



Food Safety and Inspection Service
U.S. DEPARTMENT OF AGRICULTURE

Logistics for PHV Mentoring General Overview



PHV Intern Course Schedule

Week 1, 2, & 3 – Inspection Methods

Week 4 & 5 – PHV Training

Week 6, 7, 8,– Mentoring

Final Week – PHV Training and Test



Upcoming PHV Schedule

CFL Training Schedule

- On the FSIS website:

[CFL Training Calendar \(usda.gov\)](https://www.usda.gov)

- 100% Virtual except for new Inspection Methods Hybrid
- Dates for courses published
- Look for PHV Intern courses

PHV Intern Travel

Assigning the PHV Trainee:



- District is responsible for scheduling Mentee travel
- Trainee may spend entire three weeks with one Mentor, or possibly visit multiple mentors for a more diverse training experience.

PHV Intern Travel

Travel expense processing:

- Travel vouchers completed using Concur Government Edition Travel (CGE)
- Travel vouchers should be completed and submitted regularly for accurate accounting and timely reimbursement
- Travel advances are available if trainee does not have a government credit card
- Credit card bills must be kept current

Mentor Checklist

Recently modified and
posted to the web –
follow instructions for
completion

Submit as soon as
possible after
completion of
mentoring session

Electronic file is on website at:

[CHECKLIST FOR VETERINARY
MENTORS \(usda.gov\)](https://www.usda.gov/mentors)

CFL ADDRESS

- Send copy of completed checklist to:
- CFL.ClassRegistration@usda.gov



CFL- on the website

Workforce Training Materials

- Virtual PHV
- Virtual IM
- Virtual Slaughter Inspector Refresher
- Virtual EIAO
- Training schedule



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PHV INTERN COURSE & MENTOR

