



## Free National FDA Cooperative Programs (Retail, Milk, Shellfish) Web and Classroom Courses Obtaining Web Accounts and Classroom Registration Procedures for FY23

**Target Audience:** Federal agencies, Department of Defense (DoD), state, local, tribal and territorial (SLTT) cooperative program regulators interested in enhancing 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 cooperative programs (retail, milk and shellfish virtual classroom courses). **These courses are free to attend without any registration fees.** As, these courses will be conducted in a virtual setting, no travel expenses will incur.
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 course information.
3. Complete the Student Registration Form\* (located as an attachment in the course announcement email) and submit to OTED's respective program mailbox (see below) **at least 60 days prior to the course start date** with the correct subject line criteria (below).  
**OTED will begin accepting student registration forms for FY23 at 11:00 AM EST on August 29, 2022.**
  - [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov)
  - [ORA-OTED-Milk@fda.hhs.gov](mailto:ORA-OTED-Milk@fda.hhs.gov)
  - [ORA-OTED-Shellfish@fda.hhs.gov](mailto:ORA-OTED-Shellfish@fda.hhs.gov)
4. Prerequisites need to be completed at the time of registration (**at least 60 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. When submitting registrations for all Cooperative Program courses (retail, milk, and shellfish), **3 slots per course per agency will be permitted.** This will maximize access for all state, local, tribal, and territorial partners. Agencies can submit additional registrations for any given course and any given date. Those participants will be placed on the course waitlist and offered as course slots become available.
7. 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 Program Standards.

### **Instructor Led 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.

#### Retail:

- [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

#### Milk:

- [FD371](#) Milk Pasteurization Controls and Tests
- [FD372](#) Milk Plant Sanitation and Inspection
- [FD373](#) State Milk Laboratory Evaluation Officer (LEO)
- [FD375](#) Dairy Farm Sanitation and Inspection
- [FD378](#) Preventive Controls for Grade "A" Dairy Regulators

#### Shellfish:

- [FD245](#) Shellfish Plant Standardization
- [FD342](#) Advanced Sanitary Survey of Shellfish Growing Areas

### **How to Register for Classroom Courses**

Student Registration forms\* are available in the course announcement.

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/vILT/October 2022*

**Example:** *Registration/FD371 Milk Pasteurization Controls and Tests/vILT/June 2023*

**Example:** *Registration/FD245 Shellfish Plant Standardization/vILT/January 2023*

**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/vILT/Tech Check*

The expectation is that all individuals submitting a registration form have supervisory approval. Individuals or programs must submit registration forms to the respective program mailbox (see below) by the deadline to be considered (at least 60 days prior to the start of the course and have completed all prerequisites).

- [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov)
- [ORA-OTED-Milk@fda.hhs.gov](mailto:ORA-OTED-Milk@fda.hhs.gov)
- [ORA-OTED-Shellfish@fda.hhs.gov](mailto:ORA-OTED-Shellfish@fda.hhs.gov)

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 program mailbox and place in the Subject Line:

- [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov)
- [ORA-OTED-Milk@fda.hhs.gov](mailto:ORA-OTED-Milk@fda.hhs.gov)
- [ORA-OTED-Shellfish@fda.hhs.gov](mailto:ORA-OTED-Shellfish@fda.hhs.gov)

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

**Example:** *Cancellation/FD215 Managing Retail Food Safety/vILT/October 2022*

**Example:** *Cancellation/FD371 Milk Pasteurization Controls and Tests/vILT/June 2023*

**Example:** *Cancellation/FD245 Shellfish Plant Standardization/vILT/January 2023*

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 (when applicable)**

OTED courses are being conducted virtually for Fiscal year 23 and travel is not required.

**\*We are no longer using the excel spreadsheet or the word version of the “Attachment A” that was used in previous. A new fillable pdf form titled “Student Registration Form” is being used and will be accompanied with each course announcement. No other registration forms will be accepted.**

### **OTED Cooperative Program 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  
**FD242W200** Shellfish Growing Areas  
**FD243W200** Shellfish Control of Harvest Evaluations  
**FD245W100** Shellfish Plant Sanitation  
**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  
**FD374W100** Laboratory Examination of Dairy Products  
**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)  
**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 Cooperative Program 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

[Appendix C - FSVP Regulator Training References and Resources](#)