

Office of Training Education and Development (OTED)

This course announcement shall not be changed in any format.

High-Risk Manufactured Dairy Products:

Fresh, Raw, Frozen

Instructor-Led Training

September 14 – 18, 2026

Mon-Fri: 8:00 AM – 5:00 PM. (ET)

Madison, WI

Pending Availability of FY26 Funds

Student Information

COURSE DESCRIPTION	<p>This course focuses on high-risk manufactured dairy products. It is an advanced, performance-based training designed to strengthen regulatory inspection capabilities for high-risk, non-Grade A dairy products. The course focuses on the unique hazards, manufacturing processes, preventive controls, and inspection challenges associated with products such as aged raw milk cheeses, Hispanic-style fresh cheeses (e.g., queso fresco-type cheeses), and ice cream.</p> <p>Through product-focused modules, real-world outbreak examples, case studies, inspection scenarios, applied exercises, and site visits participants will learn to identify risk factors, evaluate controls, recognize environmental and process-related red flags, and conduct more effective risk-based inspections. The course emphasizes practical application and critical thinking over regulatory recall.</p>
COURSE OBJECTIVES	<p>Upon completion, students will be able to:</p> <ul style="list-style-type: none">• Explain the intrinsic and extrinsic factors that contribute to risk in high-risk manufactured dairy products.• Describe the manufacturing processes associated with aged raw milk cheeses, Hispanic-style fresh cheeses, and ice cream, including critical process steps and associated hazards.• Identify common biological, chemical, and allergen-related hazards associated with high-risk dairy products.• Apply a risk-based inspection approach to evaluate dairy manufacturing operations and identify potential contamination points and process vulnerabilities.• Interpret environmental monitoring findings, inspection observations, and manufacturing records to determine whether corrective actions and mitigation strategies are adequate.• Utilize outbreak investigations, case studies, and real-world inspection scenarios to improve inspection decision-making and hazard recognition.• Recognize unique equipment, sanitation, allergen, and environmental concerns associated with cheese and ice cream manufacturing facilities.• Conduct more confident and consistent inspections of high-risk manufactured dairy facilities using practical inspection tools, hazard recognition strategies, and critical-thinking techniques

TARGET AUDIENCE	<p>This course is designed for:</p> <ul style="list-style-type: none"> • FDA officials responsible for inspecting dairy manufacturing facilities • State, local, tribal, and territory partners
COURSE LOCATION	<p>Best Western Plus InnTowner Madison 2424 University Avenue Madison, WI 53726</p>
PREREQUISITES	<p>The following prerequisites are required for participation in this class. All students must have completed the following course(s) prior to registering (login to LearnED before clicking link):</p> <ul style="list-style-type: none"> • Option 1: FD254W100 Introduction to Preventive Controls for Human Food for Regulators -OR- • Option 2: FD190W100 Curriculum: Introduction to Food Current Good Manufacturing Practice, Application, and Evidence AND FD378W100 Curriculum: Preventive Controls for Grade “A” Dairy Regulators
COURSE REGISTRATION	<p>Student Registration Deadline is August 5th, 2026. PTO/Training Coordinator Deadline is August 7th, 2026. OTED Training Specialist Deadline is August 11th, 2026.</p> <p>Self-requesting registration into classes is now available for FD570 courses in LearnED. Follow your local procedures to get approval to attend this course. <u>After completing prerequisites</u>, request registration into this course by following these steps:</p> <ol style="list-style-type: none"> 1. Log in to your LearnED account. 2. After logging in, click the link below: FD570: High-Risk Manufactured Dairy Products: Fresh, Raw, Frozen 3. <u>Scroll down to the desired session dates</u> and select the blue “View Details” button. 4. Verify session details and select the blue “Request” button. <p>Registration requests for this course will ONLY be accepted via the link above and no other method of requesting registration will be accepted.</p> <p><u>Access to OII LearnED is required to complete registration requests.</u> Need an LearnED account? Visit the Request an OII LearnED Training System Account page to register. LearnED - https://fdaoted.csod.com/</p> <p>Please be advised:</p> <ul style="list-style-type: none"> • <u>Your request does not guarantee registration.</u> 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. • 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. <p>Need help? Email APPSDesk@fda.hhs.gov for assistance with LearnED. Refer to the Points of Contact section below and your Supervisor for additional information.</p>

COURSE COMPLETION REQUIREMENTS	<p>To get credit for this course, you must:</p> <ul style="list-style-type: none"> • Complete course prerequisites and pre-course work. • Be on time every day and attend the entire course. • Participate in class discussions, exercises, workshops, and presentations. • Successfully complete any course assessment(s).
COURSE CREDIT (CEUs)	3.0
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) à 2. Program Training Officer (as applicable) à 3. OTED Training Officer (Shannon.Tabing@FDA.HHS.GOV)</p> <p>For State/Local/Tribal/Territory Students: Send inquiries to OII-OTED-Retail@fda.hhs.gov or OIIOTEDMILK@fda.hhs.gov.</p> <p>For International Students: Contact the Office of the Associate Commissioner for Inspections and Investigations, International and Federal Engagement Team at OIIOACIIintlandfederal@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 Interpretation or CART/captioning must be made as soon as possible. Please send your request to Interpreting.Services@oc.fda.gov.</p>
TRAVEL INFORMATION	<p>Note: Before booking any accommodation, please confirm that you have been officially approved for the course.</p> <p>Authorized Travel Dates (Early departures will NOT be permitted) Arrival: Sunday, September 13, 2026 Departure: Friday, September 18, 2026</p> <p><u>COURSE/LODGING INFORMATION</u> Hotel: Best Western Plus InnTowner Madison Address: 2424 University Avenue, Madison, WI 53726 Phone: (608) 233-8778 FEMA ID: WI5240 Check-in Time: 3:00 PM CST Check-out Time: 12:00 PM CST Government Lodging Per Diem: \$138 + tax M&IE: \$80 \$60 First and Last day of travel Reservations Deadline: Thursday, August 27th, 2026 Reservations Link: https://www.bestwestern.com/en_US/book/hotel-rooms.50082.html?groupId=4C9WN8Q9 Or guests can call 608-233-8778, ext 0 and mention code 3469-1 Cancellations: You may cancel your reservation for no charge before 04:00 PM local hotel time on Sunday September 13, 2026.</p> <p>TRANSPORTATION Dane County Regional Airport (MSN) is 8 miles from the hotel. The airport address is 4000 International Ln, Madison, WI 53704. Estimated taxi fare \$50 USD (one way).</p>

GROUND TRANSPORTATION:

- Rental car is NOT authorized.
- To hotel from airport: Use Airport Taxi, Uber, or Lyft

OTHER INFORMATION:

Participants should wear attire appropriate for a site visit on day of field trip. You must wear closed-toe shoes. NO high heels, sandals, open toe shoes, shorts, sleeveless tops, mid-drift tops, etc. are permitted. Although disposable PPE items will be provided, students may bring their own lab coats and/or other PPE.

For FDA Students:

All **approved** traveling students should follow the funding procedures provided by their program office. The OTED Training Officer will only issue funding memos to **approved** traveling instructors and OII Staff attending. Travelers are reminded that they must select an airport and flight that is most cost effective to the Government in accordance with the Federal Travel Regulations. All attendees should return home the last day of class unless there are special circumstances. FDA employees must follow agency procedures for securing lodging and transportation through CGE and documenting the trip details on your Travel Authorization.

For State/Local/Tribal/Territory Students: Please secure lodging and transportation as directed by your agency policies.

Information for Program Training Officers

PTO DEADLINE	The PTOs (including OII, State, Center, and international contacts) must ensure interested students request the course in LearnED by COB August 5th, 2026 . The deadline for PTO/Training Coordinator approvals is by COB August 7th, 2026 . The deadline for student substitutions is COB August 10th, 2026 .	
SLOT ALLOCATIONS Additional slots need the approval of the OTED Training Officer, Program Training Officer, as applicable.	Program Area	Number of Slots
	States	25
	FDA – New Milk Specialists	As needed
	Total Class Slots	25

/s/

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