<th></th>
<th>Below Expectations</th>
<th>Needs Further Evaluation</th>
<th>Meets Expectations</th>
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</tr>
</tbody>
</table>
Preparing for the PSA Lead Trainer Application

• Review the following:
  – PSA curriculum modules, learning objectives, and teaching notes
  – FSMA Produce Safety Rule
  – Resources provided in the PSA curriculum
  – Supporting information found on the FDA FSMA website
  – ‘Trainer Updates’ section of the PSA website for PSR updates
    • Includes the PSA Trainer Refresher series

• Recommend teaching each of the PSA modules to become familiar with the material
Adding New Experience to Your Trainer Application

PSA Lead Trainer Supplemental Application

Page 1 of 6

First Name *

Last Name *

Trainer ID Number *

Email Address *

Please add any education or training experiences that you have had since you filled out the PSA Trainer Application. This information will be added to the education and training information submitted in your original PSA Trainer Application and used to assess your competency in these areas as it pertains to becoming a PSA Lead Trainer.
Completing the PSA Supplemental Application

• Take your time, there is no time limit for submitting your responses
• It is an open book test – use available resources!
• The response to each question is limited to 350 words; use your space wisely
• There is no save function in the application
  – Suggest copying and pasting the assigned questions into a Microsoft Word document
  – Do NOT use the forward and backward buttons on your internet browser when filling out the form
Responding to Supplemental Questions

• Many of the questions asked on the PSA Supplemental Application are questions growers have asked during a PSA Grower Training.

• A successful response demonstrates the applicant’s ability to communicate the related PSR requirements, along with Good Agricultural Practices that support the PSR requirements, in a way that a grower would understand.

• Do not copy straight from the PSA Manual or other resources.
  – Use your own words and provide references for any supporting information used in your response.

• Important to remember the process is in place to ensure an effective training to support growers.
Tips for Developing a Successful PSA Lead Trainer Application

Don Stoessel, Kristin Woods, Connie Fick, Laura Acosta-Medina,
Donna Clements, Gretchen Wolf, Rob Way, and Elizabeth Bohn

The purpose of this fact sheet is to outline the submission criteria for submitting a Produce Safety Alliance (PSA) Lead Trainer Application and to share tips to help applicants develop a successful application.

Having qualified lead trainers is critical to ensuring that each PSA Grower Training participant receives a quality experience that provides them with information they need to comply with the Food Safety Modernization Act (FSMA) Produce Safety Rule (PSR) regulatory requirements.

PSA Lead Trainer applicants are evaluated on their educational background, on-farm experience, and their ability to demonstrate competency in the following four knowledge areas:

1. Produce safety scientific knowledge and experience
2. Fruit and vegetable production knowledge
3. Effective training delivery
4. Knowledge of the FSMA Produce Safety Rule

It is important for applicants to carefully consider these requirements and review their qualifications before they submit a PSA Lead Trainer Supplemental Application and pay the application fee.

In order to be as objective as possible, reviewers use a standardized rubric to score both the PSA Trainer Application and the PSA Lead Trainer Supplemental Application. Multiple reviewers are assigned to each application to ensure the evaluation process is fair and impartial. PSA Lead Trainer Applications are declined during the review process when there are deficiencies in foundational experience reported on the PSA Trainer Application and/or in responses given on the PSA Lead Trainer Supplemental Application. Additional information on the requirements to become a PSA Lead Trainer and how applications are scored are posted on the PSA website.

Tips for Developing a Successful PSA Lead Trainer Application

Applying to Become a PSA Lead Trainer:

1. Fill out the PSA Trainer Application
2. Attend the two-day PSA Train-the-Trainer Course
   • At this point you will be a PSA Trainer
3. Address any known deficiencies (described throughout this fact sheet)
4. Fill out the PSA Lead Trainer Supplemental Application
   • be sure to indicate any education or experience gained since you filled out the PSA Trainer Application

Keep Responses Relevant to Growers

Many of the questions asked on the PSA Lead Trainer Supplemental Application are questions growers have asked during PSA Grower Training Courses. A successful response demonstrates the applicant’s ability to communicate the related PSR requirements, along with GAPS that support the PSR requirements, in a way that a grower would understand. The applicant should demonstrate their ability to explain the content of the PSA Grower Training Course in their own words (i.e., not copy and paste text from the PSA Grower Training Manual). This may include breaking information down into understandable parts, relating concepts to the overall goal of on-farm food safety, making judgements based on standards and available guidance, and citing the appropriate regulatory provisions. The following recommendations will help an applicant write responses that meet rubric criteria and reduce the likelihood that follow-up will be required to assess an applicant’s readiness to become a PSA Lead Trainer.

• Answer the questions as if you were responding to a grower. The PSA Lead Trainer Supplemental Application is a test of the trainer’s abilities, including both communication skills and knowledge in all four competency areas.
• Become familiar with each subpart of the PSR so you are prepared to explain all the ‘musts’ to a grower. Applicants are encouraged to reference the PSR while filling out the supplemental application, especially when the question is directly related to PSR requirements.
• Remember that incorrect ‘recommendations’ can be costly for the grower. Common mistakes include stating that a Good Agricultural Practice (i.e., a should) is a PSR requirement (i.e., a must), expecting the farm to comply with the requirements of another FSMA rule (e.g., Preventive Controls Rule for Human Food when their operation is not subject to this rule), or suggesting impractical methods to reduce risk.
• Do not copy and paste or plagiarize. You may cite other resources, but be sure to draft your response in your own words. It is important to go beyond what the PSA Grower Training Manual says in order to demonstrate your ability to explain the content to course participants.

Expert tip: Be familiar with each subpart of the PSR and be able to explain all the ‘musts’ to a grower audience before answering the PSA Lead Trainer application.
Interested in more information on the LTA Process?

• May 2018 PSA Educator’s Call on the PSA Lead Trainer Process: https://producesafetyalliance.cornell.edu/resources/educators-group/

• Resource: PSA Trainer Flow Diagram
Panelist Introductions

• **Moderator:** Billy Mitchell, Local Food Safety Collaborative

• **Panelists:**
  – Elisabeth Hodgdon
    Cornell Cooperative Extension
  – Barrett Vaughan
    Tuskegee University
  – Karen Ullmann
    Washington State Department of Agriculture
Thank you to NFUF Local Food Safety Collaborative!
The PSA Website
http://producesafetyalliance.cornell.edu/
En español: es.producesafetyalliance.cornell.edu

Join the PSA Listserv
Like us on Facebook
Follow us on Twitter
Follow us on Instagram
Watch us on YouTube