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

January 11 – 15, 2027

11:30 AM – 4:30 PM (ET)
Pending Availability of FY27 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.
PREREQUISITES	All students must have completed the following course(s) prior to registering: **OII:** Basic/Foundational Training OF100: OII Operational Foundations Learning Path for Investigators o Or completion of Basic Investigator/Analyst Training program if hired prior to June 1, 2023 o Or completion of 6-month district training program (includes 3-week new hire program) if hired prior to Jan 1, 2002 **Other FDA:** Basic training program for new hires as required by their agency, office, or program. In LearnED, search for: FDA Basic Training Attestation for Non-OII Personnel **State:** Basic food inspection training curriculum as referenced in Standard 2, Voluntary Retail Food Regulatory Program Standards. Please complete the following attestation:

	FD7001A: Voluntary National Retail Food Regulatory Program Standards (VNRFRPS) Basic Food Inspection Training Attestation
COURSE REGISTRATION	**STUDENT Deadline to register is December 7, 2026, 9:00 AM ET.** **FDA PTO Deadline to approve is December 9, 2026, 9:00 AM ET.** **OTED Training Specialist Deadline to approve is December 11, 2026, 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 to the desired session dates and select the blue "View Details" button. 4. Verify session details 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.csodfed.com/ **Please be advised:** • Prerequisites must be met **prior to requesting course**. If you have not met prerequisites, the system will alert you at time of registration. For more information, follow the guidance attached in the course announcement email or contact the Appsdesk@fda.hhs.gov • 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. • **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. • Maintain 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, wireless Bluetooth, or 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 Shannon.Tabing@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 student registration requests are submitted by **December 7, 2026, 9:00 AM ET.** The PTO deadline for student substitutions and approvals is **COB December 9, 2026.**	
SLOT ALLOCATIONS Additional slots need the approval of the OTED Training Officer, Program Training Officer, as applicable.	**Program Area**	**Number of Slots**
	OII/OHFI/HFP	06
	States (Includes DoD and Non-FDA)	30
	Total Class Slots	**36**

/s/
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Training Officer
OII/OTED/DPT
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FDA