

**Please note:** The following agenda is tentative and subject to change. However, no major revisions are anticipated at this time.



**Seafood HACCP  
Alliance**

**BASIC SEAFOOD HACCP  
TRAIN-THE-TRAINER COURSE  
APRIL 9-11, 2025 – PORTLAND, OR  
COURSE NUMBER: 11495**



**ASSOCIATION OF FOOD  
& DRUG OFFICIALS  
SINCE 1896**

8:00AM – 5:00PM DAILY	TOPIC
<b>DAY 1</b>	Welcome, Introductions, and Overview of Alliance and Training Materials – <b>Doris Hicks</b>
	Pre-training Knowledge Assessment
	Teaching Adult Learners – <b>Doris Hicks</b>
	Chapter 1 – Introduction to Alliance Course and HACCP – <b>Christina DeWitt</b>
	Chapter 12 - Seafood HACCP Regulation & FSMA Update – <b>Brandon Bridgeman, FDA</b>
	<i>Break</i>
	Chapter 2 – Pre-requisite Programs and Sanitation Control Procedures – <b>Jason Bolton</b>
	Chapter 3 – Seafood Safety Hazards – <b>Jason Bolton</b>
	<i>Lunch on your own.</i>
	Chapter 3 – Seafood Safety Hazards Continued – <b>Jason Bolton</b>
	Chapter 4 – Preliminary Steps in Developing a HACCP Plan – <b>Doris Hicks</b>
	Chapter 5 – Hazard Analysis – <b>Christina DeWitt</b>
	<i>Break</i>
	Chapter 6 – Determine Critical Control Points – <b>Doris Hicks</b>
	Conduct Practical Exercise and Planning for Day 2 – <b>Christina DeWitt</b>
Adjourn Day 1	
<b>DAY 2</b>	Open Group Discussions – Questions, Adjustments, and Challenges in Training
	Practical Exercise for Conducting Hazard Analysis (work groups complete a Hazard Analysis using SHA Approved Training Models) – <b>All Instructors</b> <i>Informal break included in session.</i>
	Work Group Report Out and Discussions – 15 minutes per Group – <b>All Instructors</b>
	<i>Lunch on your own.</i>
	Chapter 7 – Establish Critical Limits – <b>Doris Hicks</b>
	Chapter 8 – Critical Control Point Monitoring – <b>Brandon Bridgeman, FDA</b>
	Chapter 9 – CORRECTIVE ACTIONS – <b>Christina DeWitt</b>
	Chapter 10 – Establishing Verification Procedures – <b>Jason Bolton</b>

**Please note:** *The following agenda is tentative and subject to change. However, no major revisions are anticipated at this time.*

	Break
	Chapter 11 – Record-keeping Procedures – <b>Christina DeWitt</b>
	Open Group Discussions and Planning for Day 3 – <b>Doris Hicks</b>
	Adjourn Day 2
<b>DAY 3</b>	Practical Exercise for Developing HACCP Plans (work groups complete a HACCP Plan using SHA Approved Training Models) – <b>All Instructors</b> <i>Informal break included in session.</i>
	Work Group Report Out and Discussions – 15 minutes per Group – <b>All Instructors</b>
	<i>Lunch on your own.</i>
	Review Standard Training Protocol for Approved Courses – <b>Jason Bolton</b>
	Teaching Segment Two Courses: Virtual and In-person – <b>Jason Bolton</b>
	Online Course Registration: Step-by-Step Demo and Requirements
	<i>Break</i>
	Overview of Resource Materials
	Using SHA Approved Training Models: Guidelines and Best Practices
	Post-training Knowledge Assessment and Course Evaluation
	Adjourn TTT Course – Thank you!
<b>Train-the-Trainer Instructor Team:</b> <ul style="list-style-type: none"> <li>• <b>Doris Hicks</b>, University of Delaware (Retired), <a href="mailto:dhicks@udel.edu">dhicks@udel.edu</a></li> <li>• <b>Christina DeWitt</b>, Oregon State University, <a href="mailto:Christina.DeWitt@oregonstate.edu">Christina.DeWitt@oregonstate.edu</a></li> <li>• <b>Jason Bolton</b>, University of Maine, <a href="mailto:jason.bolton@maine.edu">jason.bolton@maine.edu</a></li> <li>• <b>Brandon Bridgeman</b>, U.S. Food and Drug Administration (FDA), <a href="mailto:brandon.bridgeman@fda.hhs.gov">brandon.bridgeman@fda.hhs.gov</a></li> </ul>	