

## PSA Trainer Flow Diagram

1

Prospective trainer completes and submits PSA Trainer Application to attend a PSA Train-the-Trainer Course.

2

Individual attends the entire two-day PSA Train-the-Trainer Course. Trainer receives a certificate indicating they are a PSA Trainer.

3A

### 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 3B)

3B

### 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

4A

### APPLICANT QUALIFIED TO BECOME PSA LEAD TRAINER

- Individual is now a PSA Lead Trainer
- A PSA Lead Trainer can register PSA Grower Training Courses through AFDO
- Can teach solo or teach as a team as long as all training team members have attended the PSA Train-the-Trainer Course, as outlined above in 3A

4B

### APPLICANT BELOW EXPECTATIONS / NEEDS FURTHER EVALUATION

- If the individual is below expectations they will receive a scoring rubric to indicate areas needing improvement
- Individual can continue to participate in training as part of a team, as indicated in 3A
- Individual can reapply for the PSA Lead Trainer interview after addressing the identified deficiencies (5A)
- If the individual needs further evaluation, they will be contacted for an interview (5B)

- See additional information on Page 2, Section 5A and 5B

The Produce Safety Alliance reserves the right, in its sole discretion, to revoke PSA Trainer or PSA Lead Trainer status at any time which may be subject to additional consultation with the PSA, if evaluations indicate poor performance or violations of PSA and AFDO course training requirements.

## PSA Trainer Development Process, Continued

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### APPLICANT BELOW EXPECTATION / NEEDS FURTHER EVALUATION

A

#### BELOW EXPECTATIONS

If applicant is scored "Below Expectations" in any area of the application, they will not achieve PSA Lead Trainer status

- Individual can reapply for PSA Lead Trainer status after addressing the identified deficiencies
- Actions to address deficiencies could include the following:
  - Re-attend the PSA 2-day TTT
  - Participate in registered PSA Grower Training Courses under the supervision of a PSA Lead Trainer
  - Take and document other actions to improve knowledge (e.g., enrolling in a microbiology short course)
- All actions taken must be submitted, no sooner than 6 weeks after the original application evaluation or interview, to the PSA Lead Trainer Review Committee prior to reapplying. Submission of this information is done through the online re-application process

B

#### NEEDS FURTHER EVALUATION

If applicant is scored "Needs Further Evaluation" on any of the four short answer questions, a telephone interview will be scheduled with the applicant to collect additional information.

- The telephone interview will last approximately 1 hour (likely less) and will be conducted with at least 2 members of the PSA Lead Trainer Review Committee
- Applicants will be asked at least one additional question from any area that "Needs Further Evaluation". Additional clarification questions may be asked by committee members
- PSA Lead Trainer Review Committee will decide if trainer is qualified to become a PSA Lead Trainer
- If applicant does not achieve PSA Lead Trainer status through the follow-up interview, they may proceed with the actions outlined in 5A
- If applicant achieves PSA Lead Trainer status, they may proceed with the actions outlined in 4A



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If an applicant wishes to appeal the decision of the PSA Lead Trainer Review Committee, an appeal form can be filled out. The appeal will then be reviewed by the PSA Lead Trainer Review Committee.

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