FY 2024 Training Calendar

October 2023

Version 2 10/03/23

Week of October 2, 2023	RTE-SS 1900 Week 1 (self-paced)	Further Processing & Labeling FPL 9500 (Instructor-led)	PHV 1107 In-Plant Mentoring Week 1			
Week of October 9, (Monday, Columbus Day Holiday)	RTE-SS 1900 Week 2 (self-paced)	Import Inspection II 7000	PHV 1107 In-Plant Mentoring Week 2	Electronic Exports EE 9000 Week 1 (self-paced)	Computer Training for IM Students CTIM 2800 (self-paced)	
Week of October 16		Slaughter Inspection Refresher SIR 1300	PHV 1107 In-Plant Mentoring Week 3	Electronic Exports EE 9000 Week 2 (self-paced)	Inspection Methods Hybrid IMH 1800 Week 1	
Week of October 23	Import Inspection Refresher IIR 7200 Week 1 (self-paced)		PHV 1107 Final Week		Inspection Methods Hybrid IMH 1800 Week 2	
Week of October 30	Import Inspection Refresher IIR 7200 Week 2 (self-paced)				Inspection Methods Hybrid IMH 1800 Week 3	OIEA SIEM 8000

November 2023 Week of November 6 (Friday, Veteran's Day Observance) IM Refresher Week of **EIAO Condensed** IMR 8800 EIOAC 6100 November 13 Week of November 20 (Thursday, Thanksgiving Day Holiday) Week of PHV 1100 **Computer Training** Thermal November 27 for IM Students CTIM 2801 Processing TP 4100 Week 1 (self-paced) (Instructor-led)

December 2023

Week of December 4	PHV 1100 Week 2	Inspection Methods Hybrid IMH 1801 Week 1	In-Plant Safety Refresher IPSR 4400 Week 1 (self-paced)	
Week of December 11	PHV 1100 In-Plant Mentoring Week 1	Inspection Methods Hybrid IMH 1801 Week 2	In-Plant Safety Refresher IPSR 4400 Week 2 (self-paced)	
Week of December 18	PHV 1100 In-Plant Mentoring Week 2	Inspection Methods Hybrid IMH 1801 Week 3		
Week of December 25 (Monday, Christmas Day Holiday)	PHV 1100 In-Plant Mentoring Week 3			

January

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Week of January 1, 2024 Monday, (Monday, New Years Day Holiday)		IM Refresher IMR 8801	PHV 1100 Final Week	RTE-SS 1901 Week 1 (self-paced)	Computer Training for IM Students CTIM 2802 (self-paced)	
Week of January 8		Electronic Export EE 9001 Week 1 (self-paced)		RTE-SS 1901 Week 2 (self-paced)	Inspection Methods Hybrid IMH 1802 Week 1	
Week of January 15 (Monday, Martin Luther King Holiday)		Electronic Export EE 9001 Week 2 (self-paced)	Import Inspection Refresher IIR 7201 Week 1 (self-paced)		Inspection Methods Hybrid IMH 1802 Week 2	
Week of January 22			Import Inspection Refresher IIR 7201 Week 2 (self-paced)		Inspection Methods Hybrid IMH 1802 Week 3	
Week of January 29		Import Inspection II 7000		EIAO 6000 Week 1		

February

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Week of February 5	PHV 1101 Week 1		EIAO 6000 Week 2			
Week of February 12	PHV 1101 Week 2		EIAO 6000 Week 3	Further Processing & Labeling FPL 9501 Instructor-led		
Week of February 19 (Monday, President's Day Holiday)	PHV 1101 In-Plant Mentoring Week 1	IM Condensed IMC 8100			PHV Mentor PHVM 1200	
Week of February 26	PHV 1101 In-Plant Mentoring Week 2		Thermal Processing TP 4101 (Instructor-led)	Computer Training for IM Students CTIM 2803 (self-paced)		

March 2024

Week of March 4	PHV 1101 In-Plant Mentoring Week 3	In-Plant Safety Refresher IPSR 4401 Week 1 (self-paced)	Slaughter Inspection Refresher SIR 1301	Inspection Methods IM 1803 Week 1	
Week of March 11	PHV 1101 Final Week	In-Plant Safety Refresher IPSR 4401 Week 2 (self-paced)		Inspection Methods IM 1803 Week 2	
Week of March 18				Inspection Methods IM 1803 Week 3	
Week of March 25					

April 2024

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Week of April 1	IM Refresher IMR 8802	RTE-SS 1902 Week 1 (self-paced)	PHV 1102 Week 1			
Week of April 8		RTE-SS 1902 Week 2 (self-paced)	PHV 1102 Week 2	Electronic Export EE 9002 Week 1 (self-paced)	Import Inspection Refresher IIR 7202 Week 1 (self-paced)	
Week of April 15	Further Processing & Labeling FPL 9502 Instructor-led		PHV 1102 In-Plant Mentoring Week 1	Electronic Export EE 9002 Week 2 (self-paced)	Import Inspection Refresher IIR 7202 Week 2 (self-paced)	
Week of April 22	Import Inspection II 7002		PHV 1102 In-Plant Mentoring Week 2	Computer Training for IM Students CTIM 2804 (self-paced)		
Week of April 29			PHV 1102 In-Plant Mentoring Week 3	Inspection Methods Hybrid IMH 1804 Week 1		

May

Week of May 6		PHV 1102 Final Week	Inspection Methods Hybrid IMH 1804 Week 2	
Week of May 13			Inspection Methods Hybrid IMH 1804 Week 3	
Week of May 20	Thermal Processing TP 4102 Instructor-led			
Week of May 27 (Monday, Memorial Day Holiday)		PHV 1103 Week 1		

June

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Week of June 3			PHV 1103 Week 2		
Week of June 10	Slaughter Inspection Refresher SIR 1302		PHV 1103 In-Plant Mentoring Week 1		
Week of June 17 (Wednesday Juneteenth Holiday)	EIAO Condensed EIAOC 6101	In-Plant Safety Refresher IPSR 4402 Week 1 (self-paced)	PHV 1103 In-Plant Mentoring Week 2	Computer Training for IM Students CTIM 2805 (self-paced)	
Week of June 24		In-Plant Safety Refresher IPSR 4402 Week 2 (self-paced)	PHV 1103 In-Plant Mentoring Week 3	Inspection Methods Hybrid IMH 1805 Week 1	

July 2024

Week of July 1 (Thursday, Independence Day Holiday)			PHV 1103 Final Week		Inspection Methods Hybrid IMH 1805 Week 2	
Week of July 8	Electronic Export EE 9003 (self-paced) Week 1				Inspection Methods Hybrid IMH 1805 Week 3	
Week of July 15	Electronic Export EE 9003 (self-paced) Week 2		IM Refresher IMR 8803	Thermal Processing TPS 4200 Week 1 (self-paced)	PHV Mentor PHVM 1201	
Week of July 22		PHV 1104 Week 1		Thermal Processing TPS 4200 Week 2 (self-paced)		EIAO 6001 Week 1
Week of July 29		PHV 1104 Week 2		Thermal Processing TPS 4200 Week 3 (self-paced)		EIAO 6001 Week 2

August

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Week of August 5	Further Processing & Labeling FPLS 9600 Week 1 (self-paced)	PHV 1104 In-Plant Mentoring Week 1	Import Inspection Refresher IIR 7203 Week 1 (self-paced)	Thermal Processing TPS 4200 Week 4 (self-paced)	Computer Training for IM Students CTIM 2806	EIAO 6001 Week 3
Week of August 12	Further Processing & Labeling FPLS 9600 Week 2 (self-paced)	PHV 1104 In-Plant Mentoring Week 2	Import Inspection Refresher IIR 7203 Week 2 (self-paced)	Thermal Processing TPS 4200 Week 5 (self-paced)	Inspection Methods Hybrid IMH 1806 Week 1	Slaughter Inspection Refresher SIR 1303
Week of August 19	Further Processing & Labeling FPLS 9600 Week 3 (self-paced)	PHV 1104 In-Plant Mentoring Week 3	RTE-SS 1903 Week 1 (self-paced)	Thermal Processing TPS 4200 Week 6 (self-paced)	Inspection Methods Hybrid IMH 1806 Week 2	
Week of August 26	Further Processing & Labeling FPLS 9600 Week 4 (self-paced)	PHV 1104 Final Week	RTE-SS 1903 Week 2 (self-paced)	Thermal Processing TPS 4200 Week 7 (self-paced)	Inspection Methods Hybrid IMH 1806 Week 3	

September 2024

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Week of September 2 (Monday, Labor Day Holiday)	Further Processing & Labeling FPLS 9600 Week 5 (self-paced)		In-Plant Safety Refresher IPSR 4403 Week 1 (self-paced)	Thermal Processing TPS 4200 Week 8 (self-paced)		
Week of September 9	Further Processing & Labeling FPLS 9600 Week 6 (self-paced)		In-Plant Safety Refresher IPSR 4403 Week 2 (self-paced)	IM Condensed IMC 8101	PHV Mentor PHVM 1201	OIEA SIEM 8000
Week of September 16	Further Processing & Labeling FPLS 9600 Week 7 (self-paced)	PHV 1105 Week 1		Import Inspection II 7003	EIAO Condensed EIAOC6101	
Week of September 23	Further Processing & Labeling FPLS 9600 Week 8 (self-paced)	PHV 1105 Week 2				
Week of September 30		PHV 1105 In-Plant Mentoring Week 1				

Course Description

Course	Course Description & Requirements	Course	Course Description
Inspection Methods Hybrid IMH (120) * Target Audience: This course is required for Newly promoted or newly hired CSIs and PHVs. This course is part of the new PHV training program. State Inspectors	 Three-week class (14 days + 1 day test). The first week is in-person. The second and third weeks are virtual with Live instruction on Microsoft Teams with corresponding course materials in an online training site Students may need training computers if there is no government computer available for them to use during training. MIFI or phone may be needed for few students. usernames and passwords are needed. PHIS simulations/virtual OJT will be completed during week three as part of the instructor led class (week three is replacing the OJT that was previously done after completing the IM during FY 2020-2022) IM course is also part of the PHV training program. Topics covered during the training include statutes, rules of practice, the PHIS establishment profile and the task calendar, sanitation, Hazard Analysis Verification, HACCP verification, sampling, sanitary dressing procedures, humane handling, raw,ready-to-eat, and shelf stable product hazards and preventive measures, the Listeria regulations, export certification, food defense, PHIS simulations/virtual OJT, and case studies 	Electronic Export EE (300) * Target Audience: This course is required for CSIs and PHVs with export responsibilities. CSI who did not complete this self-course previously or did not complete the live webinars version of the course that were conducted in previous years. CSI & PHV who completed this self-paced course or the PHIS Export Live webinars version of it 3 years ago or more.	 2- week open window, approximately 6 hours Self-Paced training, students work independently on the training site platform. Participants do not have to complete this training in a single day. This training may be accessed on multiple days as long as it is completed prior to the two-week. usernames and passwords are needed. All students have government computers. Topics covered during this training include how to perform the Export Certification functions in PHIS as=outlined in Directive 13,000.5, how to perform the Export Certification task (CSI & PHV roles), approve or reject export applications, issue replacement certificates, sign/upload/print the export certificate, and review of form 9080-3

Entry Training for the Public Health Veterinarian PHV (50) * Target Audience: This course is required for newly hired in-plant-veterinarians. State Veterinarians	 Delivery via Microsoft Teams platform Instructor-led course delivered by live instruction on Microsoft Teams platform with corresponding course materials in an online training site usernames and passwords are needed. Week 1&2 9-day class & final week 4-day class MIFI or phone may be needed for few students. Topics covered during the training include animal dispositions/foodsafety, humane handling, and FSIS administrative overview. The program also includes three weeks spent in the in-plant environment with an assigned PHV Mentor to complete the PHV Mentoring Checklist 	Import Inspection Refresher IIR (100) Target Audience: Import Inspectors who didn't take this course in FY 2021. Import Inspectors who completed the Import Inspection training 3 years ago or more.	 2-week open window, approximately 4 hours Self-Paced training, students work independently on the training site platform Participants do not have to complete this training in a single day. This training may be accessed on multiple days as long as it is completed prior to the two-week usernames and passwords are needed. All students have government computers. Topics covered during this training include review of the regulatory basis and procedures for some of the most important types of inspection (TOI) they perform daily.
Public Health Veterinarian Mentor PHVM (50) * Target Audience: This course is required for the PHV that will be assigned as an official mentor by the district to mentor the new hired PHVs and never attended this class before	Instructor led three-day class. Delivery via Microsoft Teams platform All students have government computers Topics covered during this training include Mentor Responsibilities; Soft Skills (emotional intelligence, mentor-mentee relationship), Logistics and Overview ofthe PHV Intern Course, and In-plant Mentoring checklist.	IM Condensed IMC (80) Target Audience: Headquarters-based FSIS employees (all GS levels and SES) and other non-inspection workforce employees throughout the U.S	Delivery via Microsoft Teams All students have government computers. Topics covered during this training include Overview of the responsibilities of the inspection workforce. This overview includes a mid-level review of the food safety laws, Rules of Practice, HACCP pathogen reduction regulations, slaughter activities, and familiarization of processing environments. Quizzes and workshops will be provided throughout the training session.
Enforcement, Investigations, and Analysis Officer EIAO (50) * Target Audience: State or FSIS personnel that are newly hired to perform food safety assessments and other EIAO responsibilities.	 All students have government computers, some students may need training computers. Instructor led three-week class. Delivery Via Microsoft Teams Topics covered during this training include how to perform a comprehensive assessment for establishment's food safety system; the design and validity of the hazard analysis, HACCP plan; Sanitation Standard Operating Procedures (Sanitation SOPs); pre-requisite programs; testing programs, e.g., generic <i>E. coli</i> written procedures; and any other programs that constitute the establishment's food safety system. 	In-Plant Safety Refresher IPSR (200) Target Audience CSI, PHV, FI who previously completed FI training and PHV training over 3 years ago or more. Note: this course doesn't replace any safety required training	 2 week, 4 hours Self-Paced & students work independently on the MOODLE platform. Participants do not have to complete this training in a single day. This training may be accessed on multiple days as long as it is completed prior to the two-week Few students may need training computers. usernames and passwords are needed. Topics covered during this training include FSIS Health & Safety program, Hazard Communication, Personal Protective Equipment, Occupational Noise, and General Safety.

Slaughter Inspection Refresher (80) * Target Audience: Food inspectors or CSI who have completed Food Inspectors Livestock or Poultry classroom training over 3 years ago or more, and Food Inspectors who have completed the Food Inspector self -paced training during their orientation. CSIs who did not attend any slaughter inspection training previously and has work duties in slaughter establishment.	Delivery via Microsoft Teams. Instructor led two-day class. usernames and passwords are needed. Some students may need training computers MIFI or phone may be needed for few students. Topics covered during this training include Ante mortem Inspection, Postmortem Inspection, Humane Handling and Good Commercial Practice.	IM Refresher (100) * Target Audience: CSIs and PHVs who have previously attended either FSRE (3 weeks) or IM, and Egg Inspectors who previously attended IM 3 years ago or more. Also, CSI can be enrolled in this class per supervisor recommendation.	 Instructor led five-day class. Delivery via Microsoft Teams Some students may need training computers. Topics covered during this training include review of SPS, SSOP, Raw HACCP, RTE, NRs, Sampling, and Labeling. It will include scenarios and case studies covering topics such as Egg Products, Slaughter Inspection, HACCP Processing Categories, etc
Further Processing and Labeling – Instructor Led FP & L (80) * Target Audience: CSIs with limited or simple processing experience that may or will temporarily cover a complex processing establishment. CSIs moving from a simple processing assignment to a complex processing assignment to a complex processing assignment. Public Health Veterinarians and Frontline Supervisors with limited processing experience who have oversight responsibility for complex processing assignments in the circuit are also encouraged to attend.	 Delivery via Microsoft Teams Instructor led five-days class. Some students may need training computers. MIFI or phone may be needed for few students Topics covered during this training include labeling, net weight, and other verification activities for fresh and cooked sausage operations, cured meat and poultry products and added solutions. 	Thermal Processing – Instructor Led TP (80) * Target Audience: Consumer Safety Inspectors who have been assigned to establishments that conduct thermal processing. Prior to attending, CSIs must have attended either the Inspection Methods (virtual or classroom) or FSRE Sanitation/Raw/RTE course. Frontline supervisors and Enforcement Investigation Analysis Officers who have canning assignments in the circuit or district are also encouraged to attend. Inspectors enrolled in the Workforce Investment Program	 Delivery via Microsoft Teams Instructor led five-day class. Some students may need training computers. MIFI or phone may be needed for few students Topics covered during this training include the microbiology of thermally processed foods. Process equipment such as retorts and containers will also be covered, deviations in processing and verification of the thermal processing regulatory requirements.

Inspectors enrolled in the Workforce Investment Program			
Further Processing and Labeling – Self Paced Version FP & L S (250) * Target Audience: CSIs with limited or simple processing experience that may or will temporarily cover a complex processing establishment. CSIs moving from a simple processing assignment to a complex processing assignment Public Health Veterinarians and Frontline Supervisors with limited processing experience who have oversight responsibility for complex processing assignments in the circuit are also encouraged to attend. Inspectors enrolled in the Workforce Investment Program	 8 week, 40 hours Self-Paced version. This training may be accessed on multiple days as long as it is completed prior to the end of the eight weeks. usernames and passwords are needed. Some students may need training computers. Topics covered during this training include labeling, net weight, and other verification activities for fresh and cooked sausage operations, cured meat and poultry products and added solutions. 	Thermal Processing – Self Paced TPS (250) * Target Audience: Consumer Safety Inspectors who have been assigned to establishments that conduct thermal processing. Prior to attending, CSIs must have attended either the Inspection Methods (virtual or classroom) or FSRE Sanitation/Raw/RTE course. Frontline supervisors and Enforcement Investigation Analysis Officers who have canning assignments in the circuit or district are also encouraged to attend. Inspectors enrolled in the Workforce Investment Program.	 8 week, 40 hours Self-Paced version. This training may be accessed on multiple days as long as it is completed prior to the end of the eight weeks Few students may need training computers. Usernames and passwords are needed Topics covered during this training include the microbiology of thermally processed foods. Process equipment such as retorts and containers will also be covered, deviations in processing and verification of the thermal processing regulatory requirements
Egg Inspection	Discontinued. Materials related to Egg inspection will be included and accessed through IPP help.	Ready-to-Eat / Shelf Stable RTE/SS (120) * Target Audience: Consumer Safety Inspectors who have been assigned to establishments which produce ready-to-eat or shelf stable products. Prior to attending, CSIs should have attended both the FSRE Sanitation and Raw HACCP, and the Public Health Information System (PHIS) training for CSIs.	 2 week, 16 hours Self-Paced, students work independently on the learning platform Participants do not have to complete this training in a single day. This training may be accessed on multiple days as long as it is completed prior to the two-week Usernames and passwords & link are needed. Few students may need training computers MIFI or phone may be needed for few students Topics covered during this training include RTE and SS processes, hazards, controls and preventive measures, inspection verification for <i>Listeria monocytogenes</i> regulations, RTE sanitation, RTE sampling, Lethality and Stabilization and Food Ingredients of Public Health Concern

Import Sanitation	Discontinued.	Also, CSI can be enrolled in this class per supervisor recommendation. Inspectors enrolled in the Workforce Investment Program Note: Employees who have attended the Inspection Methods training do not need to enroll in this course since these materials are covered during week 2 of IM training. Import Inspection II (50) * Target Audience: Newly hired import inspectors and relief CSIs assigned to official import establishments.	 Delivery via Microsoft Teams. Instructor led 3.5-day class. Some students may need training computers MIFI or phone may be needed for few students Topics covered during this training include essential import reinspection policy and procedures. It includes tutorials for how to enter application data, reinspection results, and sample information in PHIS. This training has been updated to include catfish reinspection and the data transfer of the health certificates including those in electronic format.
Surveillance, Investigations & Enforcement Methods Training for OIEA SIEM (50) *	 All students have government computers. Instructor led five-day class. Delivery via Microsoft Teams. 	Enforcement, Investigations, and Analysis Officer Condensed EIAOC (50) * Target Audience: Non-EIAO (PHVs, NB employees) thatdo not perform FSAs or recalls as part of their primary duties but may be utilized for EIAO responsibilities based on agency needs. Inspectors enrolled in the Workforce Investment Program.	 Delivery via Microsoft Teams Instructor led 4-day class Topics covered during this training primarily focusses on FSA, the design and validity of the hazard analysis, HACCP plan; Sanitation Standard Operating Procedures(Sanitation SOPs); pre-requisite programs; testing programs, e.g., generic <i>E. coli</i> written procedures; and any other programs that constitute the establishment's food safety

Computer Training for IM Participants Target Audience: IM Participants (120)	Optional, self-paced, 2-hour one-week online training specifically designed for students with limited computer experience or technical skills. Training can be accessed from a CFL-issued IM training computer or from any government computer. Usernames,passwords, & link are needed.		
EIAO Refresher Target Audience: Current EIAOs who have previously attended the EIAO Training class.	Self-Paced Open Enrollment Course. EIAOs can enroll themselves throughout the fiscal year using AgLearn. This training includes several case studies addressing a variety of situations that the EIAO may encounter while performing FSA. Participants do not have to complete this training in a single day. This training can be accessed on multiple days as long as it is completed prior to the ends of the fiscal year. No Training computers are needed.	PHV Refresher – Sheep & Goat Target Audience: Current PHVs who have previously attended the PHV training class.	Self-Paced Open Enrollment Course. PHVs can enroll themselves throughout the fiscal year using AgLearn. This training includes several case studies addressing disease dispositions in sheep & Goat. Participants do not have to complete this training in a single day. This training can be accessed on multiple days as long as it is completed prior to the end of the fiscal year. No Training computers are needed.
Thermal Processing Refresher Target Audience: Current CSI who has job duties in a thermal processing establishment and has previously attended the thermal Processing class.	 Self-Paced Open Enrollment Course on AgLearn. CSI can enroll themselves throughout the fiscal year using AgLearn. This training includes several case studies addressing a variety of situations that the CSI may encounter while performing their job duties in a thermal processing establishment. Participants do not have to complete this training in a single day. This training can be accessed on multiple days as long as it is completed prior to the end of the fiscal year. No training computers are needed. 	Further Processing & Labeling Refresher Target Audience: Current CSI who has job duties in a further processing establishment and has previously attended the Further Processing & Labeling class.	 Self-Paced Open Enrollment Course on AgLearn CSI can enroll themselves throughout the fiscal year using AgLearn. This training includes several case studies addressing a variety of situations that the CSIs may encounter while performing their job duties in an establishment that does further processing. Participants do not have to complete this training in a single day. This training can be accessed on multiple days as long as it is completed prior to the end of the fiscal year. No training computers are needed.

PHV Refresher – Cattle) Target Audience: Current PHVs who have previously attended the PHV training class.	 Self-Paced Open Enrollment Course. PHVs can enroll themselves throughout the fiscal year using AgLearn. This training includes several case studies addressing disease dispositions in Cattle. Participants do not have to complete this training in a single day. This training can be accessed on multiple days as long as it is completed prior to the end of the fiscal year. No Training computers are needed. 	PHV Refresher – Swine Target Audience: Current PHVs who have previously attended the PHV training class.	 Self-Paced Open Enrollment Course. PHVs can enroll themselves throughout the fiscal year using AgLearn. This training includes several case studies addressing disease dispositions in Swine. Participants do not have to complete this training in a single day. This training can be accessed on multiple days as long as it is completed prior to the end of the fiscal year. No Training computers are needed.
Table Key	() * Some Students may have Computers. () Estimated Class Number and Needed MIFI or Phones. Updated 10-3-23		