**FROM**: Grace Santo

**SENT:** September 3, 2021

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

**Cc:** ORA OSCP Distribution List

**Subject**: COURSE ANNOUNCEMENT FD204 Temporary Food Establishments March 22-25, 2022

DATE: September 3, 2021

FROM: Grace Santos

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

**Course Location**

Course will be held via Zoom

* Course link information will be provided to students granted attendance

**Student Registration Information**

The excel spreadsheet is no longer being used. Include a valid physical address for shipping of course materials which will be sent prior to the start of the course (no PO Boxes). This is the address you will be working at during this course and may be your home address. Please submit the student Registration Information form (at the end of this document) as a Word attachment (Word Doc) no later than 60 days to course start date via e-mail to: [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov)

**Course Delivery Times:** 4 days Tuesday – Friday starting daily at 10AM EST (includes a 30 minute lunch)

Begin: Monday March 22, 2022 @10 AM EST

End: Friday March 25, 2022 @ 3:30PM EST

**FD204 Temporary Food Establishments**

**Course Description:** This 4-day virtual course is to prepare participants to effectively conduct an application review, menu review, and inspection of a temporary food establishment (TFE) and institute corrective actions. Emphasis is placed on the proper design and location of food storage, preparation and serving operations and sanitary facilities. This course will cover the key elements for conducting application reviews, menu reviews, and inspections of TFEs. Key steps for planning a national special security event or other large-scale special events are also covered. Methods of instruction include lectures with hands-on group exercises and discussion to reinforce performance-level concepts.

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

1. Discuss different types of TFEs and associated food safety concerns.

2. Describe key responsibilities, challenges, and conflicts for handling and regulating TFEs.

3. Given a scenario, evaluate public health risks associated with TFEs, associated risk factors, and public

health interventions to address identified risks.

4. Given a TFE menu and application, determine how to mitigate any identified risk factors, hazardous

conditions, and high-risk foods and preparation processes.

5. Evaluate equipment and facilities at a mock TFE, including premises, water supply and sewage disposal,

to determine suitability of equipment and control of risk factors.

6. Complete a full inspection of a mock TFE.

**Target Audience:** The target audience is federal, state, tribal, territorial, and local food regulatory officials who are responsible for conducting application reviews and inspections of temporary food establishments**.**

**Link to class in Pathlore LMS:**

<https://orauportal.fda.gov/stc/ORA/psciis.dll?CLASS=ORA&CODE=FD204>

**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:**

March 18, 2022 Time: TBD 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.

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 **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 – your webcam will need to be on during the course

**Strongly suggested:**

* 2 screen set up (2 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)      Grace Santos, Training Officer (final POC if the PTO is unavailable)

        FDA/Office of Training Education and Development

        Office: 949-608-3483

E-mail: Grace.Santos@fda.hhs.gov

**Contact hours:** 18 hours **CEU’s** 1.8

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

All participants must complete the prerequisite web course(s) **PRIOR** to enrolling in the course.

Additional information will be provided upon acceptance into course.

Prerequisites are located on [**Pathlore LMS**](https://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=383299&mainmenu=ORA&top_frame=1).

1.CC8033W HACCP (Pathlore)

2.CC8001W Plumbing Controls for Commercial Food Establishments (Pathlore)

Need a Pathlore account? Please fill out the [Pathlore Account Registration Form](https://orauportal.fda.gov/stc/ORA/OTEDPathloreRegistrationAccountRequestForm.pdf) and forward to [Appsdesk@fda.hhs.gov](mailto:Appsdesk@fda.hhs.gov)

Not sure if you have a Pathlore account? Pathlore job aids can assist users to navigate this learning management system (LMS). The job aid will assist with signing on, establish a User ID and password, password reset, finding your Pathlore user name (if you do not recall having an existing account), searching the course catalog, printing a transcript, and additional support. “Pathlore Job Aid for State/Local/Tribal/Territorial” can be found [here](https://orauportal.fda.gov/stc/ORA/PathloreStateUserJobAid.pdf).

**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:   <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/

Grace Santos

Training Officer, OTED

*949-608-3483*

FD204 Temporary Food Establishments

Online via Zoom

March 22-25, 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, work/home): |
| 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; please fill in the completion date.  1.CC8033W HACCP (Pathlore) \_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.CC8001W Plumbing Controls for Commercial Food Establishments (Pathlore) \_\_\_\_\_\_\_\_\_\_ |