

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

October 23 – 27, 2023 11:30 AM – 4:30 PM (EDT)

Pending Availability of FY24 Funds

Student Information

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: <ul style="list-style-type: none">• 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	<p>This course is designed for federal, state, local, tribal, and territorial regulators conducting retail and food service establishment inspections.</p> <p>It is recommended that participants have retail food inspection experience and completion of Standard 2, Trained Regulatory Staff, in FDA’s Voluntary National Retail Food Regulatory Program Standards. https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards.</p>
COURSE PRE-WORK	By September 25th, 2023 , all students must have completed the below: <ul style="list-style-type: none">• Know HACCP concepts• Read NACMCP HACCP Principles and Application Guidelines

COURSE SELF-NOMINATION/ REGISTRATION	<p>For FDA Students: Follow your local procedures to register for this course, which may include completing a Student Registration form (formerly known as Attachment A) and request it in the ORA LearnedED System using the link below: (scroll to bottom for registration form)</p> <p>https://fdaoted.csod.com/ui/lms-learning-details/app/event/053d5a5f-4063-4e2d-852c-ad37350947ab?session=c433d410-eeaa-454e-8ffa-e42c00e478f5</p> <p>Refer to the Points of Contact section and your Supervisor for additional information.</p> <p>For State/Local/Tribal/Territory Students: Prior to September 15th, 2023, students must complete the Student Registration Form and submit via e-mail to ORA-OTED-Retail@fda.hhs.gov</p>
COURSE COMPLETION REQUIREMENTS	<p>To receive credit for this course, you must:</p> <ul style="list-style-type: none"> • Access a computer with Internet access, email, and audiovisual capabilities • 100% attendance daily and join on-time, Zoom opens 15 minutes early • Participate in the full course including course discussions, exercises, workshops, presentations, and assessments.
COURSE CREDIT (CEUs)	<p>1.7 CEUs/17 contact hours</p>
TECHNICAL REQUIREMENTS	<p>Technical Requirements: This Virtual Instructor Led Training of FD215 requires participants to have:</p> <ul style="list-style-type: none"> • Computer <ul style="list-style-type: none"> ○ 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 <p>Log-In: On the day of the course, login at least 15 minutes prior to the course start time.</p> <p>Technical Support: For FDA students, contact ERIC for technical support, as needed.</p>
POINTS OF CONTACT	<p>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 (as applicable) → 3. OTED Training via ORA-OTED-Retail@fda.hhs.gov.</p> <p>For State/Local/Tribal/Territory Students: Students are to send inquiries to ORA-OTED-Retail@fda.hhs.gov.</p>
REASONABLE ACCOMMODATIONS	<p>If a reasonable accommodation is needed to participate, contact ReasonableAccommodation@fda.hhs.gov or (301) 796-9400. Requests for Sign Language</p>

	Interpretation or CART/captioning must be made as soon as possible. Please send your request to 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

Information for Program Training Officers

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 September 15th, 2023 . The deadline for student substitutions is COB September 22nd, 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
	OHAFO-East	1
	OHAFO-West	1
	States	34
	Total Class Slots	36

/s/

Marc Wernick
Training Specialist, ORA/OTED/DPT
Marc.Wernick@fda.hhs.gov
240-338-8150

