

Office of Training Education and Development (OTED)  
*This course announcement shall not be changed in any format.*

**FD215: Managing Retail Food Safety**  
**FD218: Risk-Based Inspection Methods in Retail**

Instructor-Led Training  
Albuquerque, NM

**\*\*\*NOTE\*\*\*** *Students must take both courses.*

November 18, 2024 1:00 PM – 5:00 PM (MST)  
November 19 – 21, 2024 8:00 AM – 5:00 PM (MST)  
November 22, 2024 8:00 AM – 12:00 PM (MST)  
Pending Availability of FY25 Funds

**Student Information**

<b>COURSE DESCRIPTION</b>	<p>This 5-day instructor-led training course combines two courses.</p> <p>FD215 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.</p> <p>FD218 is designed to build upon concepts learned in FD215 Managing Retail Food Safety course and is designed to further enhance the knowledge, skills, and abilities of food safety inspection officers in conducting risk-based inspections. Course topics include food microbiology, communication techniques, assessing active managerial control (AMC), strategies used to focus inspections, and determining corrective actions.</p>
<b>COURSE OBJECTIVES</b>	<p>Upon completion, students will be able to:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> 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.</li><li><input type="checkbox"/> Apply the “process approach” of HACCP to routine inspections of retail and food service operations.</li><li><input type="checkbox"/> Identify appropriate techniques and methods for applying HACCP principles to inspections and offering intervention</li><li><input type="checkbox"/> Apply foundational concepts related to risk-based routine inspections to evaluate the relative public health risk of various violations in given inspection scenarios.</li><li><input type="checkbox"/> Demonstrate the use of communication techniques to convey the public health significance of a given risk factor violation and obtain information necessary for determining code compliance and active managerial control in simulated inspection scenarios.</li><li><input type="checkbox"/> Apply time management and risk evaluation strategies to focus the inspection, set priorities, and determine inspection flow in mock inspection scenarios.</li></ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Apply strategies to determine code compliance and active managerial control of foodborne illness risk factors in simulated inspection scenarios.</li> <li><input type="checkbox"/> Analyze inspectional evidence to determine appropriate immediate corrective actions for out-of-control risk factors during simulated inspection scenarios.</li> <li><input type="checkbox"/> Demonstrate the ability to develop an appropriate long-term intervention strategy with industry during a mock inspection/role playing exercise.</li> </ul>
<b>TARGET AUDIENCE</b>	<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. <a href="https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards">https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards</a></p> <p><b>FDA Students must contact their Program Training Officers for travel funding approval prior to registering for the course. Please use POC section to forward approval to OTED Training Officer.</b></p>
<b>COURSE LOCATION</b>	<p>Crowne Plaza Albuquerque 1901 University Boulevard NE Albuquerque, New Mexico 87102</p>
<b>PREREQUISITES</b>	<p>All students must have completed the following course(s) <b>prior to registering</b>:</p> <p>Prerequisites can be found on the <b>LearnEd</b> LMS <a href="https://fdaoted.csod.com/">https://fdaoted.csod.com/</a></p> <ol style="list-style-type: none"> <li>1) FD112 Food Code <b>OR</b> <a href="#">FD112W100</a> <b>OR</b> equivalent mastery approved by OTED Training Officer <b>OR</b> Food Code Web Course Series completed in ComplianceWire prior to 09/30/23</li> <li>2) <a href="#">CC8011W</a> Communication Skills for Regulators</li> <li>3) Food Microbiology Series <a href="#">LearnEd</a> <ul style="list-style-type: none"> <li>o <a href="#">CC8028W</a> Biological Hazards</li> <li>o <a href="#">CC9013W</a>: Control by Thermal Processing</li> <li>o <a href="#">CC8002W</a>: Pasteurization</li> <li>o <a href="#">FD152 course</a> or <a href="#">CC9016W</a>: Technology-based Food Processes</li> <li>o <a href="#">CC8035W</a>: Sampling</li> <li>o <a href="#">CC8032W</a>: Sanitation Practices</li> </ul> </li> </ol> <p>Recommendations:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read <a href="#">NACMCP HACCP Principles and Application Guidelines</a></li> <li><input type="checkbox"/> Read Annex 4 and 5 of the current FDA Food Code</li> <li><input type="checkbox"/> FDA35 Basic Food Law for State Regulators or <a href="#">FD9015W</a></li> <li><input type="checkbox"/> FDA36 Public Health Principles or <a href="#">CC8026W</a></li> <li><input type="checkbox"/> FDA38 Basics of Inspection: Beginning an Inspection or <a href="#">CC9037W</a></li> <li><input type="checkbox"/> FDA39 Basics of Inspection: Issues &amp; Observations or <a href="#">CC9038W</a></li> </ul>
<b>COURSE REGISTRATION</b>	<p><b>Deadline to register is September 16, 2024</b></p>

	<p><b>Self-requesting registration into classes is now available for RETAIL courses in ORA LearnED.</b> You can request registration into this course by using the link below. Registration requests for this course will <b>ONLY</b> be accepted via the link below and no other method of requesting registration will be accepted:</p> <p><a href="#">FD215: Managing Retail Food Safety</a> *</p> <p>*Using this link will register you for the full course. You must attend both parts to get credit and a completion certificate.</p> <p><u>Access to ORA LearnED is required to complete registration requests.</u>  <b>Need an ORA LearnED account?</b> Visit the <a href="#">Request an ORA LearnED Training System Account</a> page to register.</p> <p><b>Please be advised:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Your request does not guarantee registration.</u> Once your request has been received it will be reviewed by all applicable parties.</li> <li><input type="checkbox"/> Individuals must request their own registration in the system and cannot request a registration for someone else.</li> <li><input type="checkbox"/> If your registration is approved, you will be notified via email of next steps. If we are not able to grant registration at this time, you will be notified via email as well.</li> <li><input type="checkbox"/> <b>If your registration is approved, we will request additional information to finalize your request.</b> This request is sent via email as registration requests are approved or around the registration deadline. Failure to submit such information may result in forfeiture of approved registration.</li> </ul> <p>ORA LearnED - <a href="https://fdaoted.csod.com/login/render.aspx?id=fdaotedclp">https://fdaoted.csod.com/login/render.aspx?id=fdaotedclp</a></p> <p><b>Need help?</b> Email <a href="mailto:APPSDesk@fda.hhs.gov">APPSDesk@fda.hhs.gov</a> for assistance with ORA LearnEd. Refer to the <b>Points of Contact</b> section and your Supervisor for additional information.</p>
<p><b>COURSE COMPLETION REQUIREMENTS</b></p>	<p>To get credit for this course, you must:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete course pre-work</li> <li><input type="checkbox"/> Attend every day of the course and arrive on-time</li> <li><input type="checkbox"/> Participate in the full course including course discussions, exercises, workshops, presentations, and assessments.</li> </ul>
<p><b>COURSE CREDIT (CEUs)</b></p>	<p>FD215 – 1.3 CEUs 12.5 contact hours  FD218 – 1.6 CEUs 16.5 contact hours</p>
<p><b>POINTS OF CONTACT</b></p>	<p><b>For State/Local/Tribal/Territory Students:</b>  Students are to send inquiries to <a href="mailto:ORA-OTED-Retail@fda.hhs.gov">ORA-OTED-Retail@fda.hhs.gov</a>.</p> <p><b>For DoD Students:</b>  CW5 Oscar Carrion <a href="mailto:oscar.r.carrion.mil@mail.mil">oscar.r.carrion.mil@mail.mil</a> for approval</p> <p><b>FDA Students:</b>  For administrative questions, contact your supervisor. For course and content questions, contact the following individuals in this order:</p> <ol style="list-style-type: none"> <li>1. Training Contact (as applicable) → 2. <a href="#">Program Training Officer</a> (as applicable) →</li> <li>3. OTED Training Officer <a href="#">Marc Wernick</a></li> </ol>

<b>REASONABLE ACCOMMODATIONS</b>	<p>If a reasonable accommodation is needed to participate, contact <a href="mailto:ReasonableAccommodation@fda.hhs.gov">ReasonableAccommodation@fda.hhs.gov</a> or (301) 796-9400. Requests for Sign Language Interpretation or CART/captioning must be made as soon as possible. Please send your request to <a href="mailto:Interpreting.Services@oc.fda.gov">Interpreting.Services@oc.fda.gov</a>.</p>
<b>TRAVEL INFORMATION</b>	<p><b>For State/Local/Tribal/Territory Students:</b> Please secure lodging and transportation as directed by your agency policies.</p> <p><b>A room block has not been created for this course.</b> Students are to <b>book hotels within per diem</b>, <u>using the guidelines and policies of their respective agencies</u>. Attendees should secure lodging within walking distance of the meeting space. rental cars, taxis and ride-share are not authorized to/from the hotel to the meeting space.</p> <p>As a courtesy, we have identified the following hotels within walking distance: Crowne Plaza Albuquerque, 1901 University Boulevard NE, Albuquerque, NM 87102</p> <p><b>Per Diem:</b> \$ 141      <b>M&amp;IE:</b> \$ 69</p> <p><b>Airport:</b> Albuquerque International Sunport (ABQ) is the closest airport and is approximately 7 miles away from the hotel. Taxi is estimated at \$15 one way.</p> <p><b>FDA Students:</b> Funding memos will not be issued by OTED Training Specialists. FDA employees must follow their program’s procedures for securing lodging and transportation, use of CGE, securing funding memos, and documenting the details on Travel Authorizations.</p>

### Information for Program Training Officers

SLOT ALLOCATIONS	Program Area	Number of Slots
Additional slots need the approval of the OTED Training Officer, Program Training Officer, and the Office of Partnerships (OP), as applicable.	States (Includes DoD and non-FDA)	48
	FDA	*Only with program approval
	<b>Total Class Slots</b>	48

/s/  
 Marc Wernick  
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