



Updated 7/22/2024

## **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.**

### **FDA ComplianceWire & ORA LearnEd Self-Registration:**

- **Access the ComplianceWire Self-Registration website at:** [ComplianceWire Self-Registration Webpage](#). Complete the "User Information" form, including creating a User ID, and then click "Register" at the bottom right corner.
- **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". Then request a training account by clicking on the settings icon (⚙️) at the top right and click "Register".
- You will then have to 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) You will then enter your employment information, a password, and the click Submit. You should receive an email from the FDA shortly after. **This website is needed to access the following courses:** FD112W100-01, FD112W100-03.1,

FD112W100-03.2, and FD112W100-03.3.

- Upon registering, 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: [ComplianceWire@Eduneering.com](mailto:ComplianceWire@Eduneering.com) for ComplianceWire registration and [FDA@Servicenowservices.com](mailto:FDA@Servicenowservices.com) for ORA LearnED registration.
- **You may 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 Michael Lawhorn.

### **Accessing Required Courses**

- **After receiving the confirmation email for ComplianceWire**, you will be provided with a temporary password, a link to change your password, and qualifying questions for you to answer in case you forget your password. Upon the change of your password, you will be automatically redirected to the [FDA ORA ComplianceWire Training Website](#). Upon signing in, you will be able to access the course catalog.
- **After receiving the confirmation email from LearnED**, you will be able to log in to the [FDA ORA LearnED Training System](#) and access the courses. The required courses should already be listed on the webpage upon signing in.

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

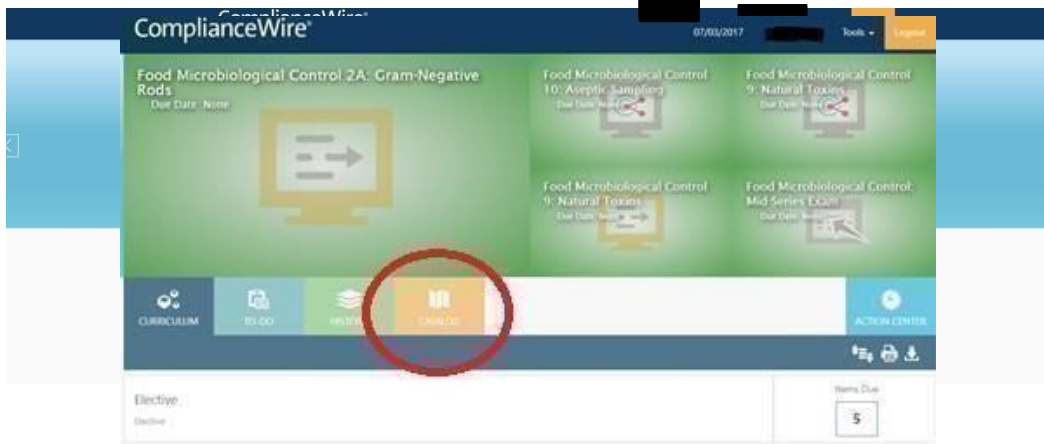
The specific course topics and associated continuing education units are included in the table below:

TITLE OF COURSE	CODE	CEUS
PREVAILING STATUES, 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 & DEFINITIONS (ORA)	FD112W100-01	1
FOOD CODE CHAPTER 3: PART I (ORA)	FD112W100-03.1	1

FOOD CODE CHAPTER 3: PART II (ORA)	FD112W100-03.2	1
FOOD CODE CHAPTER 3: PART III (ORA)	FD112W100-03.3	1
<b>MICROBIOLOGY</b>		
FOOD MICROBIOLOGICAL CONTROL 1: OVERVIEW OF MICROBIOLOGY	MIC01	1
FOOD MICROBIOLOGICAL CONTROL 2A: GRAM- NEGATIVE RODS	MIC02	1
FOODMICROBIOLOGICAL CONTROL 2B: GRAM- POSITVE 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 MICROBIOLOGICALCONTROL 5: CONTROLLING GROWTH FACTORS	MIC06	1
FOODMICRIOBIOLOGICAL CONTROL 6: CONTROL BY REFRIDGERATION & FREEZING	MIC07	2
FOODMICRIOBIOLOGICAL CONTROL 7A: CONTROL BY THERMAL PROCESSING	MIC08	2
FOOD MICRIOBIOLOGICAL CONTROL 9: NATURAL TOXINS	MIC12	2
FOODMICRIOBIOLOGICAL CONTROL 11: GOODMANUFACTURING PRACTICES	MIC14	2
FOOD MICRIOBIOLOGICAL CONTROL 12: CLEANING & SANITIZING	MIC15	2
<b>EPIDEMIOLOGY</b>		
FOODBORNE ILLNESS INVESITGATIONS 1: COLLECTING SURVELLFI02IANCE DATA	FI01	2
FOODBORNE ILLNESS INVESTIGATIONS 2: BEGINNING THE INVESTIGATION	F102	2
<b>HACCP</b>		
BASICS OF HACCP: OVERVIEW OF HACCP	FDA16	1
BASICS OF HACCP: PREREQUITSITE PROGRAMS & PRELIMINARY STEPS	FDA17	1
BASICS OF HACCP: THE PRINCIPLES	FDA18	1
TOTAL CEUs		34

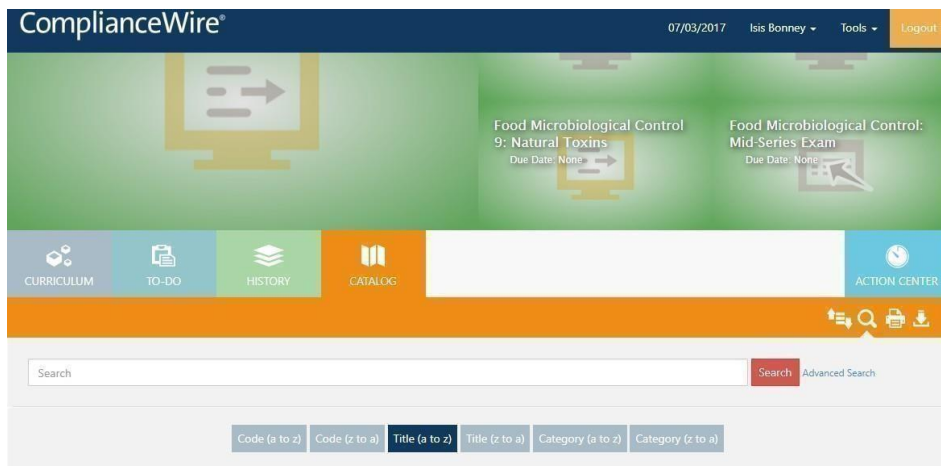
### **How to Access FDA ORA ComplianceWire Courses:**

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



**Select CATALOG:**

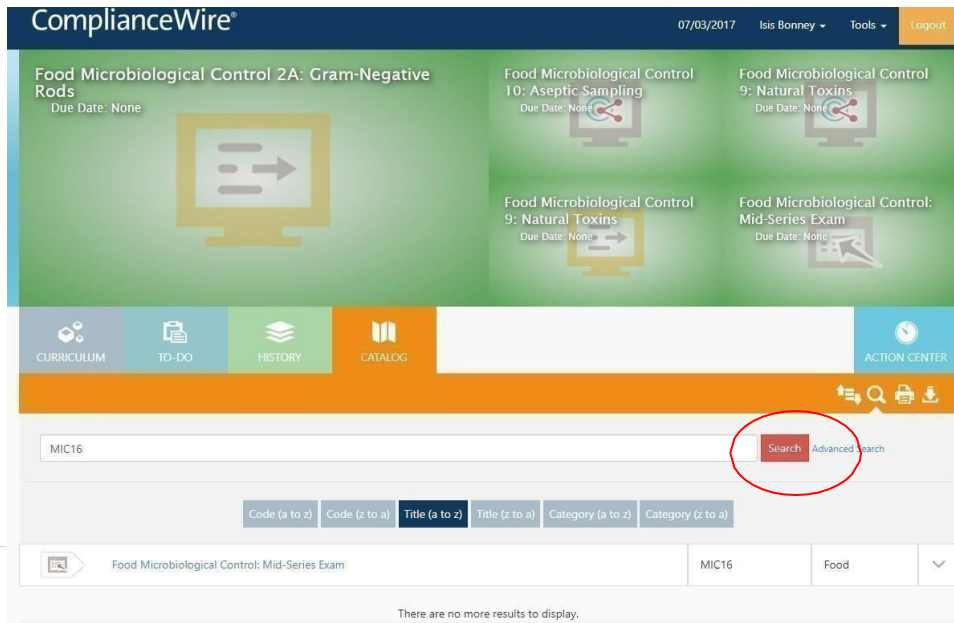
Once you have selected CATALOG, the screen will change allowing you to input text:



Using the FDA 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”. The required prerequisite FDA ORA Food Program Courses are provided above.

TITLE OF COURSE	CODE	CEUS
PREVAILING STATUES, 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

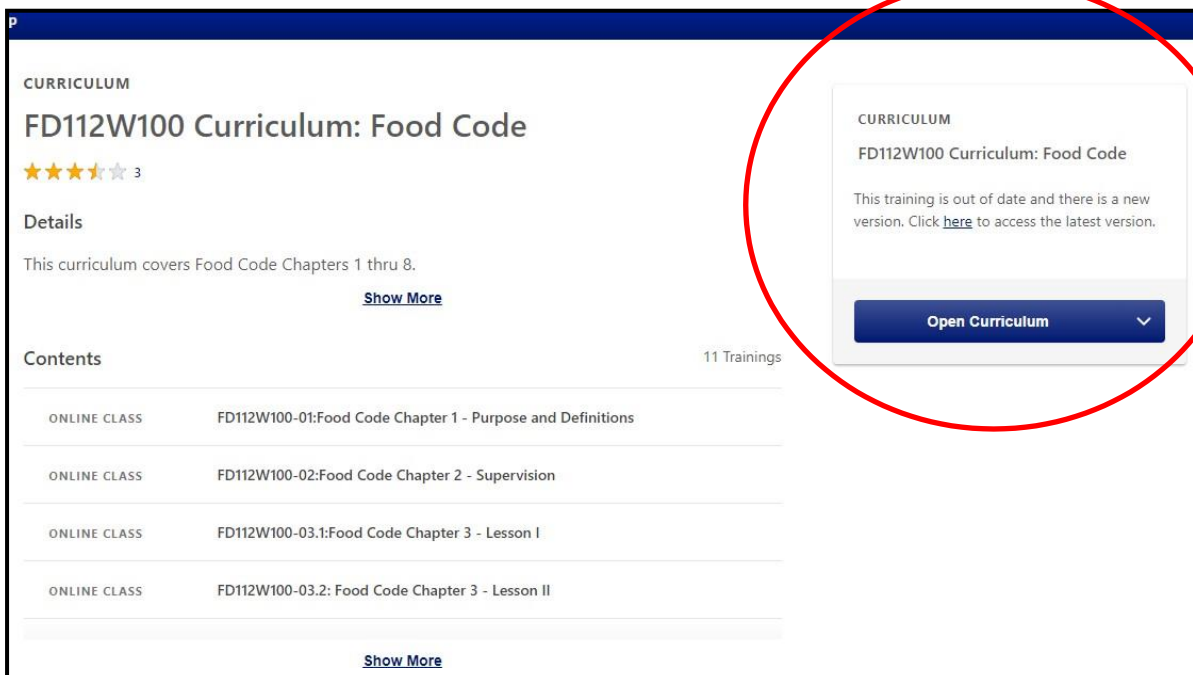
**Select SEARCH:**



The results will populate

## How to Access FDA ORA LearnedED Courses:

The required courses will be listed upon signing in, however, there is newer version of those trainings that you may accessed on the website. In the box near the upper right-hand corner with “CURRICULUM” listed at the top, it advised “This training is out of date and there is a new version. Click [here](#) to access the latest version.”. Once you click on the “[here](#)” link, you will be taken to the latest version of the courses.



## **FDA ORA Course Transcript**

To access the ComplianceWire transcript in the correct format, sign in at <https://www.compliancewire.com/CW3/Standard/Authentication/Login>, click on “History”, and then click “Print”. **For the LearnED transcript**, sign in at [FDA ORA LearnED Training Website](#), click on “Transcript” and then the arrow pointing down on the “Open Curriculum” button. Click on “View Training Details” and then Print this page. **Combine the 2 documents into one PDF file and upload into your online application.** You must complete the courses listed at the end of the 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.