

<b>Name of State</b>
<b>Name of Department/Agency</b>
<b>Workbook Preparer First &amp; Last Name</b>
<b>Workbook Preparer Email</b>

# Manufactured Food Course Preregistration Workbook




# Instructions for the FY22 Manufactured Food Course Preregistration Workbook

## INTRODUCTION

The Preregistration Workbook (PRW) allows state agencies to preregister their employees (student nominees) for Manufactured Food (FD) training courses. The respective state agency selects the preferred course date from the list of scheduled courses (drop-down options), based on each student nominee's availability.

Please review the attached materials and complete the PRW after a thorough analysis of your state agency's training needs. When planning a nominee's training, please consider the prerequisite requirements for all courses. Some advanced courses require the completion of one or more other courses before attending.

For guidance on course descriptions and prerequisite information, please access OTED's Pathlore Learning Center.

**Preregistration does not guarantee a slot (seat) in a course. OP will email individual reports to states confirming the slot allocations for each course in the weeks following the close of the preregistration window.**

The Manufactured Food PRW contains the following courses. Many of these courses are held at various dates throughout the training year. Please note that each course offered will be delivered **virtually** through the end of the FY22 training cycle October 1, 2021 - September 30, 2022.

1. FD152 - Food Processing and Technology
2. FD190 - Food Current Good Manufacturing Practice, Application, and Evidence Development
3. FD202 - Conducting Acidified Food Inspections **\*Note there's only one choice column, as there's only one offering scheduled**
4. FD254 - Preventive Controls for Human Food Regulators Course
5. FD304 - Low Acid Canned Food Inspections **\*Note there's only one choice column, as there's only one offering scheduled**
6. FD340 - Dietary Supplement Good Manufacturing Practice
7. FD405 - Aseptic Processing and Fill **\*Note there's only one choice column, as there's only one offering scheduled**

## INSTRUCTIONS FOR COMPLETING THE WORKSHEETS

### Worksheet 1: Coversheet

Enter the contact information for the state agency's Workbook Preparer. Note the preparer should be the Primary Point of Contact (POC) for training within your agency. The POC works directly with the OP Training Officer, OTED, and other individuals within FDA, on all state training-related items, including receipt of course announcements, course registrations, and ensuring course prerequisites are met.

### Any course tab

Column A: Enter full name of student nominee

Column B: Enter student nominee's government-issued work email address

Column C: Enter student's nominee's position title (e.g. Inspector)

Column D: Enter student nominee's 1st course choice

Column E: Enter student nominee's 2nd course choice

Column F: Enter student nominee's 3rd course choice

Column G: OPTIONAL - Enter any prerequisite concerns there may be (e.g. FD190 required for FD254)

**\*Note there is a red line at Row 51 for each course tab, indicating the cut-off in which you are limited to 50 student nominees**

## **SUBMITTING THE WORKBOOK**

The Workbook must be submitted by **5PM Eastern Time, Friday August 20, 2021**. The Workbook Preparer must save and email the completed Workbook to [MailboxStateTraining@fda.hhs.gov](mailto:MailboxStateTraining@fda.hhs.gov).

Please include the designated file name in the subject line of the email.

For example, the subject line for New York State Department of Agriculture and Markets would read NY-PRW-2022



Nominee First and Last Name	Nominee Email	Position Title
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1st Course Choice	2nd Course Choice
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3rd Course Choice	Prerequisite Concerns
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If drop down options for columns D - F are no and paste one of the following options

**Columns D - F**

FD152, 12/13/2021 - 12/17/2021	
FD152, 1/10/2022 - 1/14/2022	
FD152, 3/14/2022 - 3/18/2022	
FD152, 5/2/2022 - 5/6/2022	
FD152, 6/6/2022 - 6/10/2022	
FD152, 7/18/2022 - 7/22/2022	



t functioning, please copy  
for each nominee:


Nominee First and Last Name	Nominee Email	Position Title
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1st Course Choice	2nd Course Choice
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3rd Course Choice	Prerequisite Concerns
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If drop down options for  
functioning, please copy  
following options:

**Column**

FD190, 11/29/2021 - 12/3	
FD190, 1/10/2022 - 1/14/	
FD190, 2/7/2022 - 2/11/2	
FD190, 4/11/2022 - 4/15/	
FD190, 4/25/2022 - 4/29/	
FD190, 6/6/2022 - 6/10/2	
FD190, 8/8/2022 - 8/12/2	



or columns D - F are not  
by and paste one of the  
for each nominee:

ns D - F

/2021
2022
022
2022
2022
022
022

Nominee First and Last Name	Nominee Email	Position Title
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1st Course Choice	Prerequisite Concerns
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If drop down options for columns D - F a copy and paste one of the following op

**Columns D - F**

FD202, 5/3/2022 - 5/5/2022	
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are not functioning, please  
provide instructions for each nominee:

Nominee First and Last Name	Nominee Email	Position Title
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1st Course Choice	2nd Course Choice
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3rd Course Choice	Prerequisite Concerns	If drop down options for functioning, please copy following options into
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**Column**

FD254, 1/24/2022 - 2/4/22	
FD254, 4/25/2022 - 5/6/22	
FD254, 7/11/2022 - 7/22/22	
FD254, 8/15/2022 - 8/26/22	
FD254, 9/19/2022 - 9/30/22	



or columns D - F are not  
y and paste one of the  
for each nominee:

ns D - F

022
022
2022
2022
2022

Nominee First and Last Name	Nominee Email	Position Title
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1st Course Choice	Prerequisite Concerns
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If drop down options for columns D - F are not functioning, please copy and paste one of the following options for each nominee:

**Columns D - F**

FD304, 1/24/2022	-	2/4/2022
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Nominee First and Last Name	Nominee Email	Position Title
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1st Course Choice	2nd Course Choice	3rd Course Choice
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Prerequisite Concerns

If drop down options for columns D - F are not functioning, please copy and paste one of the following options for each nominee:

**Columns D - F**

FD340, 12/6/2021 - 12/14/2021
FD340, 3/14/2022 - 3/22/2022
FD340, 6/6/2022 - 6/14/2022



Nominee First and Last Name	Nominee Email	Position Title
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1st Course Choice	Prerequisite Concerns
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If drop down options for  
functioning, please copy  
following options to

**Column**

FD405, TBD, July to September
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or columns D - F are not  
y and paste one of the  
for each nominee:

ns D - F  
nber 2022