



Updated 6/5/2026

CEHP FOOD PROTECTION PROGRAM PRE-REQUISITE COURSEWORK VIA THE FDA OFFICE OF TRAINING, EDUCATION, AND DEVELOPMENT (OTED)

The pre-requisite coursework is offered at no cost to government employees through the Food and Drug Administration's (FDA), Office of Training, Education, and Development (OTED). The FDA OTED administers the course via the [FDA OTED LearnED Training System](#) website. To access the FDA OTED system, government employees must register online. This web-based interaction has been approved by the Florida Department of Health (FDOH) Information Technology (IT) office. It is important that employees register from their office or work computer, in so doing, they are recognized as a regulatory government employee and given priority status over requests from non-government applicants.

The thirty-four (34) hours of prerequisite training includes 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 [Chapter 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 OTED Self-Registration:

- **Access the LearnED Training System Self-Registration website at:** [FDA OTED LearnED Training System](#). Click on the "Request an LearnED Training Account | Multi-Factor Authentication (MFA) Information" button. Next, click the "Government, Non-FDA" button where 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 Department 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.

- 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 the FDA Health and Human Services (HHS) section. **You may only register once!** After receiving the confirmation email from the FDA, you will be able to log in to the [FDA OTED 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 OTED Courses for the Food Protection Program

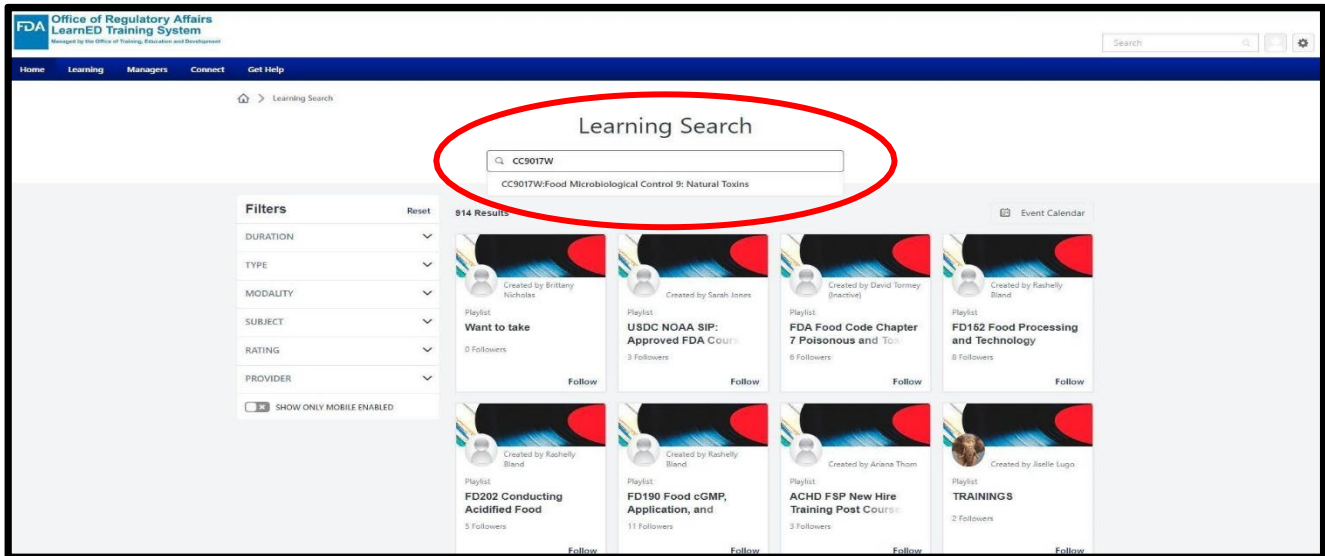
TITLE OF COURSE	CODE	CEUS
PREVAILING STATUES, REGULATIONS, ORDINANCES		
BASIC FOOD LAW FOR STATE REGULATORS	FD9015W	1
BASICS OF INSPECTION: BEGINNING AN INSPECTION	CC9037W	2
BASICS OF INSPECTION: ISSUES AND OBSERVATIONS	CC9038W	2
FOOD CODE CHAPTER 1: PURPOSE AND DEFINITIONS	FD112W100-01	1
FOOD CODE CHAPTER 3: PART I	FD112W100-03.1	1
FOOD CODE CHAPTER 3: PART II	FD112W100-03.2	1
FOOD CODE CHAPTER 3: PART III	FD112W00-03.3	1
MICROBIOLOGY		
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 MICROBIOLOGICAL CONTROL 6: CONTROL BY REFRIDGERATION & FREEZING	CC9012W	2
FOOD MICROBIOLOGICAL 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
EPIDEMIOLOGY		
FOODBORNE ILLNESS INVESTIGATIONS 1: COLLECTING SURVELLANCE DATA	FD9035W - Lesson 1	2
FOODBORNE ILLNESS INVESTIGATIONS 2: BEGINNING THE INVESTIGATION	FD9035W - Lesson 2	2
HACCP		
BASICS OF HACCP: OVERVIEW OF HACCP	CC8033W	3
TOTAL CONTACT HOURS		34

How to Access FDA OTED Learned Courses:

Log into the website using the following link, [FDA OTED Learned Training System](#). Upon logging in, your first screen will be the Homepage for the FDA OTED 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.

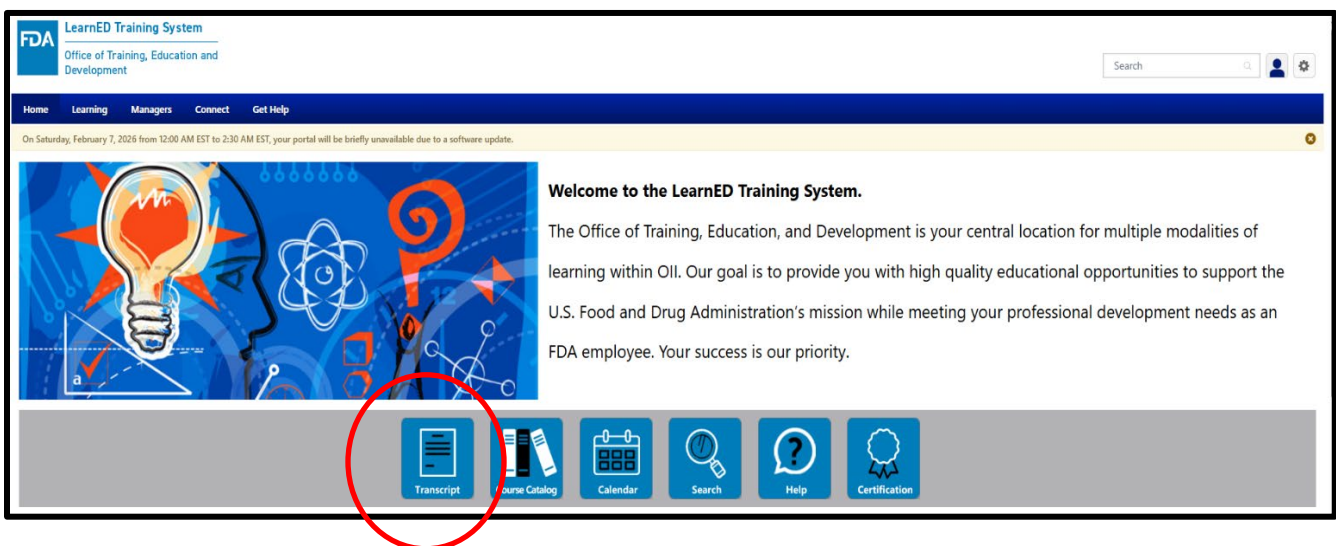
The screenshot shows the homepage of the FDA OTED Learned Training System. At the top, there is a navigation bar with links for Home, Learning, Managers, Connect, and Get Help. Below the navigation bar is a large banner with a lightbulb icon and the text: "Welcome to the Food and Drug Administration's 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 icons for Transcripts, Course Catalog (circled in red), Calendar, Search, Help, and ComplianceWire. At the bottom, there are sections for News/Announcements and Support Links.

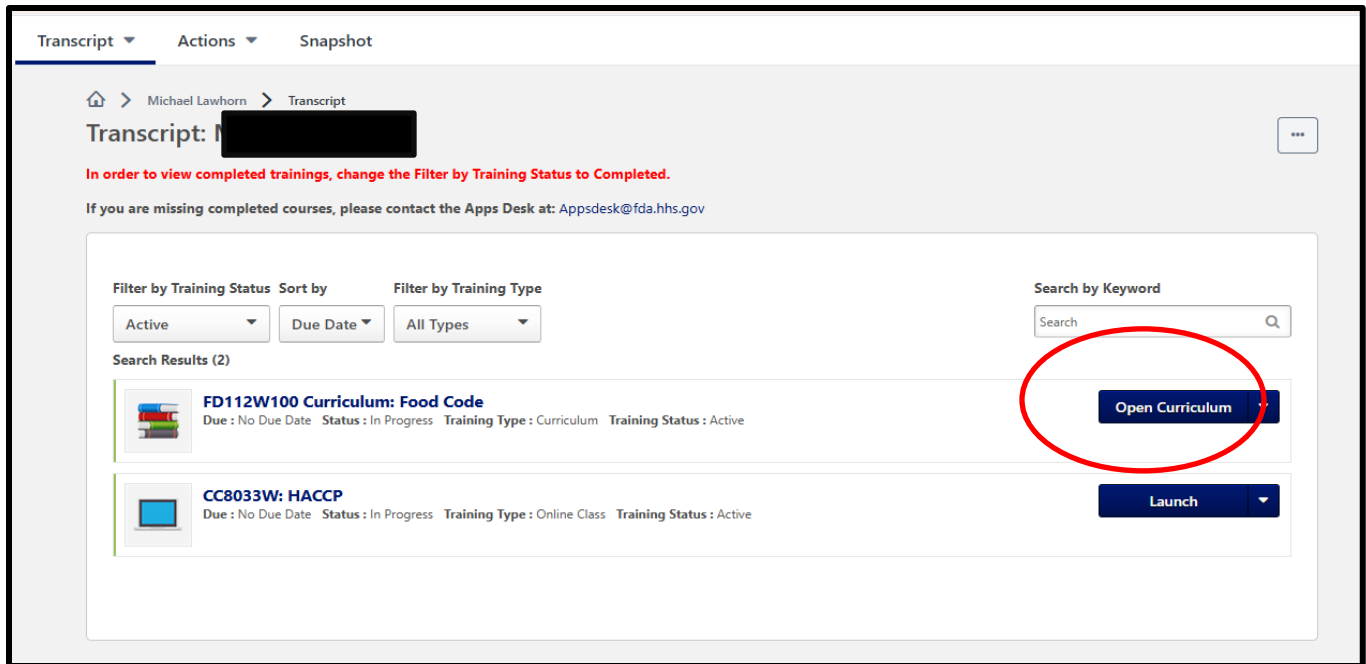


FDA OTED Course Transcript

To access the FDA OTED LearnED transcript in the correct format, sign in to the [FDA OTED LearnED Training System](#), 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.”

If your transcript is missing the required Food Code and Foodborne Illness courses, there is a work around for that. The first option is to access your FDA course transcript and open the curriculum for both Food Code and Foodborne Illness.





You will then print those pages, add them to your course transcript PDF, and scan back into the [CEHP Online Application System](#) as one PDF document. The other option is to click on “Open Curriculum” and then View & Print the certificates for each Food Code and Foodborne Illness completed course. You will then add the certificates to your course transcript PDF, and scan back in to the [CEHP Online Application System](#). You may then upload to your online application as one PDF document.

Please remember to notify the CEHP Program Manager that you’ve completed the required FDA OTED courses so that your online application can be Returned for you to upload your FDA OTED 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 OTED 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 OTED Help desk** for assistance at the following number, (240) 247-8803 or by email at: 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 or by phone at (850) 901-6515.