

FD207 Plan Review for Food Establishments May 2-6, 2022 Course Announcement
Virtual Instructor Led Training
FORM-001241

FROM: Katherine Tracy
SENT: September 3, 2021
To: ORA HQ OTED Course Distribution List
Cc: ORA OSCP Distribution List
Subject: COURSE ANNOUNCEMENT FD207 Plan Review for Food Establishments May 2-6, 2022

DATE: September 3, 2021

FROM: Katherine Tracy
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: 5 days Monday – Friday starting daily at 10AM EST (includes a 30 minute lunch)

Monday May 2, 2022 @ 10 AM EST
Friday May 6, 2022 @ 4:30PM EST

Course Description / Objectives: FD207 Plan Review for Food Establishments

Course Description: This 5-day virtual course that involves a mix of instructor presentation and group and individual hands-on learning activities. The goal of this course is to provide a comprehensive overview of the plan review process for retail food establishments with an emphasis on equipment and architectural design. The plan review process covered in this course is based on menu and food preparation procedures with an end goal of reducing foodborne illnesses resulting from poor facility design. Lessons will cover reviewing the application and menu, reading architectural drawings, review a complete plan set, reviewing equipment, plumbing, and physical facilities, conducting preoperational inspections, communicating with key players, and reviewing mobile establishments. The course content is divided into eight (8) modules, and each module is comprised of specific lessons and topics. Exercises to support learning include practical application exercises to support learning outcomes in every lesson and include presentation or discussion of results. Exercises are designed to solicit discussion, as this course is based on best practice guidance. The course learning strategies include a blend of presentation, group discussion, group exercises, video presentation, and instructor demonstration.

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

1. Explain the Plan Review course objectives and completion requirements in a group setting.
2. Review a mock plan review submission for at least five critical elements.
3. Demonstrate the ability to read a set of architecturally drawn plan set using an architect's scale with accuracy to the nearest foot measurement.
4. Given a checklist, evaluate a mock application, plan, and specifications from a food establishment in order to meet the provisions of the FDA Food Code.
5. Communicate reasons for acceptance, rejection, or requesting more information for a mock food establishment plan review submission based on code and policy requirements.
6. After watching a video inspection, verify that a food establishment is constructed and equipped in

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accordance with an approved plan.

7. 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.
8. 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: Federal, state, local, territorial and tribal officials who are responsible for the plan review of retail food service establishments and retail food stores.

Link to class in Pathlore LMS:

<https://orauportal.fda.gov/stc/ORA/psciis.dii?CLASS=ORA&CODE=FD207>

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:

April 29, 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

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) Katherine Tracy, Training Officer
Office: 240-672-1351

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FDA/Office of Training Education and Development
E-mail: Katherine.tracy@fda.hhs.gov

Contact hours: 25 hours **CEU's** 2.5

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. CC8001W Plumbing Controls for Commercial Food Establishments

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** complete the Student Registration Form (Attachment "A") and submit via e-mail, **as a PDF attachment to:** <mailto: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/

Katherine Tracy
Training Officer, OTED
240-672-1351