

**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  
 December 2 – December 6, 2024, 11:30 AM – 4:30 PM (EDT)  
 Pending Availability of FY25 Funds

### Student Information

<b>COURSE DESCRIPTION</b>	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.
<b>COURSE OBJECTIVES</b>	Upon completion, students will be able to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Apply foundational concepts related to risk-based routine inspections to evaluate the relative public health risk of various violations in given inspection scenarios.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Apply time management and risk evaluation strategies to focus the inspection, set priorities, and determine inspection flow in mock inspection scenarios.</li> <li><input type="checkbox"/> Apply strategies to determine code compliance and active managerial control of foodborne illness risk factors in simulated inspection scenarios.</li> <li><input type="checkbox"/> Analyze inspectional evidence to determine appropriate immediate corrective actions for out-of-control risk factors during simulated inspection scenarios.</li> <li><input type="checkbox"/> Demonstrate the ability to develop an appropriate long-term intervention strategy with industry during a mock inspection/role playing exercise.</li> </ul>
<b>TARGET AUDIENCE</b>	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. <a href="https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards">https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards</a>
<b>PREREQUISITES</b>	All students must have completed the following course(s) <b>prior to registering</b> :  Prerequisites can be found on the <b>LearnEd</b> LMS <a href="https://fdaoted.csod.com/">https://fdaoted.csod.com/</a> <ul style="list-style-type: none"> <li><input type="checkbox"/> FD112 Food Code <b>OR</b> <a href="#">FD112W100</a> <b>OR</b> equivalent mastery approved by OTED Training Officer <b>OR</b> Food Code Web Course Series completed in ComplianceWire prior to 09/30/23</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">CC8011W</a> Communication Skills for Regulators</li> <li><input type="checkbox"/> Food Microbiology Series <a href="#">LearnEd</a> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">CC8028W</a> Biological Hazards</li> <li><input type="checkbox"/> <a href="#">CC9013W</a>: Control by Thermal Processing</li> <li><input type="checkbox"/> <a href="#">CC8002W</a>: Pasteurization</li> <li><input type="checkbox"/> <a href="#">FD152 course</a> or <a href="#">CC9016W</a>: Technology-based Food Processes</li> <li><input type="checkbox"/> <a href="#">CC8035W</a>: Sampling</li> <li><input type="checkbox"/> <a href="#">CC8032W</a>: Sanitation Practices</li> </ul> </li> </ul> <p>Recommendations:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read <a href="#">NACMCP HACCP Principles and Application Guidelines</a></li> <li><input type="checkbox"/> Read Annex 4 and 5 of the current FDA Food Code</li> <li><input type="checkbox"/> FDA35 Basic Food Law for State Regulators or <a href="#">FD9015W</a></li> <li><input type="checkbox"/> FDA36 Public Health Principles or <a href="#">CC8026W</a></li> <li><input type="checkbox"/> FDA38 Basics of Inspection: Beginning an Inspection or <a href="#">CC9037W</a></li> <li><input type="checkbox"/> FDA39 Basics of Inspection: Issues &amp; Observations or <a href="#">CC9038W</a></li> </ul> <p>The green “complete” button indicates completion of the prerequisite.</p>
<p style="text-align: center;"><b>COURSE REGISTRATION</b></p>	<p style="color: red;"><b>Deadline to register is September 30, 2024</b></p> <p><b>Self-requesting registration into classes is now available for RETAIL courses in ORA LearnED.</b> You can request registration into this course by using the link below. Registration requests for this course will <b>ONLY</b> be accepted via the link below and no other method of requesting registration will be accepted:</p> <p><a href="#">FD218: Risk-Based Inspection Methods in Retail</a> *</p> <p><u>Access to ORA LearnED is required to complete registration requests.</u>  <b>Need an ORA LearnED account?</b> Visit the <a href="#">Request an ORA LearnED Training System Account</a> page to register. <b>ORA LearnED</b> - <a href="https://fdaoted.csod.com/">https://fdaoted.csod.com/</a></p> <p><b>Please be advised:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Your request does not guarantee registration.</u> Once your request has been received it will be reviewed by all applicable parties.</li> <li><input type="checkbox"/> Individuals must request their own registration in the system and cannot request a registration for someone else.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> <b>If your registration is approved, we will request additional information to finalize your request.</b> 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.</li> </ul> <p><b>Need help?</b> Email <a href="mailto:APPSDesk@fda.hhs.gov">APPSDesk@fda.hhs.gov</a> for assistance with ORA LearnEd. Refer to the <b>Points of Contact</b> section and your Supervisor for additional information.</p>
<p style="text-align: center;"><b>COURSE COMPLETION REQUIREMENTS</b></p>	<p><b>To receive credit for this course, you must:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Access a computer with Internet access, email, and audiovisual capabilities</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> 100% attendance daily and join on-time, Zoom opens 15 minutes early</li> <li><input type="checkbox"/> Participate in the full course including course discussions, exercises, workshops, presentations, and assessments.</li> </ul>
<b>COURSE CREDIT (CEUs)</b>	1.9 CEUs 19 contact hours
<b>TECHNICAL REQUIREMENTS</b>	<p><b>Technical Requirements:</b> One day prior to the course, access the Zoom link and ensure link, audio, and video can connect, contact your IT staff with issues.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Internet access</li> <li><input type="checkbox"/> Computer with functional camera and speakers</li> <li><input type="checkbox"/> Phone: A separate phone line is recommended but not required. However, only dialing in to the session alone is not permitted for successful completion.</li> <li><input type="checkbox"/> Confirm database/applications access, as applicable</li> <li><input type="checkbox"/> Two (2) monitors are recommended but not required.</li> </ul> <p><b>Log-In:</b> On the day of the course, login at least 15 minutes prior to the course start time.</p> <p><b>FDA Technical Support:</b> For FDA students, contact ERIC for technical support, as needed.</p>
<b>POINTS OF CONTACT</b>	<p><b>For FDA Students:</b> For administrative questions, contact your supervisor. For course and content questions, contact the following individuals in this order: 1. Training Contact (as applicable) → 2. <a href="#">Program Training Officer</a> (as applicable) → 3. OTED Training Officer (<a href="mailto:Marc.Wernick@FDA.HHS&gt;GOV">Marc.Wernick@FDA.HHS&gt;GOV</a>) .</p> <p><b>For State/Local/Tribal/Territory Students:</b> Students are to send inquiries to <a href="mailto:ORA-OTED-Retail@fda.hhs.gov">ORA-OTED-Retail@fda.hhs.gov</a>.</p> <p><b>For DoD Students:</b> CW5 Oscar Carrion <a href="mailto:oscar.r.carrion.mil@mail.mil">oscar.r.carrion.mil@mail.mil</a> for approval</p>
<b>REASONABLE ACCOMMODATIONS</b>	If a reasonable accommodation is needed to participate, contact <a href="mailto:ReasonableAccommodation@fda.hhs.gov">ReasonableAccommodation@fda.hhs.gov</a> or (301) 796-9400. Requests for Sign Language Interpretation or CART/captioning must be made as soon as possible. Please send your request to <a href="mailto:Interpreting.Services@oc.fda.gov">Interpreting.Services@oc.fda.gov</a> .

## Information for Program Training Officers

<b>PTO DEADLINE</b>	The PTOs (including ORA, State, Center Training and OIP contacts) must ensure interested students complete the Enrollment Request Form in LearnED by <b>COB September 30, 2024</b> . The deadline for student substitutions is <b>COB October 31, 2024</b>	
<b>SLOT ALLOCATIONS</b>  Additional slots need the approval of the OTED Training Officer, Program Training Officer, and the Office of Partnerships (OP), as applicable.	<b>Program Area</b>	<b>Number of Slots</b>
	OHAFO-East	1
	OHAFO-West	1
	States (Includes DoD and Non-FDA)	21
	FDA Centers (e.g., CFSAN)	1
	<b>Total Class Slots</b>	24

/s/

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