**Office of Training Education and Development (OTED)**
*This course announcement shall not be changed in any format.*

# FD220: Combined FD215/FD218 ILT Course

**Instructor-Led Training**
**Albany, NY**
**April 28, 2025  1:00 PM – 5:00 PM (EDT)**
**April 29 – May 1, 2025  8:00 AM – 5:00 PM (EDT)**
**May 2, 2025  8:00 AM – 12:00 PM (EDT)**
**Pending Availability of FY25 Funds**

## Student Information

| | |
|---|---|
| **COURSE DESCRIPTION** | This 5-day instructor-led training course combines two courses.<br><br>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.<br><br>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. |
| **COURSE OBJECTIVES** | Upon completion, students will be able to:<br>• 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.<br>• Apply the "process approach" of HACCP to routine inspections of retail and food service operations.<br>• Identify appropriate techniques and methods for applying HACCP principles to inspections and offering intervention<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. |
|---|---|
| | 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 |
| | **FDA Students must contact their Program Training Officers for travel funding approval prior to registering for the course. Please use POC section to forward approval to OTED Training Officer.** |
| COURSE LOCATION | Crowne Plaza Albany - the Desmond Hotel<br>660 Albany Shaker Rd.<br>Albany, NY 12211 |
| 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.csod.com/<br><br>1) 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>2) CC8011W Communication Skills for Regulators<br><br>3) Food Microbiology Modules Below LearnEd<br><br>○ CC8028W Biological Hazards<br><br>○ CC9013W: Control by Thermal Processing<br><br>○ CC8002W: Pasteurization<br><br>○ CC9016W: Technology-based Food Processes<br><br>○ CC8035W: Sampling<br><br>○ CC8032W: Sanitation Practices<br><br>*Note:* Microbiology courses in ComplianceWire do **not** satisfy this prerequisite requirement.<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 |
| COURSE REGISTRATION | **Deadline to register is  March 31, 2025.**<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>FD220: Combined FD215/FD218 ILT Course |

|  | 3. Scroll down and select the blue "Request" button.<br>Alternatively, follow the instructions on the attached Job Aid.<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.<br><br>**Please be advised:**<br><ul><li>Your request does not guarantee registration. Once your request has been received it will be reviewed by all applicable parties.</li><li>Individuals must request their own registration in the system and cannot request a registration for someone else.</li><li>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>**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.</li></ul>OII LearnED - https://fdaoted.csod.com/login/render.aspx?id=fdaotedclp<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 get credit for this course, you must:<br><ul><li>Complete course pre-work</li><li>**Attend every day of the course and arrive on-time**</li><li>Participate in the full course including course discussions, exercises, workshops, presentations, and assessments.</li></ul> |
| **COURSE CREDIT (CEUs)** | FD215 – 1.3 CEUs 12.5 contact hours<br>FD218 – 1.6 CEUs 16.5 contact hours |
| **POINTS OF CONTACT** | **For State/Local/Tribal/Territory Students:**<br>Students are to send inquiries to Marc Wernick at marc.wernick@fda.hhs.gov<br><br>**For DoD Students**:<br>CW5 Oscar Carrion oscar.r.carrion.mil@mail.mil for approval<br><br>**FDA Students:**<br>For administrative questions, contact your supervisor. For course and content questions, contact the following individuals in this order:<br>Training Contact (as applicable) → 2. Program Training Officer (as applicable) →<br>3. OTED Training Officer Marc Wernick at marc.wernick@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. |
| **TRAVEL INFORMATION** | **For State/Local/Tribal/Territory Students:**<br>Please secure lodging and transportation as directed by your agency policies. Students traveling to Albany should book lodging within walking distance of the meeting space.<br><br>**A room block has not been created for this course.** Students are to **book hotels**, using the guidelines and policies of their respective agencies. The USG per diem is $117 for lodging and $86 for M&IE<br><br>**FDA Students:**<br>Funding memos will not be issued by OTED Training Specialists. FDA employees must follow their program's procedures for securing lodging and transportation, use of CGE, securing funding memos, and documenting the details on Travel Authorizations.<br><br>**Airport:**<br>The closest airport location is Albany International Airport (ALB).  The estimated cost of a taxi from ALB to the training site is approximately $7.50 + tip. |

## Information for Program Training Officers

| SLOT ALLOCATIONS | Program Area | Number of Slots |
|---|---|---|
| **Additional slots need the approval of the OTED Training Officer, Program Training Officer, as applicable.** | States (Includes DoD and non-FDA) | 49 |
| | FDA | *Only with program approval |
| | **Total Class Slots** | 49 |

/s/
Marc Wernick
Training Specialist, OII/OTED/DPT
Marc.Wernick@fda.hhs.gov
240-338-8150

FDA