FY20-21 National Retail Food Program Training Schedule & Registration Process

At a Glance

1. OTED has a new registration process for retail food training that is regionally-based. These courses are free to attend and there are no registrations fees. Course participants are responsible for their travel and lodging expenses.
2. Review course schedules on the Pathlore LMS https://orauportal.fda.gov/stc/ora/
3. Download the registration form: https://orauportal.fda.gov/stc/ORA/OTED_RetailFoodRegistrationForm.xlsx
4. Completely fill out the registration form and send it via email with the correct subject line criteria to ORA-OTED-Retail@fda.hhs.gov by:
   - **September 13, 2019** for courses scheduled from October through December 2019.
   - **October 18, 2019** for courses scheduled from January through April 2020.
   - **January 10, 2020** for courses scheduled from May through September 2020.
   - **June 12, 2020** for courses scheduled from October through December 2020.
   - **September 4, 2020** for courses scheduled from January through March 2021.
5. Additional courses may be added throughout fiscal year. Visit the Pathlore LMS regularly for course schedules and updates https://orauportal.fda.gov/stc/ora/.

Overview

The FDA Office of Regulatory Affairs (ORA), Office of Training, Education, and Development (OTED) is implementing changes regarding the scheduling, registration, and delivery of retail food program courses for state, local, tribal and territorial (SLTT) regulators. This announcement is intended for retail food regulators and staff interested in attending the following training courses:

- 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

OTED working with the Office of State Cooperative Programs (OSCP) have identified locations across the nation to host retail food program courses regionally for our regulatory partners to attend. The course numbers above are hyperlinked to OTED's learning management system (LMS), Pathlore, where the current course description, prerequisite, and scheduling information can be found.

How to Register

Course registration and attendance are free to all SLTT retail food regulators. Registration forms are available at https://orauportal.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 removed for slot consideration or given a lower priority status.

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 registration forms submitted have the individual's supervisory approval. Individuals or programs must submit registration forms to ORA-OTED-Retail@fda.hhs.gov by the deadline to be considered.

Registration forms are due by:

- **September 13, 2019** for courses scheduled from October through December 2019.
- **October 18, 2019** for courses scheduled from January through April 2020.
- **January 10, 2020** for courses scheduled from May through September 2020.
- **June 12, 2020** for courses scheduled from October through December 2020.
- **September 4, 2020** for courses scheduled from January through March 2021.

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 delivering the course. This message will include the course dates, location, agenda, and lodging information.

Notification of Waitlist and Non-Acceptances

Approximately **30 days** 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.

Prerequisite Completion Requirements

All course prerequisites must be completed **60 days** prior to the course delivery. Failure to complete course prerequisites within **60 days** of the course delivery date 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.

Transcripts can be viewed by logging into the Pathlore LMS at https://orauportal.fda.gov/stc/ora/ and selecting the last link (Transcript) on the left side of the screen.

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 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