

**FY 2021 Training Sessions
(First Quarter)
10/01/2020**

Key	Course Descriptions	Key	Course Description
VIM	Virtual Inspection Methods	NSTP	New Supervisors Training Program
V-PHV	Virtual Public Health Veterinarian Training Program	EST	Experienced Supervisor Training Program
V- PHV Mentor	Virtual Public Health Veterinarian Mentor Training Program		
V-EIAO	Virtual Enforcement, Investigations and Analysis Officer		
V-FI - L & P	Virtual Food Inspector – Livestock & Poultry		
V-P & L	Virtual Further Processing and Labeling Inspection		
V- TP	Virtual Thermal Processing		
V-EP & PHIS Egg	Virtual Egg Product Inspection & PHIS Egg Inspection		
V- RTE / SS	Virtual Ready-to-Eat / Shelf Stable		
V- Import	Virtual Import Sanitation & Import Inspection		
V-OIEA SIEM	Virtual OIEA Surveillance, Investigations & Enforcement Methods Training		
V – EE	Virtual Electronic Export		
V – Import Refresher	Virtual Import Refresher		
V- IM Condensed	Virtual Condensed Inspection Method		

Date	Courses				
September 28, 2020		VEIAO 6001 Week 1 Starts Sept 30th			
October 5, 2020			Virtual Electronic Export 9000 Week 1	V-PHV 1105 Final Week	
October 12, 2020 Columbus Day Holiday (10/12) *No Classes on 10/12	V-PHV 1100 Week 1	VEIAO 6001 Week 2	Virtual Electronic Export 9000 Week 2	Virtual Ready to Eat / Shelf Stable 1900	
October 19, 2020	V-PHV 1100 Week 2	VIM 1800 Week 1			
October 26, 2020	PHV 1100 In- Plant Mentoring Week 1	VIM 1800 Week 2	Virtual Egg Product 5000 & Virtual PHIS Egg 9400	Virtual Thermal Processing 4100	
November 2, 2020	PHV 1100 In- Plant Mentoring Week 2	Virtual Import Sanitation 7100 & Virtual Import Inspection 7000	Virtual Further Processing & Labeling 9500		
November 9, 2020 Veteran Day Holiday (11/11) *No Classes on 11/11	PHV 1100 In- Plant Mentoring Week 3		V-PHV 1101 Week 1		
November 16, 2020	PHV 1100 In- Plant Mentoring Week 4		V-PHV 1101 Week 2	Virtual PHV mentor 1200	
November 23, 2020 Thanksgiving Holiday (11/26)	PHV 1100 In- Plant Mentoring Week 5		PHV 1101 In- Plant Mentoring Week 1		

Date	Courses				
November 30, 2020	PHV 1100 Final Week	VIM 1801 Week 1	PHV 1101 In- Plant Mentoring Week 2		
December 7, 2020		VIM 1801 Week 2	PHV 1101 In- Plant Mentoring Week 3	Virtual Electronic Export 9000 Week 1	
December 14, 2020	Virtual FI - Livestock & Poultry Combined TENTATIVE		V-PHV 1101 Final Week	Virtual Electronic Export 9000 Week 2	
December 21, 2020 Christmas Day 12/25					
December 28, 2020 New Year's Day 1/1					

Course	Description	Audience
<p>Virtual Inspection Methods (VIM)</p> <p>Training platform: Instructor-led course delivered by live instruction on Webex webinars with corresponding course materials in an online training site “MOODLE Platform”. participants will need computer for webinar and training site connection, internet access, and phone for audio connection.</p>	<p>The Virtual Inspection Methods course is a 2-week on-line course that covers the essential FSIS inspection verification tasks for newly promoted or newly hired CSIs and PHVs. This course focuses on the essential knowledge needed for the CSI position; some of the major topics covered are: the 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 <i>Listeria</i> regulations, export certification, and food defense. PHIS OJT, following this course, provides training on PHIS. The VIM course is also part of the PHV training program.</p>	<p>CSIs, PHVs, and State inspection program employees (primary) Supervisors of CSIs (secondary)</p>
<p>Virtual Entry Training for the Public Health Veterinarian (PHV)</p> <p>Training platform: Instructor-led course delivered by live instruction on Webex webinars with corresponding course materials in an online training site “MOODLE Platform”, participants will need computer for webinar and training site connection, internet access, and phone for audio connection.</p>	<p>This virtual training program is designed to prepare the Public Health Veterinarian (PHV) to work as part of an in-plant team in establishments that slaughter different animal species and process different types of food products. The training program is focused on FSIS’ mission of improving and protecting public health. The first part is the Virtual Inspection Methods course. There are three weeks of the virtual training curriculum covering FSIS as a public health regulatory agency, animal dispositions/food safety, 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.</p>	<p>Newly hired in-plant veterinarians. State inspection program veterinarians</p>
<p>Virtual Enforcement, Investigation and Analysis Officer (EIAO)</p> <p>Training platform: Instructor-led course delivered by live instruction on either Microsoft Teams or Zoom webinars. Includes preliminary independent work</p>	<p>This course is designed to prepare the newly selected EIAO to perform food safety assessments. The course covers all food safety aspects that relate to establishment processes, including: food microbiology, design of food safety systems, statues, rules of practice, EIAO work methods, evaluating establishment HACCP systems, statistical process control, sampling and testing methods, and writing enforcement letters and documentation. This course includes 3</p>	<p>Individuals promoted/hired into EIAO position, State employees with enforcement responsibility (primary) Public Health Veterinarians, Program</p>

<p>in an online training site “MOODLE Platform”, participants will need computer for webinar and training site connection, and internet access.</p>	<p>days pre-work and 2-weeks instructor-led training. EIAO OJT, following this course, provides training on FSAs and PHIS. The VIM course is recommended prior to the EIAO training program.</p>	<p>Investigators (secondary)</p>
<p>Virtual Electronic Export</p> <p>Training platform: Independent self-paced work in an online training site “MOODLE Platform”</p>	<p>This 6-hour course covers how to perform the Export Certification functions in PHIS as outlined in Directive 13,000.5, including how to perform the Export Certification task (CSI and PHV roles), approve or reject export applications, issue replacement certificates, and sign/upload/print the export certificate. In addition, a review of form 9080-3 (Establishment Application for Export) in PHIS is covered.</p>	<p>CSIs and PHVs with export responsibilities</p>
<p>Virtual Import Inspection</p> <p>Training platform: Instructor-led course delivered by live instruction on webinars via webinar presentations. Also includes independent work in an online training site “MOODLE Platform”.</p>	<p>This is a 4-day course covering 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.</p>	<p>Newly hired import inspectors and relief CSIs assigned to official import establishments</p>
<p>Virtual Import Sanitation Inspection</p> <p>Training platform: Instructor-led course delivered by live instruction on webinars via webinar presentations.</p>	<p>This is a one-day course covering policy on inspection verification of Sanitation Performance Standards (SPS) and Sanitation Standard Operating Procedures (Sanitation SOPs) in import facilities. This course will only address the aspects of sanitation that are pertinent to a meat inspection room in an import facility.</p>	<p>Newly hired import inspectors who have not previously completed SPS and Sanitation SOP training by attending FSRE (week 1) or Inspection Methods</p>
<p>Virtual Ready-to-Eat (RTE) Shelf Stable (SS)</p> <p>Training platform: Instructor-led course delivered via Webex webinars. Also includes independent work in an online training site “MOODLE Platform”.</p>	<p>This 3-day course covers topics including RTE and shelf stable processes, hazards, controls and preventative measures, inspection verification for <i>Listeria monocytogenes</i> regulations, and RTE sampling tasks. This course covers topics that are included in Virtual Inspection Methods, participants who have completed VIM do not need this course.</p>	<p>Consumer Safety Inspectors who have been assigned to establishments which produce ready-to-eat or shelf stable products.</p>

<p>Virtual OIEA Surveillance Investigations & Enforcement Methods Training (SIEM)</p> <p>Training platform: Instructor-led course delivered via Webex webinars.</p>	<p>The Virtual SIEM training course covers the basic information needed by new Compliance Investigators including Agency policy, and directive-based information. The training covers In-Commerce Surveillance, Food Defense Surveillance, Shell Egg Surveillance and Enforcement, Custom Exempt Reviews, Investigative Methodology, Investigative and Surveillance Sampling, Foodborne Illness Investigation, Detention and Seizure, Recalls, Evidence Collection, Report of Investigation, Case Referral and Disposition, Notice of Warning and Safety.</p>	<p>OIEA CID and ICAD investigators and EED compliance specialists, State employees responsible for investigations and enforcement</p>
<p>Virtual Public Health Veterinarian (PHV) Mentor Training</p> <p>Training platform: Training platform: Instructor-led course delivered by live instruction on Webex webinars”, participants will need computer with internet access for webinar, webinar audio, and government email access.</p>	<p>The training will cover the responsibilities of the PHV Mentor, including an overview of the PHV training program and training in mentoring skills.</p> <p>The topics include Logistics and Overview of the PHV Intern Course; Mentor Responsibilities; Soft Skills (emotional intelligence, mentor-mentee relationship); In-plant Mentoring checklist which includes FSIS organizational structure (resources, such as LERD, EAP, FSC, Workman’s Comp, Workplace Violence, OPPD, AskFSIS, etc. and the chain of command) and administrative skills (performance evaluation, awards, counseling, scheduling personnel, reviewing PHIS data, conflict resolution, discipline, personnel issue management and T&A’s); Rewards/Frustrations of being a PHV Mentor; Issues that PHVs face; and submission of paperwork.</p>	<p>Newly designated PHV Mentors or PHV Mentors who have not previously received this training</p>
<p>Virtual Egg Product Training & Virtual PHIS EGG Combined</p> <p>Training platform: Instructor-led course delivered via Webex webinars. Training materials on an online training site “MOODLE Platform”.</p>	<p>This course provides an in-depth review of the role of the Egg Product Inspectors and Relief Consumer Safety Inspectors in Egg Products Plants. The course will cover the food safety laws (EPIA), 9 CFR 590 regulations and FSIS current policies as specified in directives and notices. This training will also include familiarization with the egg products industry practices and several methods used for pasteurization of egg products such as HTST pasteurization and drying methods. The Egg Products PHIS training will be conducted by OFO in-</p>	<p>Newly hired Egg Products Inspectors</p>

	<p>plant management teams. The OJT portion includes the performance and documentation of Egg Products tasks in PHIS.</p>	
<p>Virtual Thermal Processing</p> <p>Training platform: Instructor-led course delivered via Webex webinars.</p>	<p>This course provides an in-depth review of the role of the Consumer Safety Inspector in thermal processing (canning) assignments. The course covers the principles of thermal processing, including the microbiology of thermally processed foods; process equipment such as retorts, and containers are also be covered plus the FSIS thermal processing regulatory requirements. It is geared towards CSIs, veterinarians, Front Line Supervisors, or any other FSIS personnel in need to learn the basics of the thermal processing of foods under FSIS jurisdiction.</p> <p>The course is one week of virtual training via WebEx and one week of “On the Job Training” (OJT).</p> <p>Prior to attending this course participants must have attended either FSRE or Inspection Methods.</p>	<p>CSIs with thermal processing responsibility (primary); Frontline supervisors and Enforcement Investigation Analysis Officers (secondary)</p>
<p>Virtual Further Processing and Labeling Inspection</p> <p>Training platform: Instructor-led course delivered via Webex webinars.</p>	<p>This 5-day course provides a review of complex processing operations and prepares inspection program personnel (IPP) to perform Non-Food Safety Consumer Protection (NFSCP) tasks. IPP will learn essential FSIS policies, regulations, authority, and responsibility as they relate to these tasks. The training covers labeling, net weight, and other verification activities for fresh and cooked sausage operations, cured meat and poultry products and added solutions. There are lectures, exercises, hands-on calculations as well as an on-the-job training (OJT) component which is to be completed within three weeks after the training.</p>	<p>CSIs who will cover a complex processing establishment (primary) Public Health Veterinarians and Frontline Supervisors (secondary)</p>
<p>FSIS New Supervisor Training Program</p>	<p>The program is a two-week <i>classroom-based</i> session preceded by webinars. The curriculum is designed to prepare new supervisors for challenges consistent with the expectations of a supervisory role. This includes training in skills supervisors need</p>	<p>In-plant and Non-In-plant Supervisors</p>

	<p>in an ever-changing work environment; managing employees and employee performance; managing difficult employees; providing coaching and feedback; and conflict management and resolution. Training is delivered by FSIS subject matter experts and contractors.</p> <p>The program supports Employee Engagement, promotes networking and serves as an opportunity for headquarter and field supervisors to learn together and share experiences in support of the “<i>one team; one purpose</i>” concept.</p> <p>-----</p> <p>Departmental Regulation (DR) 4040-412-002 provides USDA policy on new supervisor training and development. New USDA supervisors of all grade levels and occupational codes are required to take and successfully complete training within the first probationary year following their appointment as a supervisor.</p> <p>Reference: www.ocio.usda.gov/document/departmental-regulation-4040-412-002</p>	
FSIS Experienced Supervisor Training	<p>This annual <i>blended learning</i> program addresses the Office of Personnel Management and USDA mandates for all supervisors to receive additional training after being a supervisor for three years, and every three years there-after. The first phase consists of a series of webinars and an online collaborative environment in preparation for the second phase of traditional classroom training. All training is delivered by FSIS subject matter experts and contractors.</p> <p>The program supports Employee Engagement, promotes networking and serves as an opportunity for headquarters and field supervisors to learn together and share experiences in support of the “<i>one team; one purpose</i>” concept.</p>	In-plant and Non-In-plant Supervisors with over three (3) years as an FSIS supervisor
Gateway	Program provides FSIS supervisors with ongoing training and resources to support	All FSIS Supervisors

	successful management, mentoring and coaching of employees	
Learning Trove	Program provides facilitator-led, daytime and evening webinars and traditional classroom instruction that may include assessment tools, books, and videos.	All FSIS Employees