



Updated 8/23/2024

## **CEHP FOOD PROTECTION PROGRAM PRE-REQUISITE COURSEWORK VIA THE FDA OFFICE OF REGULATORY AFFAIRS (FDA ORA)**

The pre-requisite coursework is offered at no cost to government employees through the Food and Drug Administration's (FDA), Office of Regulatory Affairs (ORA). The FDA ORA administers the course via the ComplianceWire and ORA LearnED Training System websites respectively. To participate in the ORA 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-government applicants.

The 34 hours of prerequisite 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 in [Rule 64E-18, Florida Administrative Code](#), 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 FDA ORA Self-Registration:**

- **Access the LearnED Training System Self-Registration website at: [ORA LearnED Training System](#).** Click on "Request an ORA Training Account" and then "Government, Non-FDA". Next, you must request a training account by clicking on the settings icon (⚙️) at the top right and click "Register".
  - You must then enter your First and Last name along with your **work email**. On the next screen, you will be required to enter your employment information. For "Organization", be sure to select Dept of Health and Human Services and for "Employer Type", select State. ("Location" is not required) Next, you will need enter your employment information, a password, and then click Submit. You should receive an email from the FDA shortly after with your registration information.
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- The email should indicate 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: [FDA@Servicenowservices.com](mailto:FDA@Servicenowservices.com). **You may only register once!** After receiving the confirmation email from the FDA, you will be able to log in to the [FDA ORA LearnED Training System](#) and access the courses.
- **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 this case to access the system, select "forgot your password" from the login screen and follow the instructions. If you are unable to recall your User ID, please contact Michael Lawhorn.

### **Prerequisite FDA ORA Courses for the Food Protection Program**

<b>TITLE OF COURSE</b>	<b>CODE</b>	<b>CEUS</b>
<b>PREVAILING STATUES, REGULATIONS, ORDINANCES</b>		
BASIC FOOD LAW FOR STATE REGULATORS	FD9015W	1
BASICS OF INSPECTION: BEGINNING AN INSPECTION	CC9037W	2
BASICS OF INSPECTION: ISSUES AND OBSERVATIONS	CC9038W	2
FOOD CODE CHAPTER 1: PURPOSE AND DEFINITIONS	FD112W100-01	1
FOOD CODE CHAPTER 3: PART I	FD112W100-02	1
FOOD CODE CHAPTER 3: PART II	FD112W100-03.1	1
FOOD CODE CHAPTER 3: PART III	FD112W00-03.2	1
<b>MICROBIOLOGY</b>		
FOOD MICROBIOLOGICAL CONTROL 1: OVERVIEW OF MICROBIOLOGY	CC9005W	1
FOOD MICROBIOLOGICAL CONTROL 2A: GRAM- NEGATIVE RODS	CC9006W	1
FOOD MICROBIOLOGICAL CONTROL 2B: GRAM- POSITVE RODS & COCCI	CC9007W	2
FOOD MICROBIOLOGICAL CONTROL 3: FOODBORNE VIRUSES	CC9008W	1
FOOD MICROBIOLOGICAL CONTROL 4: FOODBORNE PARASITES	CC9009W	2
FOOD MICROBIOLOGICAL CONTROL: MID SERIES EXAM	CC9010W	
FOOD MICROBIOLOGICAL CONTROL 5: CONTROLLING GROWTH FACTORS	CC9011W	1
FOOD MICRIOBIOLOGICAL CONTROL 6: CONTROL BY REFRIDGERATION & FREEZING	CC9012W	2
FOOD MICRIOBIOLOGICAL CONTROL 7A: CONTROL BY THERMAL PROCESSING	CC9013W	2

FOOD MICROBIOLOGICAL CONTROL 9: NATURAL TOXINS	CC9017W	2
FOOD MICROBIOLOGICAL CONTROL 11: GOODMANUFACTURING PRACTICES	CC9019W	2
FOOD MICROBIOLOGICAL CONTROL 12: CLEANING & SANITIZING	CC9020W	2
<b>EPIDEMIOLOGY</b>		
FOODBORNE ILLNESS INVESTIGATIONS 1: COLLECTING SURVELLANCE DATA	FD9035W - Lesson 1	2
FOODBORNE ILLNESS INVESTIGATIONS 2: BEGINNING THE INVESTIGATION	FD9035W - Lesson 2	2
<b>HACCP</b>		
BASICS OF HACCP: OVERVIEW OF HACCP	CC8033W	3
<b>TOTAL CONTACT HOURS</b>		<b>34</b>

## How to Access FDA ORA LearnED Courses:

Log into the website using the following link, [FDA ORA LearnED Homepage](#). Upon logging in, your first screen will be the Homepage for the FDA ORA LearnED Training System. You may access the required courses by clicking the “Course Catalog” button on the website and conducting a search using course code for each course.

The screenshot shows the FDA ORA LearnED Training System homepage. At the top, there is a navigation bar with links for Home, Learning, Managers, Connect, and Get Help. Below the navigation bar is a large banner with a blue background featuring a lightbulb, a brain, and various scientific symbols. The banner text reads: "Welcome to the Food and Drug Administration's ORA LearnED Training System. The Office of Training, Education, and Development is your hub for FDA related educational opportunities. Our goal is to provide our regulatory partners with high quality learning to support FDA's mission along with those of our sister organizations, collaborative partners, and related key stakeholders. Your professional success is our priority." Below the banner is a row of six icons: Transcript, Course Catalog (circled in red), Calendar, Search, Help, and ComplianceWire. The page also includes sections for News/Announcements and Support Links.

The screenshot shows the FDA LearnED Training System interface. At the top, there is a navigation bar with 'Home', 'Learning', 'Managers', 'Connect', and 'Get Help'. A search bar is located in the top right corner. The main content area is titled 'Learning Search' and features a search input field containing 'CC9017W'. Below the search bar, the results are displayed in a grid format, showing various playlists created by different users. A red circle highlights the search bar and the search results area.

## **FDA ORA Course Transcript**

To access LearnED transcript in the correct format, sign in to the [FDA ORA LearnED Training Website](#), click on “Transcript”, and then change the “Filter by Training Status” to Completed. All courses you have completed will appear on this webpage; print this page, scan the printed pages to make them a PDF file, then upload to your Returned application under “Required Documents Upload” and the slot titled “Food Prerequisite Training FDA ORAU Course History Upload.” **Please remember to notify the CEHP Program Manager that you’ve completed the required FDA ORA courses so that your online application can be Returned for you to upload your ORA course transcript.** You must complete the courses listed in this instruction document only.

If you had previously completed the required courses and uploaded the transcript to the [CEHP Online Application System](#), disregard this step. If you submitted your application without submitting this transcript initially, send a notification to the CEHP Program Manager that you have completed the courses and they will Return your application to you for you to upload the ORA transcript.

## **Food Exam Study Guide**

In addition to the 30 hours of FDA ORA pre-requisite training, there is a **list of references and sample questions** are available on the [CEHP SharePoint website](#). They may be accessed using the following link: [Food Protection Exam References and Sample Questions](#).

## **Troubleshooting**

Should any problems occur please call **the FDA ORA 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 CEHP Program Manager Michael Lawhorn by email at: [Michael.Lawhorn@flhealth.gov](mailto:Michael.Lawhorn@flhealth.gov) or by phone at (850) 901-6515.

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