## Office of Training Education and Development (OTED)

***This course announcement shall not be changed in any format.***

# FD218: Risk-Based Inspection Methods in Retail

**Virtual Instructor-Led Training via Zoom**

**February 22 – 26, 2027**

**11:30 AM – 4:30 PM (ET)**

**Pending Availability of FY27 Funds**

## Student Information

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| **COURSE DESCRIPTION** | This 5-day virtual instructor-led training course 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. |
| **COURSE OBJECTIVES** | Upon completion, students will be able to:<br>• Apply foundational concepts related to risk-based routine inspections to evaluate the relative public health risk of various violations in given inspection scenarios.<br>• 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.<br>• Apply time management and risk evaluation strategies to focus the inspection, set priorities, and determine inspection flow in mock inspection scenarios.<br>• Apply strategies to determine code compliance and active managerial control of foodborne illness risk factors in simulated inspection scenarios.<br>• Analyze inspectional evidence to determine appropriate immediate corrective actions for out-of-control risk factors during simulated inspection scenarios.<br>• 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 federal, state, local, tribal, and territorial regulators conducting retail and food service establishment inspections.<br><br>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**:<br><br>Prerequisites can be found on the **LearnED** LMS https://fdaoted.csodfed.com/ |

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| | • Basic/Foundational Inspection Training<br>**FDA:** OF100: OII Operational Foundations Learning Path for Investigators<br>○ Or completion of Basic Investigator/Analyst Training program if hired prior to June 1, 2023<br>○ Or completion of 6-month district training program (includes 3-week new hire program) if hired prior to Jan 1, 2002<br><br>**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<br><br>**State:** FD7001A: Voluntary National Retail Food Regulatory Program Standards (VNRFRPS) Basic Food Inspection Training Attestation<br><br>• FD112 Food Code **OR** FD112W100 **OR** equivalent mastery approved by OTED Training Officer **OR** Food Code Web Course Series completed in ComplianceWire prior to 09/30/23<br><br>• CC8011W Communication Skills for Regulators<br><br>• Food Microbiology Modules Below in LearnED<br>○ CC8028W Biological Hazards<br>○ CC9013W: Control by Thermal Processing<br>○ CC8002W: Pasteurization<br>○ CC9016W: Technology-based Food Processes<br>○ CC8035W: Sampling<br>○ CC8032W: Sanitation Practices<br><br>***Note:*** Microbiology courses in ComplianceWire do **not** satisfy these prerequisite requirements.<br><br>Recommendations:<br>• Read NACMCP HACCP Principles and Application Guidelines<br>• Read Annex 4 and 5 of the current FDA Food Code<br>• FDA35 Basic Food Law for State Regulators or FD9015W<br>• FDA36 Public Health Principles or CC8026W<br>• FDA38 Basics of Inspection: Beginning an Inspection or CC9037W<br>• FDA39 Basics of Inspection: Issues & Observations or CC9038W<br><br>The green “complete” button indicates completion of the prerequisite. |
| **COURSE REGISTRATION** | **STUDENT Deadline to register is January 18, 2027, 9:00 AM ET.**<br>**FDA PTO Deadline to approve is January 20, 2027, 9:00 AM ET.**<br>**OTED Training Specialist Deadline to approve is January 22, 2027, 9:00 AM ET.**<br><br>**Self-requesting registration into classes is now available for RETAIL courses in OII LearnED.** You can request registration into this course, **after completing prerequisites**, by following these steps:<br>1. Log in to your LearnED account.<br>2. After logging in, click the link below:<br>FD218: Risk-Based Inspection Methods in Retail |

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| | 3. Scroll down to the desired session dates and select the blue "View Details" button.<br>4. Verify session details and select the blue "Request" button<br><br>Registration requests for this course will **ONLY** be accepted via the link above and no other method of requesting registration will be accepted.<br><br>Access to OII LearnED is required to complete registration requests.<br>**Need an OII LearnED account?** Visit the Request an OII LearnED Training System Account page to register. **OII LearnED** - https://fdaoted.csodfed.com/<br><br>**Please be advised:**<br>• 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<br>• Your request does not guarantee registration. Once your request has been received it will be reviewed by all applicable parties.<br>• Individuals must request their own registration in the system and cannot request a registration for someone else.<br>• 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.<br>• **If your registration is approved, we will 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.<br><br>**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:**<br>• Access a computer with Internet access, email, and audiovisual capabilities.<br>• Maintain 100% attendance daily and join on-time, Zoom opens 15 minutes early.<br>• Participate in the full course including course discussions, exercises, workshops, presentations, and assessments. |
| **COURSE CREDIT (CEUs)** | 1.9 CEUs 19 contact hours |
| **TECHNICAL REQUIREMENTS** | **Technical Requirements:**<br>One day prior to the course, access the Zoom link and ensure link, audio, and video can connect, contact your IT staff with issues.<br>• Internet access<br>• Computer with functional camera and speakers<br>• Phone: A separate phone line is recommended but not required. However, only dialing in to the session alone is not permitted for successful completion.<br>• Confirm database/applications access, as applicable.<br>• Two (2) monitors are recommended but not required.<br><br>**Log-In:**<br>On the day of the course, login at least 15 minutes prior to the course start time. |

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| | **FDA Technical Support:**<br>For FDA students, contact ERIC for technical support, as needed. |
| **POINTS OF CONTACT** | **For FDA Students:**<br>For administrative questions, contact your supervisor. For course and content questions, contact the following individuals in this order:<br>1. Training Contact (as applicable) → 2. Program Training Officer (as applicable) →<br>3. OTED Training Officer (Shannon.Tabing@FDA.HHS.GOV)<br><br>**For State/Local/Tribal/Territory Students:**<br>Students are to send inquiries to OII-OTED-Retail@fda.hhs.gov.<br><br>**For DoD Students**:<br>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

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| **PTO DEADLINE** | The PTOs (including OII, State, Center Training and OIP contacts) must ensure interested students submit their requests in LearnED by **January 18, 2027 9:00 AM ET**. The PTO deadline for student substitutions and approvals is **COB January 20, 2027.** | |
| **SLOT ALLOCATIONS**<br><br>Additional slots need the approval of the OTED Training Officer, Program Training Officer, as applicable. | **Program Area** | **Number of Slots** |
| | OII | 04 |
| | HFP | 02 |
| | States (Includes DoD and Non-FDA) | 20 |
| | **Total Class Slots** | 26 |

/s/
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OII/OTED/DPT
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