

## 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.

### Instructions for registration:

#### **I) Self Registration:**

- Go to the EduNeering website: [www.eduneering.com/oratraining](http://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: [orau@orau.fda.gov](mailto:orau@orau.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 Isis Bonney.

#### **II) Registration Information and Accessing Courses:**

- 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 ORAU 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. Send the print-out to [Isis.Bonney@flhealth.gov](mailto:Isis.Bonney@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>.

## Pre-certification ORAU Food Program Courses

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

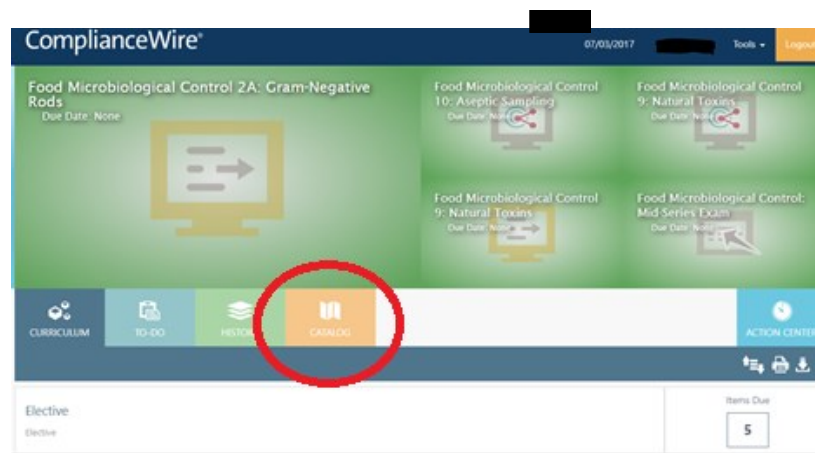
TITLE OF COURSE	CODE	CEUS
<b>PREVAILING STATUTES, REGULATIONS, ORDINANCES</b>		
BASIC FOOD LAW FOR STATE REGULATORS	FDA35	1
BASICS OF INSPECTION: BEGINNING AN INSPECTION	FDA38	2
BASICS OF INSPECTION: ISSUES AND OBSERVATIONS	FDA39	2
FOOD CODE CHAPTER 1: PURPOSE AND DEFINITIONS	FDAFC02	1
FOOD CODE CHAPTER 3: PART I	FDAFC03	1
FOOD CODE CHAPTER 3: PART II	FDAFC05	1
FOOD CODE CHAPTER 3: PART III	FDAFC06	1
<b>MICROBIOLOGY</b>		
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	1
FOOD MICROBIOLOGICAL CONTROL 6: CONTROL BY REFRIGERATION & FREEZING	MIC07	2
FOOD MICROBIOLOGICAL CONTROL 7A: CONTROL BY THERMAL PROCESSING	MIC08	2
FOOD MICROBIOLOGICAL CONTROL 9: NATURAL TOXINS	MIC12	2
FOOD MICROBIOLOGICAL CONTROL 11: GOOD MANUFACTURING PRACTICES	MIC14	2
FOOD MICROBIOLOGICAL CONTROL 12: CLEANING & SANITIZING	MIC15	2
<b>EPIDEMIOLOGY</b>		
FOODBORNE ILLNESS INVESTIGATIONS 1: COLLECTING SURVEILLANCE DATA	FI01	2
FOODBORNE ILLNESS INVESTIGATIONS 2: BEGINNING THE INVESTIGATION	FI02	2
<b>HACCP</b>		
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		34

## How to Register for FDA ORUA Courses in ComplianceWire:

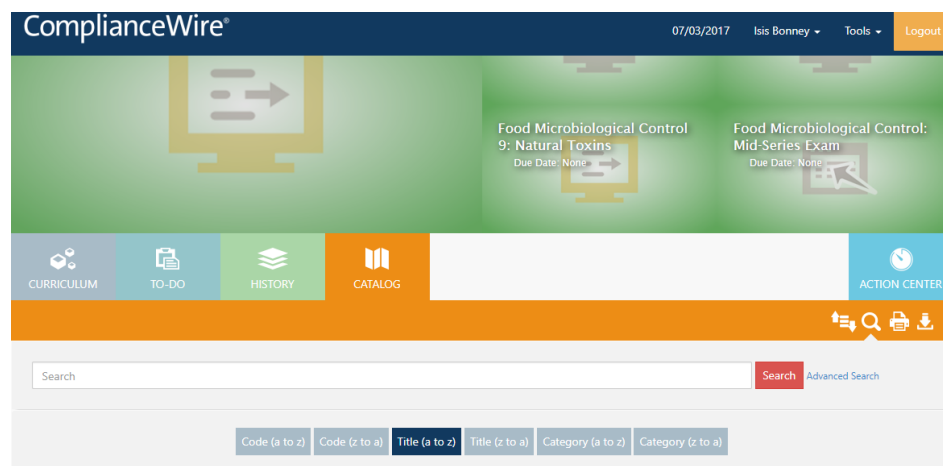
Upon logging into FDA ORUA ComplianceWire you will see the following screen below:



Select CATALOG:



Once you have selected CATALOG, the screen will change allowing you to input text:



Using the FDA ORAU instruction document as a reference, simply type in the code for the course you would like to register for. The code will be found under the course listing under “code”.

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 AND OBSERVATIONS	FDA39	2
FOOD CODE CHAPTER 1: PURPOSE AND DEFINITIONS	FDAFCO2	1

Select “Search”.

The results will populate below.

### Troubleshooting:

Should any problems occur please call the FDA ORAU Help desk for assistance at the following number, 240.247.8803 or by email at: [Appsdesk@fda.hhs.gov](mailto:Appsdesk@fda.hhs.gov)  
**Be sure to keep your FDA Help Desk Number.**

If you require more assistance, please contact Isis Bonney by phone at (850) 901-6488 or by email at: [Isis.Bonney@FDAHealth.gov](mailto:Isis.Bonney@FDAHealth.gov).