

FD204 Temporary Food Establishments March 1- 4, 2022 Course Announcement

Virtual Instructor Led Training

FORM-001241

FROM: Deirdra Holloway
SENT: September 3, 2021
To: ORA HQ OTED Course Distribution List
Cc: ORA OSCP Distribution List
Subject: COURSE ANNOUNCEMENT FD204 Temporary Food Establishments March 1-4, 2022

DATE: September 3, 2021

FROM: Deirdra Holloway
Training Officer, Office of Training Education and Development (HFC-60)

Course Location

Course will be held via Zoom

- Course link information will be provided to students granted attendance

Student Registration Information

The excel spreadsheet is no longer being used. Include a valid physical address for shipping of course materials which will be sent prior to the start of the course (no PO Boxes). This is the address you will be working at during this course and may be your home address. Please submit the student Registration Information form (provided separately) as a PDF attachment no later than 60 days to course start date via e-mail to: ORA-OTED-Retail@fda.hhs.gov

Course Delivery Times: 4 days Tuesday – Friday starting daily at 10AM EST (includes a 30 minute lunch)

Begin: Tuesday March 1, 2022 @ 10AM EST

Ends: Friday March 4, 2022 @ 3:30PM EST

FD204 Temporary Food Establishments

Course Description: This 4-day virtual course is to prepare participants to effectively conduct an application review, menu review, and inspection of a temporary food establishment (TFE) and institute corrective actions. Emphasis is placed on the proper design and location of food storage, preparation and serving operations and sanitary facilities. This course will cover the key elements for conducting application reviews, menu reviews, and inspections of TFEs. Key steps for planning a national special security event or other large-scale special events are also covered. Methods of instruction include lectures with hands-on group exercises and discussion to reinforce performance-level concepts.

Objectives: Upon Completion of this course, participants will be able to:

1. Discuss different types of TFEs and associated food safety concerns.
2. Describe key responsibilities, challenges, and conflicts for handling and regulating TFEs.
3. Given a scenario, evaluate public health risks associated with TFEs, associated risk factors, and public health interventions to address identified risks.
4. Given a TFE menu and application, determine how to mitigate any identified risk factors, hazardous conditions, and high-risk foods and preparation processes.
5. Evaluate equipment and facilities at a mock TFE, including premises, water supply and sewage disposal,
to determine suitability of equipment and control of risk factors.
6. Complete a full inspection of a mock TFE.

Target Audience: The target audience is federal, state, tribal, territorial, and local food regulatory officials who are responsible for conducting application reviews and inspections of temporary food establishments.

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Link to class in Pathlore LMS:

<https://orauportal.fda.gov/stc/ORA/psciis.dII?CLASS=ORA&CODE=FD204>

Deadlines / Special Notices:

1. Please provide a copy of this announcement to each student as soon as they are selected
2. **By 60 days prior to course start date** forward all student names and registration information via e-mail to ORA-OTED-Retail@fda.hhs.gov.

Mandatory Technical Checks:

February 25, 2022 Time: TBD to make sure that students have required technology and capabilities to successfully participate and complete the course. Selected students will be provided additional information upon acceptance.

Confirmed participants will be provided additional information once accepted into the course.

All participants will be required to display a valid government issued photo identification one-time during the technical check prior to the course or during the first day of the course.

SYSTEM REQUIREMENTS

Students are required to have access to a computer system that provides internet access for email and ZoomGov attendance. Students must have visual and audio capabilities on their computers for the session, including the ability to download files and share their screens. Calling into the class will not be enough. They must also be able to receive and send documents electronically during the course session

This Virtual Instructor Led Training **requires** participants to have:

- Computer
 - macOS X with macOS 10.7 or later, **OR**
 - Windows 10, **OR**
 - Windows 8 or 8.1
- Internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – USB plug-in or wireless Bluetooth, built-in
- Webcam or HD webcam - built-in or USB plug-in – your webcam will need to be on during the course

Strongly suggested:

- 2 screen set up (2 monitors)

SPECIAL NOTICES:

1. FDA is providing this course free of charge and registration fees are NOT required to attend.
2. OTED requires verification of participants' identities.
 - All participants will be required to display a valid government issued photo identification one-time during the technical check prior to the course or during the first day of the course.

Authorized Travel Dates:

Travel is not authorized.

Points of Contact:

Students seeking information or assistance with this training course should contact in the following order:

- 1) Immediate Supervisor (first source of information and assistance)
- 2) Deirdra Holloway, Training Officer (final POC if the PTO is unavailable)
FDA/Office of Training Education and Development
Office: 301-796-4475
E-mail: Deirdra.holloway@fda.hhs.gov

Contact hours: 18 hours **CEU's** 1.8

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Prerequisites and/or Pre-Course Work:

All participants must complete the prerequisite web course(s) PRIOR to enrolling in the course. Additional information will be provided upon acceptance into course.

Prerequisites are located on [Pathlore LMS](#).

1. CC8033W HACCP (Pathlore)
2. CC8001W Plumbing Controls for Commercial Food Establishments (Pathlore)

Need a Pathlore account? Please fill out the [Pathlore Account Registration Form](#) and forward to Appsdesk@fda.hhs.gov

Not sure if you 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 a 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](#).

Course Completion Requirements:

To successfully complete this course and receive a course certificate with Continuing Education Units (CEUs), each student will be required to:

1. Complete Pre-Course Work and/or Prerequisites
2. Be on time and attend the entire course
3. Attend the mandatory technical check
4. Participate in class discussions, exercises, workshops and presentations
5. Complete course assessment(s)

Slot Allocations:

Note: When submitting registrations for all Cooperative Program courses (retail, milk, and shellfish), **no more than 3 slots per course per agency will be permitted**. This will maximize access for all state, local, tribal, and territorial partners. Additional registrations submissions for any given agency will be placed on the waitlist and offered as course slots become available.

Students:

1. **60 days prior to the course** complete the Student Registration Form (Attachment "A") and submit via e-mail, **as a PDF attachment** to: ORA-OTED-Retail@fda.hhs.gov

Special Needs:

FDA provides reasonable accommodations to employees with disabilities. If you need a reasonable accommodation for any part of the training process - due to medical conditions, physical limitations or particular learning challenges - please notify the training officer prior to the course. Reasonable accommodations will be granted on a case-by-case basis. For Voice TTY or other interpreting needs, please contact Interpreting Services at the following e-mail address: interpreting.services@oc.fda.gov.

/s/

Deirdra Holloway
Training Officer, OTED
301-796-4475