This course announcement shall not be changed in any format.

Office of Training Education and Development (OTED)

Partnership for Regulatory Education and Training (PRET) Program Course

FD220T: Combined FD215/FD218 Train-the-Trainer

Virtual Instructor-Led Training via Zoom

March 15 – 17, 2027

11:30 AM – 4:30 PM (ET)

Pending Availability of FY27 Funds

Student Information

COURSE DESCRIPTION	This 3-day virtual instructor-led training (vILT) course will provide basic instructor knowledge and skills for teaching FD220: Combined FD215/FD218. 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. 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. FD220T includes interactive lectures, small group discussions, workshops, and practical exercises to reinforce the course objectives and content.
COURSE OBJECTIVES	Upon completion, students of this course will be able to teach FD220. The course objectives for FD220 are: • 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 • Apply foundational concepts related to risk-based routine inspections to evaluate the relative public health risk of various violations in given inspection scenarios. • 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. • Apply time management and risk evaluation strategies to focus the inspection, set priorities, and determine inspection flow in mock inspection scenarios.

	• Apply strategies to determine code compliance and active managerial control of foodborne illness risk factors in simulated inspection scenarios. • Analyze inspectional evidence to determine appropriate immediate corrective actions for out-of-control risk factors during simulated inspection scenarios. • Demonstrate the ability to develop an appropriate long-term intervention strategy with industry during a mock inspection/role playing exercise.
TARGET AUDIENCE	This course is designed for: Any current Federal or SLTT regulatory or public health official who has been nominated by a jurisdiction or association enrolled in the Partnership for Regulatory Education and Training (PRET) to become a Qualified Instructor (QI) to teach the FD220 course. For more information on becoming a Qualified Instructor (QI) or for more information on how your jurisdiction can participate, please access the Partnership for Regulatory Education and Training (PRET) webpage or email OII-OTED-PRET@fda.hhs.gov.
PROGRAM REQUIREMENTS	This course is part of the **Partnership for Regulatory Education and Training** (PRET) program. The following requirements must be met prior to requesting the course: 1. New jurisdictions must complete the Jurisdiction Enrollment Form at https://www.surveymonkey.com/r/PRET-Enroll Qualified Instructor (QI) candidates must be nominated by their respective jurisdiction or association during enrollment. Existing jurisdictions, who have previously enrolled, should email OII-OTED-PRET@fda.hhs.gov if this is a new candidate. 2. Prior to requesting this course, Qualified Instructor candidates must submit a Qualified Instructor Application form at https://www.surveymonkey.com/r/PRET-QI-Application **Note: All steps of the PRET Qualified Instructor Process must be completed to achieve Qualified Instructor status.
PREREQUISITES	All students must have completed the following course(s) prior to registering by **February 12, 2027:** FD215 and FD218 completed within the last three years ***Or*** FD220 completed within the last one year
COURSE SELF-NOMINATION/ REGISTRATION	**For All Students:** Registration closes: **February 12, 2026 at 9AM ET** - Follow your local procedures to request this course. **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: FD220T: Combined FD215/FD218 (Train the Trainer) 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)	1.9 CEUs
TECHNICAL REQUIREMENTS & TECHNICAL CHECK	**Technical Requirements:** • Internet access • Computer with functional camera and speakers • Phone: A separate phone line is recommended but not required. However, only dialing in to the session alone is not permitted for successful completion. **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 All Students:** For administrative questions, contact your supervisor. For course and content questions, contact OII-OTED-Retail@fda.hhs.gov or OTED Training Officer Shannon Tabing (shannon.tabing@fda.hhs.gov) **Direct Partnership for Regulatory Education and Training (PRET) inquiries should be sent to** OII-OTED-PRET@fda.hhs.gov
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

<table>
<tr><td>PTO DEADLINE</td><td colspan="2">Interested students must submit registration requests by COB March 3, 2027, at 9AM ET.
The deadline for student substitutions is COB February 12, 2027.</td></tr>
<tr><td rowspan="4">SLOT ALLOCATIONS
Slots need the approval of the OTED Training Officer and PRET Project Officer, as applicable.</td><td>Program Area</td><td>Number of Slots</td></tr>
<tr><td>FDA</td><td>2</td></tr>
<tr><td>Federal, State, Local, Tribal, Territorial</td><td>12</td></tr>
<tr><td colspan="2">Preference given to agencies registering as team of 2-3 Qualified Instructor Candidates.

Initial limit of 3 per agency/organization. Others will be wait listed until slots open.</td></tr>
</table>

/s/
Shannon Tabing
Training Officer
OII/OTED/DPT
Shannon.Tabing@FDA.HHS.GOV
510-337-6846

FDA