

**FOOD SAFETY AND SANITATION PROGRAM
PREREQUISITE ONLINE COURSEWORK
FDA OFFICE OF REGULATORY AFFAIRS UNIVERSITY (ORAU)**

The precertification coursework is offered at no cost to government employees through the Food and Drug Administrations, Office of Regulatory Affairs' Virtual University (ORAU). In order to participate in the ORAU system, government employees must register online. This web-based interaction has been approved by the DOH Information Technology office. It is important that employee register from their office or work computer, in so doing, they are recognized as a regulatory employee and given priority status over requests from non-regulatory applicants.

Note: If you register as a non-government employee, there are fees associated with taking these online courses.

The 30 hours of pre-certification training include subject matters relating to Prevailing Statutes and Regulations, Food Microbiology, Food Epidemiology, and Hazard Analysis Critical Control Point (HACCP). This course work is consistent with the rule requirement and is intended to introduce new employees to the fundamental aspects of food regulations and field inspections as well as assist them in preparing for the food certification examination. These courses should complement the field training provided by supervisors and certified food hygiene coordinators.

I) ORAU Software Installation Instruction

Some notes on installing Adobe Shockwave from Environmental Health Informatics to Department of Health county system administrators:

We have applied for and received permission from Adobe Software Inc. to redistribute the Adobe Flash and Shockwave players. The advantage of using these msi or exe files to install as opposed to installing directly from the Adobe/Macromedia website is that when using these redistributable files no other software such as Google Toolbar or Yahoo messenger is included, only the players. Adobe Flash and Adobe Shockwave can be found at <\\deh00sfp01\NetApps\AdobePlayers\Shockwave> You are welcome to install from here or download to your own netapps shares to install from there. As far as we know, only Shockwave is required to use this site, but you may wish to install Flash as well in case there are modifications requiring it in the future. **Please note that this installation, as well as the coursework, must be done in Internet Explorer.** Attempting to use other browsers, such as Mozilla Firefox, may hinder your completion of the FDA ORAU course work.

We have found that installing Shockwave by way of group policy is unreliable. It installs only the browser plugin and not the full version that shows up in Control Panel>Add/Remove Programs. If this is the case, the courseware will not function properly. We have found that Shockwave must be manually installed to work properly. It also requires administrative rights to be installed as well.

We have also found that www.compliancewire.com functions better if the user has added it to their trusted sites in Internet Explorer.

If a user has tried to take these classes before but was blocked, be sure to clear your Temporary Internet files before accessing the courses again.

After the installation of Macromedia Shockwave, you can begin the course registration process.

Here are the instructions for self-registration:

- Go to the EduNeering website: www.eduneering.com/oratraining
- Complete the “User Information” form, including creating a User ID. After completing the form, click, “Register” in the bottom right corner. You should receive an immediate email indicating that your request was sent to FDA and you should receive a response with your password within 5 business days. The e-mail will be from: ora@ora.fda.gov; subject line: ORAU Online Training Request.
- **You can only register once!** If you have previously registered and forgotten your password, the system will typically prevent you from registering again, regardless of the amount of time that has elapsed since using your password or if you never used your password. In order to access the system, select, "forgot your password" from the "log in" screen and follow the instructions. If you are unable to recall your User ID, please contact Robin Eychaner.

II) Registration Information and Accessing Courses

Here are the instructions for using the FDA ORAU system:

- After receiving a password, Go to the ORA-U web site: <http://www.fda.gov/ora/training/orau/state/welcome.htm>
- Under “ORAU” (left side of screen) Click on "State, Local and Tribal Regulatory Partners Welcome To ORA U!"
- Scroll down to the ORA U Online Courses section and under “Get Started” click on: "Retail Food," (Print out the curriculum for future reference to identify courses for each program area or see “Title of Courses” below.)
- At the bottom of the course listing, click on “Back to main Web Based Courses page.” Under “Get Started” click on, the “compliancewire” link (which is currently #3).
- Input your username, password, and company code (FDAORAU) and click, “I Accept.”
- On the left side of the screen, under “I want to...” click “Knowledge Center” (if not already selected).
- Under “Knowledge Center,” click “Catalog.” Scroll down underneath the picture of the ORA U school house and select :”Category”
- Under Category, click “Food” You can now begin to select courses from the listing.

Completed Training Documentation Submittals

Once you have completed the Pre-Certification Coursework, click “My History” and print the one page document. Send the print-out to Robin.Eychaner@flhealth.gov as verification of your completion of the require courses.

In addition to the 30 hours of ORAU training, a list of references and sample questions is available on the Internet. They are located at [http://www.floridahealth.gov/licensing-and-regulation/certified-environmental-health-professional/ documents/FoodRef.pdf](http://www.floridahealth.gov/licensing-and-regulation/certified-environmental-health-professional/documents/FoodRef.pdf).

Pre-certification ORAU Food Program Courses

The specific course topics and associated continuing education units are included in the table below.

TITLE OF COURSE	CODE	CEUs
PREVAILING STATUTES, REGULATIONS, ORDINANCES		
Basic Food Law for State Regulators	FDA35	1
Basics of Inspection: Beginning an Inspection	FDA38	2
Basics of Inspection: Issues & Observations	FDA39	2
MICROBIOLOGY		
Food Microbiological Control 1: Overview of Microbiology	MIC01	1
Food Microbiological Control 2A: Gram-Negative Rods	MIC02	1
Food Microbiological Control 2B: Gram-Positive Rods & Cocci	MIC03	2
Food Microbiological Control 3: Foodborne Viruses	MIC04	1
Food Microbiological Control 4: Foodborne Parasites	MIC05	2
Food Microbiological Control: Mid-Series Exam	MIC16	
Food Microbiological Control 5: Controlling Growth Factors	MIC06	2
Food Microbiological Control 6: Control by Refrigeration & Freezing	MIC07	1
Food Microbiological Control 7A: Control by Thermal Processing	MIC08	2
Food Microbiological Control 9: Natural Toxins	MIC12	2
Food Microbiological Control 11: Good Manufacturing	MIC14	2

Practices

Food Microbiological Control 12: Cleaning & Sanitizing MIC15 2

EPIDEMIOLOGY

Foodborne Illness Investigations 1: Collecting
Surveillance Data FI01 2

Foodborne Illness Investigations 2: Beginning the
Investigation FI02 2

HACCP

Basics of HACCP: Overview of HACCP FDA16 1

Basics of HACCP: Prerequisite Programs & Preliminary
Steps FDA17 1

Basics of HACCP: The Principles FDA18 1

TOTAL CEUs 30