

Food Program Certification Pre-Certification Coursework

Office of Regulatory Affairs' Virtual University (ORAU) Instructions for Account Creation for Department of Health (DOH) or other government employees.

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. Additionally, it is important to ensure that your computer has Macromedia Flash and Shockwave "plug-ins" to adequately access to the ORAU system. It may be necessary to contact your system administrator to assist in the installation of the software. It is important to follow the proper access routes to avoid any adverse effects to your existing system.

To install the Macromedia Flash, please follow the instructions below:

IF you have Administrative rights on your machine;

If users attempt to install the plugins directly from the Macromedia website it will attempt to install the Yahoo internet toolbar which is not a DOH approved application. **Please choose "No" when it asks you if you want to install that bar.**

The website will likely function better if www.compliancewire.com is added to the users trusted sites before using it.

Lastly, if you have tried to take these classes before but were blocked, be sure to clear your Temporary Internet files before accessing the courses again.

IF you don't have Administrative rights on your machine;

Please consult with your local system administrator as to the best method for installation before proceeding. A "msi" installation file is available at the following location: [\\dohsfpeh0003\Netapps\Macromedia\CombinedMSI](file://dohsfpeh0003/Netapps/Macromedia/CombinedMSI) , which is accessible to all DOH users. Double-click on it to install. This will install the necessary plugins with a minimum of user intervention

required and without the Yahoo toolbar. System administrators can use it to install the plugins automatically using active directory group policy if desired.

The website will likely function better if www.compliancewire.com is added to the users trusted sites before using it.

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

Here are the instructions for self-registration:

1. Go to the ORA-U web site:
http://www.fda.gov/ora/training/course_ora.html
2. Click on "State, Local and Tribal Regulators" (bottom center of the page)
3. Click on "Curricula & Registration" (bottom center of the "Welcome to ORA U" page)
4. On line 1, select and click on: "Retail Food," (Print out the desired curriculum for future reference to identify courses for each program area.)
5. On line 3, click on the EduNeering web address to register (A user ID, company code, and web link to log on will be sent to the e-mail address on the registration form. The e-mail will be from: orau@orau.fda.gov, subject line: ORAU Online Training Request. Most regulatory e-mail addresses should be recognized automatically, if not processing will be within 5 working days.)
6. **Note ****** If you experience problems, **do not create multiple registrations**, as it will cause a great deal of delays to your accessing to the system.

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.

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 Practices	MIC14	2
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

In addition to the above training, a list of references and sample questions is available on the Internet. They are located at <http://www.myfloridaeh.com/community/certification/pdfs/FoodRef.pdf>