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

FD207 Plan Review for Food Establishments

Virtual Instructor-Led Training via Zoom

March 17-21, 2025

11:00 a.m. – 5:00 p.m. EST
Pending Availability of FY25 Funds

Student Information

COURSE DESCRIPTION	Upon completion, students will be able to: • Explain the Plan Review course objectives and completion requirements in a group setting. • Review a mock plan review submission for at least five critical elements. • Demonstrate the ability to read a set of architecturally drawn plan set using an architect's scale with accuracy to the nearest foot measurement. • Given a checklist, evaluate a mock application, plan, and specifications from a food establishment to meet the provisions of the FDA Food Code. • Communicate reasons for acceptance, rejection, or requesting more information for a mock food establishment plan review submission based on code and policy requirements. • After watching a virtual walk through inspection, verify that a food establishment is constructed and equipped in accordance with an approved plan. • Assess a mock mobile food establishment's design and layout for control of the five foodborne illness risk factors, given an application, menu and plan set. • Conduct a plan review of a food establishment in a small group, given a mock application, menu and plan set, with 70% identification of deficiencies
COURSE OBJECTIVES	Upon completion, students will be able to: • Explain the Plan Review course objectives and completion requirements in a group setting. • Review a mock plan review submission for at least five critical elements. • Demonstrate the ability to read a set of architecturally drawn plan set using an architect's scale with accuracy to the nearest foot measurement. • Given a checklist, evaluate a mock application, plan, and specifications from a food establishment to meet the provisions of the FDA Food Code. • Communicate reasons for acceptance, rejection, or requesting more information for a mock food establishment plan review submission based on code and policy requirements. • After watching a virtual walk-through inspection, verify that a food establishment is constructed and equipped in accordance with an approved plan. • Assess a mock mobile food establishment's design and layout for control of the five foodborne illness risk factors, given an application, menu and plan set. • Conduct a plan review of a food establishment in a small group, given a mock application, menu and plan set, with 70% identification of deficiencies.

TARGET AUDIENCE	This course is designed for: Federal, state, local, territorial, and tribal officials who have at **least 2 years inspection experience** and are responsible for the plan review of retail food service establishments and retail food stores. **PLEASE NOTE** **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.
PREREQUISITES	The following prerequisites are required for participation in this class. All students must have completed the following course(s) **prior to registering**. • CC8001W Curriculum: Plumbing Controls for Commercial Food Establishments Courses offered on LearnED LMS in under prerequisite section. The green "complete" button indicates completion of the prerequisite.
COURSE SELF-NOMINATION/ REGISTRATION	**For All Students - Registration closes: February 10, 2025** Follow your local procedures to request this course. **Self-requesting registration into classes is now available for RETAIL courses in ORA LearnED.** You can request registration into this course by first logging into LearnED, then using the link below. Registration requests for this course will **ONLY** be accepted via the link below, after course announcements are issued, and no other method of requesting registration will be accepted. To request, login to LearnED, and click this link: FD207: Plan Review for Food Establishments (csod.com) Access to ORA LearnED is required to complete registration requests. **Need an ORA LearnED account?** Visit the Request an ORA LearnED Training System Account page to register. **ORA LearnED** - https://fdaoted.csod.com/ **Please be advised:** • Your request does not guarantee registration. Once your request has been received it will be reviewed by all applicable parties. • Individuals must request their own registration in the system and cannot request a registration for someone else. • 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. • **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. **Need help?** Email APPSDesk@fda.hhs.gov for assistance with ORA LearnED. Refer to the **Points of Contact** section and your Supervisor for additional information.
COURSE COMPLETION REQUIREMENTS	To receive credit for this course, you must: • Access a computer with Internet access, email, and audiovisual capabilities • 100% attendance daily and join on-time, Zoom opens 15 minutes prior to course

	• Participate in the full course including course discussions, exercises, small group, presentations, and assessments.
COURSE CREDIT (CEUs)	25 contact hours 2.5 CEU
TECHNICAL REQUIREMENTS	**Technical Requirements:** One day prior to the course, access the Zoom link and ensure link, audio, and video can connect, contact your IT staff with issues. • Internet access • Computer with functional camera and speakers • Phone: A separate phone line is recommended but not required. However, only dialing in to the session alone is not permitted for successful completion. • Confirm database/applications access, as applicable • Two (2) monitors are recommended but not required. **Log-In:** On the day of the course, login at least 15 minutes prior to the course start time.
POINTS OF CONTACT	**For State/Local/Tribal/Territory Students:** • For course specific questions, contact the OTED Training Officer listed at the bottom of this announcement. • If further assistance is needed for a Cooperative Program, send inquiries to the appropriate commodity mailbox (e.g. ORA-OTED-Retail@fda.hhs.gov, ORAOTEDMILK@fda.hhs.gov, or ORAOTEDShellfish@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.
ACCOUNTING AND ADMINISTRATIVE INFORMATION	Use the link below for information on reporting time in training: OTED Accounting and Administrative Information

Information for Program Training Officers

PTO DEADLINE	The PTOs (including ORA, State, Center Training and OIP contacts) must ensure interested students complete the Enrollment Request Form in LearnED by **COB** January 17, 2025	
SLOT ALLOCATIONS Additional slots need the approval of the OTED Training Officer	**Program Area**	**Number of Slots**
	FDA/OSCP	2
	States	43
	International	* Please contact ORA-OTED-Retail@fda.hhs.gov
	Total Class Slots	45

Deirdra Holloway
Program Manager, OTED
Deirdra.holloway@fda.hhs.gov
301-796-4475

FDA