



Free National FDA Retail Food Web and Classroom Courses Obtaining Web Accounts and Classroom Registration Procedures for FY20-21

Target Audience: Federal agencies, Department of Defense (DoD), state, local, tribal and territorial (SLTT) retail food program regulators interested in enhancing retail food and general food safety related skills.

At a Glance

1. The FDA Office of Regulatory Affairs (ORA), Office of Training, Education, and Development (OTED) has implemented a new registration process for retail classroom courses that are geographically based. **These courses are free to attend in person without any registration fees.** Course participants are responsible for their travel and lodging expenses.
2. Review the classroom course schedule on the [FDA Pathlore LMS website](#). The Pathlore LMS Help section provides how to use instruction. See hyperlink links below to access specific courses information.
3. Complete the [FDA Retail Registration Form](#) and submit to OTED's ORA-OTED-Retail@fda.hhs.gov mailbox **at least 90 days prior to the course start date** with the correct subject line criteria (below).
4. Prerequisites need to be completed at the time registration (**at least 90 days prior to the course start date**).
5. Additional courses may be added throughout fiscal year. Visit the [Pathlore LMS website](#) regularly for course schedules and updates <https://orauportal.fda.gov/stc/ora/>.
6. There are over 100 food safety related online courses with free access for SLTT regulators (see the list at the bottom of this flyer). These courses may be used to satisfy Standard 2, Training, requirements of FDA's Voluntary National Retail Food Program Standards.

Retail Classroom Courses

The course numbers below are hyperlinked to OTED's learning management system (LMS), Pathlore, where the current course descriptions, prerequisites, dates and locations can be found.

- [FD112](#) Food Code
- [FD204](#) Temporary Food Establishments
- [FD207](#) Plan Review for Food Establishments
- [FD215](#) Managing Retail Food Safety
- [FD218](#) Risk-Based Inspection Methods in Retail
- [FD312](#) Special Processes at Retail
- [ER310](#) Food Safety Issues in the Event of Disasters

How to Register for Classroom Courses

Registration forms are available at https://orausportal.fda.gov/stc/ORA/OTED_RetailFoodRegistrationForm.xlsx

Program managers and others responsible for multiple employees, may submit one copy of the course registration form with the employees ranked by priority. Those listed first will receive priority consideration over those listed lower on the registration form. Individuals not part of a group registration may apply individually. All registration information must be fully completed to be considered. Individuals with missing information will be notified via email and directed to resubmit a completed registration form.

Please include the following subject line criteria when submitting registration forms based on your query:

If registering for a course:

Registration/Course ID and Title/Course City and State/Course Month and Year

Example: *Registration/FD215 Managing Retail Food Safety/Dover, DE/October 2019*

For questions, please use the following subject line criteria:

Question/Course ID and Title/Course City and State/Topic Area

Example: *Question/FD215 Managing Retail Food Safety/Dover, DE/Hotel Room Block Information*

The expectation is that all individuals submitting a registration forms have supervisory approval. Individuals or programs must submit registration forms to ORA-OTED-Retail@fda.hhs.gov by the deadline to be considered (at least 90 days prior to the start of the course and have completed all prerequisites).

Shortly after your registration has been submitted, you will receive an e-mail acknowledging that your registration has been received and or if there were any omissions or inconsistencies with your registration.

Notification of Conditional Acceptance

Approximately 3 weeks after the registration deadline, notification of conditional acceptance will be issued to those participants. Official acceptances are dependent on OTED's verification of prerequisite completion in the LMS.

Notification of Waitlist and Non-Acceptances

Approximately **3 weeks** after the registration deadline, waitlisted course participants and those who were not accepted will be notified of their status. Waitlisted individuals will receive email notifications if their status has been changed from waitlisted to accepted.

Notification of Acceptance

Approximately **30 days** after the registration deadline, notifications of acceptance will be issued to accepted course participants. Selection is dependent on priority ranking, registration completion, and prerequisite completion.

Notifications of acceptance will be issued via email by the Training Officer for the course. This message will include the course announcement and agenda.

Prerequisite Completion Requirements

All course prerequisites must be completed **by the registration deadline**. Failure to complete course prerequisites by the registration deadline will result in the course slot forfeited to the next waitlisted individual. The slot will not be reserved for an individual from the affected agency or organization. To self-check for 100% completion of prerequisites access the Pathlore and ComplianceWire LMS.

Transcripts can be viewed by logging into:

- Pathlore LMS at <https://orauportal.fda.gov/stc/ora/> and selecting the last link (Transcript) on the left side of the screen.
- ComplianceWire LMS at <https://www.compliancewire.com/CW3/Standard/Authentication/Login> and selecting "history"

Need a Pathlore account? Please fill out the [Pathlore Account Registration Form](#) . Select the Pathlore Account Request Form tab from column on the left, complete the form and select "submit by email" button. You will receive an email with a user id and temporary password.

- Not sure if have a Pathlore account? Pathlore job aids can assist users to navigate this learning management system (LMS). The job aid will assist with signing on, establish an User ID and password, password reset, finding your Pathlore user name (if you do not recall having an existing account), searching the course catalog, printing a transcript, and additional support.
- "Pathlore Job Aid for State/Local/Tribal/Territorial" can be found [here](#).

Need a ComplianceWire account? [ComplianceWire Login Instructions](#)

Cancellations

Please notify the ORA-OTED-Retail@fda.hhs.gov mail box and place in the Subject Line:

Cancellation/Course ID and Title/Course City and State/Course Month and Year

Example: *Cancellation/FD215 Managing Retail Food Safety/Dover, DE/October 2019*

Please include the names of the individual(s) withdrawing from the course. **The slot will not be reserved for an individual from the affected agency or organization.**

Travel and Lodging Funding Assistance

Funding for SLTT stakeholder (not federal or DOD) travel, lodging, and per diem is available through the Association of Food and Drug Officials (AFDO) via a Cooperative Agreement with FDA. To request funding assistance, visit <http://www.afdo.org/retailstandards> and review the grant criteria for Category 3 Training Project subawards, and complete and submit an application by the relevant deadline. Please send funding related questions to retailstandards@afdo.org. The FDA OTED registration process is separate from AFDO's funding mechanism and is not part of the funding process.

OTED Food Related Web Courses on "Pathlore" LMS

CC8001W Plumbing Controls for Commercial Food Establishments
FD180W100 Pest Control in Food Establishments
FD8004W Reduced Oxygen Packaging at Retail
FD8005W Curing, Smoking, Drying of Meat, Poultry, Fish & Processing of Fermented Sausage
FD8006W Custom Processing of Meats at Retail
FD8007W Shellfish Tanks at Retail
FD8009W Fermentation at Retail
FD8008W Juicing at Retail
CC8002W Pasteurization
CC8003W Food Labeling
CC8010W FDA Information Sharing
CC8011W Communication Skills for Regulators
CC8017W Data and Information Systems
CC8018W Integrated Food Safety System
CC8019W Inspections, Compliance & Enforcement
CC8020W Investigation Principles
CC8021W Regulatory Foundations
CC8023W Biosecurity
CC8024W Environmental Hazards
CC8025W Professionalism
CC8026W Public Health Principles
CC8028W Biological Hazards
CC8029W Allergens
CC8030W Communication Skills

CC8031W Personal Safety
CC8032W Sanitation Practices
CC8033W HACCP
CC8034W Imports
CC8035W Sampling
CC8036W Transportation
CC8037W Jurisdiction
CC8038W Labeling
CC8039W Laws, Regulations, Policies, and Procedures
CC8040W Preventive Controls
CC8041W Recalls
FD8000W Introduction to Food Packaging
FD190W100 Introduction to Food Current Good Manufacturing Practice, Application, and Evidence Development
FD190W101 Food cGMPs, Application, & Evidence Development Update
FD202W100 Conducting Acidified Food Inspections
FD225W100 Sprout Inspections for Regulators Web Course
FD243W200 Shellfish Control of Harvest Evaluations
FD249W200 Seafood HACCP Regulation
FD255W100 Introduction to Preventive Controls for Food Safety Managers
FD304W100 Conducting Low Acid Canned Food Inspections
FD320W100 State Food Contract Audit Course (manufactured foods).
FD326W100 Produce and Sprout Investigations for Regulators
FD405W100 Aseptic Processing and Fill
FD6000K Produce Production Video and PDF Library

FD6000R Updated Biosecurity Measures for Resumption of Egg Facility Inspections Webinar
FD8000R GMP/Limited Scope Preventive Controls Inspections
FD8000W Introduction to Food Packaging
FD8001W National Shellfish Sanitation Program Overview (NSSP)
FD8002W Shellfish Growing Areas
FD8003W Shellfish Plant Sanitation
FD8010W Providing a Solid Foundation for a Hazard Analysis and Critical Control Points
FD8011W Introduction to Horticultural Production for Human Consumption

FD8012W Produce Safety Rule
FD8013W Juice HACCP
FD8014W Juice Processing Equipment
FD8015W Conventional Cage Production (eggs)
FD8016W Environmental Sampling in Manure Pits
FD8017W Overview of the Egg Industry
FD8018W Egg Sampling of Cage Housing Systems
FD9000W Infant Formula Regulation Update
FD9001W Sanitary Transportation of Human and Animal Food Rule

OTED Food Related Web Courses on “ComplianceWire” LMS

MIC01 Food Micro Control 1: Overview of Microbiology
MIC02 Food Micro Control 2A: Gram-Negative Rods
MIC03 Food Micro Control 2B: Gram-Positive Rods & Cocci
MIC04 Food Micro Control 3: Foodborne Viruses
MIC05 Food Micro Control 4: Foodborne Parasites
MIC06 Food Micro Control 5: Controlling Growth Factors
MIC07 Food Micro Control 6: Control by Refrigeration and Freezing
MIC08 Food Micro Control 7A: Control by Thermal Processing
MIC09 Food Micro Control 7B: Control by Pasteurization
MIC10 Food Micro Control 7C: Control by Retorting
MIC11 Food Micro Control 8: Technology-based Food Processes
MIC12 Food Micro Control 9: Natural Toxins
MIC13 Food Micro Control 10: Aseptic Sampling
MIC14 Food Micro Control 11: Good Manufacturing Practices
MIC15 Food Micro Control 12: Cleaning and Sanitizing
FDAFC02 Food Code Chapter 1: Purpose and Definitions
FDAFC07 Food Code Chapter 2: Supervision
FDAFC03 Food Code Chapter 3: Part I
FDAFC05 Food Code Chapter 3: Part II
FDAFC06 Food Code Chapter 3: Part III
FDAFC08 Food Code Chapter 4: Part I
FDAFC10 Food Code Chapter 4: Part II
FDAFC04 Food Code Chapter 5: Water, Plumbing & Waste

FDAFC09 Food Code Chapter 6: Physical Facilities
FDAFC01 Food Code Chapter 7: Poisonous & Toxic Materials
FDAFC11 Food Code Chapter 8: Enforcement & Annex 1
FI01 Foodborne Illness Investigations 1: Collecting Surveillance Data
FI02 Foodborne Illness Investigations 2: Beginning an Investigation
FI03 Foodborne Illness Investigations 3: Expanding the Investigation
FI04 Foodborne Illness Investigations 4: Conducting a Food Hazard Review
FI05 Foodborne Illness Investigations 5: Epidemiological Statistics
FI06 Foodborne Illness Investigations 6: Final Report
TI01 Traceback Investigations 1: Introduction
TI02 Traceback Investigations 2: Point-of-Service Investigations
TI03 Traceback Investigations 3: Distributor Investigations
TI04 Traceback Investigations 4: Traceback of Eggs & Other Commodities
TI05 Traceback Investigations 5: Concluding the Investigation and Reporting the Results
FDA01 Food and Drug Law: FDA Jurisdictions
FDA02 Food and Drug Law: Prohibited Actions
FDA03 Food and Drug Law: Judicial Actions
FDA04 Food and Drug Law: Criminal Acts Violations
FDA05 Food and Drug Law: Imports and Exports
FDA27 Interviewing Techniques
FDA46 Courtroom Testimony