**Office of Training Education and Development (OTED)**

***This course announcement shall not be changed in any format.***



**FD215 Managing Retail Food Safety**

**Virtual Instructor-Led Training via Zoom**

**Aug 7-11, 2023 11:30 AM - 4:30 PM (EST)**

**Pending Availability of FY23 Funds**

# Student Information

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| **COURSE DESCRIPTION** | 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. | | |
| **COURSE OBJECTIVES** | Upon completion, students 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 | | |
| **TARGET AUDIENCE** | This course is designed for federal, state, local, tribal, and territorial regulators conducting retail and food service establishment inspections. | | |
| **PREREQUISITES** | N/A | | |
| **COURSE PRE-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**  **SELF-NOMINATION/**  **REGISTRATION** | **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). | | |
| **COURSE COMPLETION REQUIREMENTS** | To successfully complete this course and receive a course certificate with Continuing Education Units (CEUs), each student will be required to:   * Complete Pre-Course Work and/or Prerequisites * Be on time and attend the entire course * Attend the mandatory technical check * Participate in class discussions, exercises, workshops and presentations * Complete course assessment(s) | | |
| **COURSE CREDIT (CEUs)** | 1.70 | | |
| **IDENTIFICATION REQUIREMENTS** | OTED verifies IDs and requires students to sign in daily. Acceptable identification is a validgovernment issued photo ID. | | |
| **TECHNICAL REQUIREMENTS & TECHNICAL CHECK** | **Technical Requirements:**  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 with cameras on throughout the Course unless otherwise stated by instructor   **Strongly suggested:**   * Dual monitors   **Technical Check:**  A mandatory tech check meeting will be held prior to the Course.  Confirmed students will be provided additional information regarding date and time once accepted into the course During the tech check, identification will be verified.  **Log-In:**  On the day of the course, login at least 15 minutes prior to the course start time.  **Technical Support:**  For FDA students, contact ERIC for technical support, as needed. | | |
| **POINTS OF CONTACT** | For FDA Students:  For administrative questions, contact your supervisor. For course and content questions, contact the following individuals in this order:  1. Training Contact (as applicable) 🡪 2. [Program Training Officer](https://fda.sharepoint.com/sites/InsideFDA-ORA-OTED/SitePages/Program-Training-Officers.aspx?csf=1&web=1&e=68ShPH) (as applicable) 🡪  3. OTED Training via [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov).  For State/Local/Tribal/Territory Students:  Students are to send inquiries to [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov). | | |
| **REASONABLE ACCOMMODATIONS** | If a reasonable accommodation is needed to participate, contact [ReasonableAccommodation@fda.hhs.gov](mailto:ReasonableAccommodation@fda.hhs.gov) or (301) 796-9400. Requests for Sign Language Interpretation or CART/captioning must be made as soon as possible. Please send your request to [Interpreting.Services@oc.fda.gov](mailto:Interpreting.Services@oc.fda.gov). | | |
| **ACCOUNTING AND ADMINISTRATIVE INFORMATION** | Use the link below for information on reporting time in training:  [OTED Accounting and Administrative Information](https://orauportal.fda.gov/stc/ORA/OTEDAccountingAndAdminInfo.pdf) | | |
| **PTO DEADLINE** | The PTOs (including ORA, State, Center Training and OIP contacts) must provide the OTED Training Officer with the Student Registration Forms (formerly known as Attachment A) by COB **June 7, 2023**. | | |
| **SLOT ALLOCATIONS**  Additional slots need the approval of the OTED Training Officer, Program Training Officer, and the Office of Partnerships (OP), as applicable. | | **Program Area** | **Number of Slots** |
| HAF East | 2 |
| HAF West | 2 |
| SLTT | 32 |
| **Total Class Slots** | 36 |

/s/

OTED

(301) 796-4550

