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

November 3 - 7, 2025 11:00 AM – 4:30 PM (ET)
Pending Availability of FY26 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: • 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. 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.
COURSE REGISTRATION	**Deadline to register is Oct 6, 2025, 9:00 AM ET.** **Self-requesting registration into classes is now available for RETAIL courses in OII LearnED.** You can request registration into this course by following these steps: 1. Log in to your LearnED account. 2. After logging in, click the link below: FD215: Managing Retail Food Safety 3. Scroll down and select the blue "Request" button. Access to OII LearnED is required to complete registration requests. **Need an OII LearnED account?** Visit the Request an OII LearnED Training System Account page to register. **OII LearnED** - https://fdaoted.csod.com/ **Please be advised:** • Your request does not guarantee registration. Once your request has been received it will be reviewed by all applicable parties.

	- Individuals must request their own registration in the system and cannot request a registration for someone else. - 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. **If your registration is approved, we may request additional information to finalize your request.** 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. **Need help?** Email APPSDesk@fda.hhs.gov for assistance with OII LearnED. Refer to the **Points of Contact** section and your Supervisor for additional information.
COURSE COMPLETION REQUIREMENTS	**To receive credit for this course, you must:** - 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)	1.7 CEUs/17 contact hours
TECHNICAL REQUIREMENTS	**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. **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 (as applicable) → 3. OTED Training Officer (Marc.Wernick@FDA.HHS.GOV) **For State/Local/Tribal/Territory Students:** Students are to send inquiries to OII-OTED-Retail@fda.hhs.gov. **For DoD Students**: CW5 Oscar Carrion oscar.r.carrion.mil@mail.mil for approval

REASONABLE ACCOMMODATIONS	If a reasonable accommodation is needed to participate, contact 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.

Information for Program Training Officers

PTO DEADLINE	The PTOs (including OII, State, Center Training and OIFSSP contacts) must ensure registration requests are submitted by **Oct 6, 2025, 9:00 AM ET.** The deadline for student substitutions is **COB October 20, 2025.**	
SLOT ALLOCATIONS	**Program Area**	**Number of Slots**
	OII/OHFI	02
Additional slots need the approval of the OTED Training Officer, Program Training Officer, as applicable.	States (Includes DoD and Non-FDA)	34
	Total Class Slots	**36**

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

FDA