**PENDING FY22 FUNDING**

**FROM**: **Barbara James**

**SENT**: 09/30/2021

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

**Cc**:      **Janet Williams, Angela Nykanen, ORA OSCP Distribution List**

**Subject**: **COURSE ANNOUNCEMENT** - FD112 Food Code Virtual Instructor Lead Training Course - December 07-09, 2021 Central Standard Time

DATE: **September 30, 2021**

FROM: Barbara James

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

**Course Location – Online 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:**

**Begin:** Tuesday, December 07, 2021 at 9:00 AM CST

**End:** Thursday, December 09, 2021 at 2:30 PM CST

**Note:** Enter virtual classroom approximately 15 minutes early to allow time to ensure access. Government issued photo identification will be verified during the Tech Check on December 01, 2021

**This 3-day course will begin each day at 9:00 AM CST and end at 2:30 PM CST each day.**

**There will be frequent, short breaks throughout each day, as no dedicated lunch break is scheduled.**

**Course Description / Objectives:**

**FD112 Food Code December 07-09, 2021:** **Virtual Instructor Lead Training**

**Description**: This 3-day virtual instructor led course covers the recommendations and guidance provided in the 2017 FDA Food Code and its associated Public Health Reasons to prepare regulators for application of the Food Code to food establishments. The course builds on the online modules' topics including management duties and responsibilities, employee health, food, equipment, water, plumbing, waste, physical facilities, poisonous/toxic materials, compliance and enforcement. Focus of the synchronous segment is to highlight updates of the Food Code and to practice and discuss topics in context. Methods of instruction include lectures, discussions, and exercises with scenarios applying various sections of the Food Code and Annexes.

**Objectives:**

After completing the FD112 prerequisites, participants will be able to identify the intent (purpose), design and scope of the Food Code.   
2. Given scenarios, participants will be able to describe the management and personnel responsibility of the food establishment to ensure food safety in accordance with the Food Code Chapter 2.   
3. Given scenarios-based questions, participants will be able to discuss the criteria of "APPROVED" food as defined in the Food Code.   
4. Given scenario-based questions, participants will be able to interpret recommendations for cooking and reheating in accordance with the Food Code.   
5. Given scenario-based questions, participants will be able to interpret recommendations for holding, cooling, and date marking for TCS food in accordance with the Food Code.   
6. Given image-based questions, participants will be able to interpret recommendations for sanitary design, usage, and cleaning/sanitization of equipment, utensils and linen in a food establishment in accordance with the Food Code.   
7. Given scenarios or images, participants will be able to explain recommendations for water, plumbing, waste storage and disposal handling of recyclable and returnable items for a food establishment in accordance with the provisions of Food Code Chapter 5.   
8. Given image-based questions participants will be able to identify the physical facility recommendations in accordance with the provisions of Food Code Chapter 6.   
9. Given scenarios, participants will be able to evaluate labeling and handling of poisonous or toxic in accordance with the Food Code recommendations.

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

**Link to class in Pathlore LMS:**

<https://orauportal.fda.gov/stc/ORA/psciis.dll?CLASS=ORA&CODE=FD112>

**Deadlines / Special Notices:**

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

2.       **By 30 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 Check – December 01, 2021 – DATE IS SUBJECT TO CHANGE**

**A mandatory technical check will be conducted** to 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.

**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 FD112 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

**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)

4)   **Barbara James**, Training Officer (final POC if the PTO is unavailable)

       FDA/Office of Training Education and Development

**(404) 270-0877**

Fax 404-253-1207

E-mail: **Barbara.James@fda.hhs.gov**

**CEUs:** **1.70**

**Contact Hours: 16.5 hours**

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

**All participants must complete prerequisites PRIOR to registering for the course.**

Participants must complete the Food Code online training modules (Chapters 1-8) hosted at the ComplianceWire learning portal (aka ORAU online). Access to these courses is free to all FDA/state/local regulatory officials with registration available online at <http://www.fda.gov/Training/ForStateLocalTribalRegulators/ucm119016.htm>

FDAFC02 Food Code Chapter 1: Purpose and Definitions   
FDAFC07 Food Code Chapter 2 : Supervision   
FDAFC03 Food Code Chapter 3: Part I   
FDAFC05 Food Code Chapter 3: Part II   
FDAFC06 Food Code Chapter 3: Part III   
FDAFC08 Food Code Chapter 4: Part I   
FDAFC10 Food Code Chapter 4: Part II   
FDAFC04 Food Code Chapter 5: Water, Plumbing, and Waste   
FDAFC09 Food Code Chapter 6   
FDAFC01 Food Code Chapter 7: Poisonous and Toxic Materials   
FDAFC11 Food Code Chapter 8: Enforcement and Annex 1   
  
Successful completion of this curriculum is required to receive permission to attend the training: minimum 70% on each module   
  
CC8001W: Plumbing Controls for Commercial Food Establishments (Pathlore)

**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 prior to the course.

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.**

**State/Local/Tribal: 27**

**FDA 3**

**Students**:

**30 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/

Barbara James

Training Officer, OTED

*(404) 270-0877*

**Attachment for Student Registration Information**

Please submit the following information as a Word attachment (Word Doc) no later than COB **November 05, 2021** via e-mail to [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov).

**FD112: Food Code**

**Online via ZoomGov**

**December 06-08, 2021**

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

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| --- |
| **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 prerequisite must be completed prior to registration.  FDAFC02 Food Code Chapter 1: Purpose and Definitions  FDAFC07 Food Code Chapter 2 : Supervision  FDAFC03 Food Code Chapter 3: Part I  FDAFC05 Food Code Chapter 3: Part II  FDAFC06 Food Code Chapter 3: Part III  FDAFC08 Food Code Chapter 4: Part I  FDAFC10 Food Code Chapter 4: Part II  FDAFC04 Food Code Chapter 5: Water, Plumbing, and Waste  FDAFC09 Food Code Chapter 6  FDAFC01 Food Code Chapter 7: Poisonous and Toxic Materials  FDAFC11 Food Code Chapter 8: Enforcement and Annex 1   CC8001W: Plumbing Controls for Commercial Food Establishments (Pathlore) |