**PENDING FY22 FUNDING**

**FROM**: Capri Woolridge

**SENT**: September 7, 2021

**To**: ORA HQ OTED Course Distribution List

**Cc**:       ORA OSCP Distribution List

**Subject**: **COURSE ANNOUNCEMENT** FD215 Managing Retail Food Safety Virtual Instructor Led Training Course – January 24-28, 2022

DATE: September 7, 2021

FROM: Capri Woolridge

             Training Officer, Office of Training Education and Development (HFC-60)

**Course Location:** Online via Zoom

Course will be held via Zoom.gov

* Course link information will be provided to students granted attendance
* **The excel spreadsheet is no longer being used for registration. Please complete all mandatory information in the Student Registration Form (Attachment A) including a valid shipping address for the receipt of course materials which will be sent prior to the start of the course. This is the address you will be working at during this course and may be your home address. The Student Registration Form (Attachment A) is located at the end of this document.**

**Course Delivery Times:**

**This 5-day course will begin each day at 11:30AM ET and end at 4:30PM, and 2:00PM ET on the last day. A 30-minute lunch is provided Monday through Thursday.**

**Begin:** Monday, January 24, 2022 at 11:30 a.m. ET

**End:** Friday, January 28, 2021 at 2:00 p.m. ET

**Note:** Enter virtual classroom approximately 15 minutes early to allow time to ensure access.

**Course Description / Objectives:**

**FD215 Managing Retail Food Safety January 24-28, 2022:** **Virtual Instructor Led Training**

This 5-day virtual instructor-led training course is designed to introduce participants to the various ways that risk-based inspections can be applied in retail and food service establishments. Course topics include the “process approach” to HACCP, applications of HACCP principles in routine inspection work, and assessing active managerial control of risk factors by operators through a HACCP system or other established food safety management systems.

This course is intended for federal, state, local, tribal, and territorial regulators conducting retail and food service establishment inspections.

Upon Completion of this course, participants will be able to:

* Identify possible hazards associated with retail and food service operations and the control measures available to prevent, reduce, or eliminate the risks of these hazards.
* Apply the “process approach” of HACCP to routine inspections of retail and food service operations.
* Identify appropriate techniques and methods for applying HACCP principles to inspections and offering intervention

**Link to class in Pathlore LMS:**

<https://orauportal.fda.gov/stc/ORA/psciis.dll?CLASS=ORA&CODE=FD215>

**Deadlines / Special Notices:**

1.       Please provide a copy of this announcement to each student as soon as they are selected

2.       **By 60 days prior to course start date,** forward all student names and registration information via e-mail to [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov).

**Mandatory Technical Checks:**

**January 10, 2022 – DATE IS SUBJECT TO CHANGE**

A mandatory technical check will be conductedto make sure that students have required technology and capabilities to successfully participate and complete the course. Selected students will be provided additional information upon acceptance.

Confirmed participants will be provided additional information once accepted into the course.

All participants will be required to display a valid government issued photo identification one-time during the technical check prior to the course or during the first day of the course.

**System Requirements**

Students are required to have access to a computer system that provides internet access for email and ZoomGov attendance. Students must have visual and audio capabilities on their computers for the session, including the ability to download files and share their screens. Calling into the class will not be enough. They must also be able to receive and send documents electronically during the course session

This Virtual Instructor Led Training of FD215 requires participants to have:

* Computer
  + macOS X with macOS 10.7 or later, **OR**
  + Windows 10, **OR**
  + Windows 8 or 8.1
* Internet connection – broadband wired or wireless (3G or 4G/LTE)
* Speakers and a microphone – USB plug-in or wireless Bluetooth, built-in
* Webcam or HD webcam - built-in or USB plug-in

**Strongly suggested:**

* Dual monitors

**SPECIAL NOTICES:**

1. FDA is providing this course free of charge and registration fees are NOT required to attend.
2. OTED requires verification of participants’ identities.
   * All participants will be required to display a valid government issued photo identification one-time during the technical check prior to the course or during the first day of the course.

**Authorized Travel Dates:**

Travel is not authorized.

**Points of Contact**:

Students seeking information or assistance with this training course should contact in the following order:

1)       Immediate Supervisor (first source of information and assistance)

2)       Program/Division Administrative Officer (AO) (CGE, travel, and accounting code information)

3)      Capri Woolridge, Training Officer

        FDA/Office of Training Education and Development

        Phone: 202-527-5566

E-mail: Capri.Woolridge@fda.hhs.gov

**CEUs:** 1.70

**Contact Hours:** 17-hours

**Prerequisites and/or Pre-Course Work:**

Prior to attending, students must have completed the below:

* Know HACCP concepts
* [Read NACMCP HACCP Principles and Application Guidelines](https://www.fda.gov/food/hazard-analysis-critical-control-point-haccp/haccp-principles-application-guidelines)

**Course Completion Requirements**:

To successfully complete this course and receive a course certificate with Continuing Education Units (CEUs), each student will be required to:

1.      Complete Pre-Course Work and/or Prerequisites

2.       Be on time and attend the entire course

3. Attend the mandatory technical check

4.       Participate in class discussions, exercises, workshops and presentations

5.       Complete course assessment(s)

**Slot Allocations:**

**Note: When submitting registrations for all Cooperative Program courses (retail, milk, and shellfish), no more than 3 slots per course per agency will be permitted. This will maximize access for all state, local, tribal, and territorial partners. Additional registrations submissions for any given agency will be placed on the waitlist and offered as course slots become available.**

**Students**:

1. **60 days prior to the course,** complete the Student Registration Form (Attachment “A”) and submit via e-mail, **as a Word attachment** (Word Doc) to [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov).

**Special Needs:**

FDA provides reasonable accommodations to employees with disabilities.  If you need a reasonable accommodation for any part of the training process - due to medical conditions, physical limitations or particular learning challenges - please notify the training officer prior to the course.  Reasonable accommodations will be granted on a case-by-case basis.  For Voice TTY or other interpreting needs, please contact Interpreting Services at the following e-mail address: [interpreting.services@oc.fda.gov](mailto:interpreting.services@oc.fda.gov).

                                                                                    /s/

Capri Woolridge

Training Officer, OTED

*202-527-5566*

**Attachment for Student Registration Information**

Please submit the following information as a Word attachment (Word Doc) **60 days prior to course start date** via e-mail to [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov).

FD215 Managing Retail Food Safety

Online via ZoomGov

January 24-28, 2022

***Complete fields with required information. Mandatory fields are denoted with a red asterisk (\*).***

|  |
| --- |
| **Student Registration Information** |
| **\***Student’s Legal Name: |
| Student’s Other Name/Alias Used to Register for OTED Training: |
| **\***Position/Title: |
| GS Series and Grade: |
| **\***Employer Type (FDA| State| Local| Military| Academia| Industry| Other Federal| Other): |
| **\***Current Agency/Organization/Division: |
| Previous State/Local/Tribal Agency Worked For (If applicable): |
| \*Duty Station (Complete Address with Mail Code): |
| \*Physical Mailing Address (Use to Receive Shipments e.g.: Training Material via UPS): |
| Business Phone Number and Extension: |
| Fax Number: |
| **\***E-mail address: |
| \*If you are a Cooperative Program Training Coordinator, enter your information below. For all others, enter your Supervisor’s information below:  Name:  Phone Number:  Email Address: |
| Arrangements needed to accommodate special needs (if any): |
| **Emergency Contact Information**  Emergency Contact Name and Relationship:  Emergency Contact Day and Evening Telephone Number:  Note: This information will be kept strictly confidential and used for emergencies purposes only. |
| **Course Prerequisites and/or Pre-Work:** All prerequisites must be completed prior to registration.  **Pre-Course Work**   * Know HACCP concepts * [Read NACMCP HACCP Principles and Application Guidelines](https://www.fda.gov/food/hazard-analysis-critical-control-point-haccp/haccp-principles-application-guidelines) |