PSA Trainer Flow Diagram

1. Successfully complete a PSA Grower Training Course.

2. Successfully complete a PSA Train-the-Trainer Course. Individual 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 present and engaged for the entire course
  - May proceed with the PSA Lead Trainer Application process (See 3B)

3B PSA Lead Trainer

- Trainer fills out a PSA Lead Trainer Application, including trainer education, experience, and four short answer questions
- The PSA Lead Trainer Application is 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 are PSA Trainers

4B Applicant Below Expectations / Needs Further Evaluation

- If the individual is below expectations they will receive a feedback form 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 status after addressing the identified deficiencies (5A)
- If the individual needs further evaluation, they will be contacted for written clarification or an interview (5B)
- See additional information on Page 2, Section 5A and 5B
## Applicant Below Expectation / Needs Further Evaluation

### 5A 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 a PSA Train-the-Trainer Course
  - 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 to improve deficiencies must be communicated in the reapplication. Reapplication can occur no sooner than 6 weeks after the date of the decline letter

### 5B Needs Further Evaluation

If applicant is scored “Needs Further Evaluation” on any of the four short answer questions, a request for written clarification will be sent, or a request for 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
- For both the written clarification and phone interviews, 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

## Appeals Process

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.

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.