

Technical Instructions for Food Inspector Accelerated Promotion Self-Paced Training Course

Welcome to the Food Inspector Accelerated Promotion Self-Paced Training Course!

This **Food Inspector Accelerated Promotion** self-paced online training course utilizes a learning management software program known as “Moodle”. These instructions will guide you through connecting to and using the functions in the FSIS Training site. You will need a reliable internet connection to gain access to the course during the training window. Computer speakers are sufficient but headphones may be used to listen to the various voice recordings and/or videos. To ensure proper viewing and functionality, please use Google Chrome or Mozilla Firefox as your internet browser. Some features will not function when Microsoft Edge or Internet Explorer are used.

This training course will be available for **forty hours (40)** after you sign in to take the class. Because this is a self-paced course, you can access and work on it as time permits during your 8 hours of official tour of duty/regular “01” time. Overtime is not allowed to complete this training.

After logging into the Moodle system but before you start the training, please click on the online **registration** hyperlink in the Welcome screen general instructions on the course homepage and complete the registration form

As you finish each module, click the radio button on the right-hand column to confirm completion of the module. This will also help generate a “Certificate of Completion” at the end of the course. Please follow the instructions for self-certifying with AgLearn at the bottom of the course homepage. Allow up to 3 weeks for your course completion to be processed and be posted in AgLearn. Before exiting the course, be sure to complete the online “Course Evaluation Form” that can be found in a separate tab at the end of the course homepage.

For Technical Assistance:

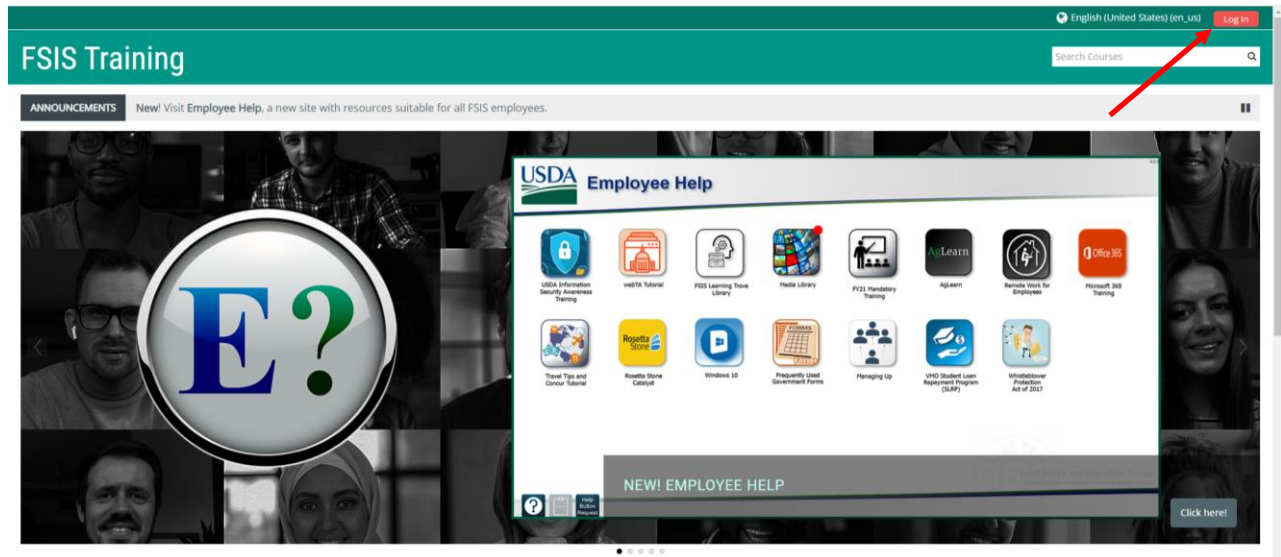
- Call: 1- 833- ASK- OEED during class hours.
- Email (or text): CFLHelpDesk@usda.gov.
- Send chat message in training platform to course Point of Contact.
- Do not contact the CEC Central Help Desk for technical assistance with this class!

FSIS Training Site Technical Instructions

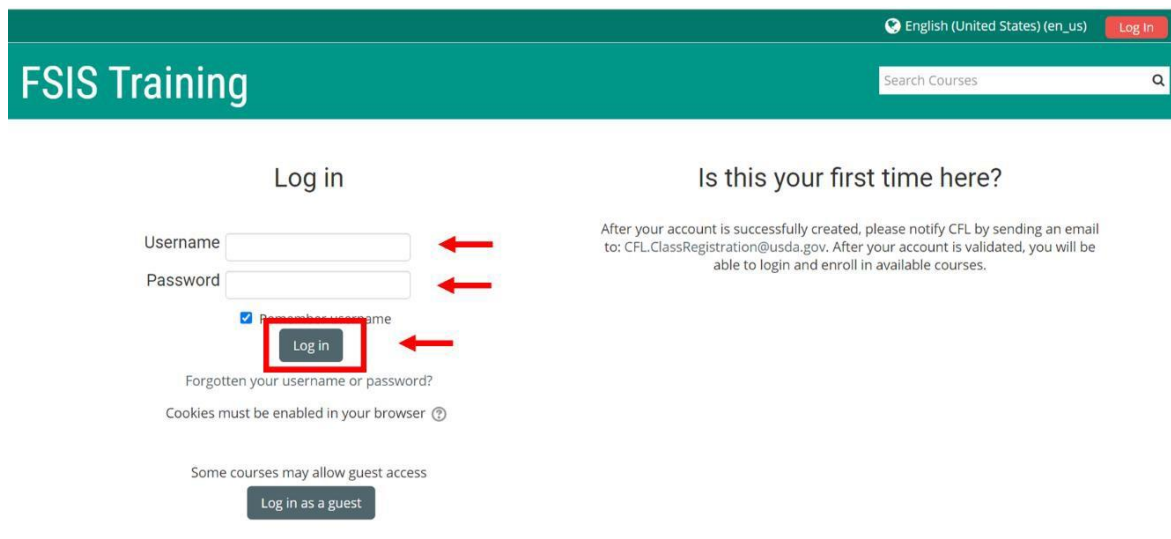
You will navigate through the training material and spend time reviewing the course materials at your own pace and independently in the FSIS Training site (commonly referred to as “Moodle”). The following instructions will help you log into and navigate the site.

Logging In:

- Open your preferred internet browser (Google Chrome or Mozilla Firefox work best).
- Type or paste the FSIS Training Site URL into the browser window:
<https://fsistraining.fsis.usda.gov>.
- This will take you to the FSIS training site, where you will first click the “Log In” button in the upper righthand corner of the page.



Enter a username and password, then click **Log In**. Remember to save your username and password, you will not be able to log into Moodle again without it! Follow any instructions for notifying CFL Class Registration of your new Moodle account.




Navigating the FSIS Training Site:

- Once logged in to the FSIS Training Site, scroll down to find the **FI Accelerated Promotion Program** course, then click on the gray **Course** button.

CFL Training Search Courses


Home Dashboard Events My Courses Show blocks Standard view

ANNOUNCEMENTS No news items to display




FI Accelerated Promotion Program

Course >




FPL 9800 Refresher- Further Processing & Labeling Refr...

Course >




Further Processing and Labeling Inspection Course-Self- ...

Course >




Inspection Methods - Master Copy

Course >



Thermal Processing Inspection (self-paced)


Course >



TTT


Course >

NOTE: If you do not see the button for the course, scroll down and click on the “All courses” link near the bottom left corner of the page. Click on the **FI Accelerated Promotion Program** course link in the displayed list to go to the course homepage.




Inspection Methods

Course >




EIAO Week One(1)

Course >




Ready to Eat

Course >




FPL 9800 Refresher- Further Processing & Labeling Refr...

Course >




FPL 9600 Self-Paced-Further Processing and Labeling Ins...

Course >




Self-Paced

Course >



Thermal Processing Inspection (self-paced)

Course >

[All courses](#) 

On the **FI Accelerated Promotion Program** course homepage. Note the “breadcrumb” trail at the top left of the screen, which is one way to navigate back and forth through the course modules and front page.

FI Accelerated Promo ... Search Courses

Home My Courses This course Turn editing on Show blocks Standard view

Courses > DEV > FIAPP Your progress

Welcome to the Food Inspector Accelerated Promotion Self-Paced Training Course!

The Food Inspector Accelerated Promotion (FAIP) training course is a self-paced course intended for Food Inspectors (FI) at the GS5 level. Currently, all FIs must wait 1 year, or 52 weeks, before promotion to the GS 7 level. This training, developed in response to a shortage of FIs in certain establishments and regions, will help GS 5 level FIs who are determined by their Frontline Supervisors to be qualified for promotion to the GS 7 within a 6 month time frame.

This training focuses on how Food Inspectors perform much of the day-to-day in-plant inspection of animals before and after slaughter to ensure that adequate sanitation is maintained and product is not contaminated.

Getting Started

The training instructions page that was emailed along with your course registration provides information on how to navigate and use this course.

After signing in to take this training, you are expected to complete the course at your own pace. It is expected to take approximately **forty (40) hours** to complete this self-paced course.

Please begin by registering for this class. Click on the following registration link and complete the online registration form.

Online Registration Link

After you have completed the course registration form, please open the introduction module below to start the FAIP course and learn how to navigate the training platform features.

As you progress through the course, check the box next to each module; this will enable you to generate a **Certificate of Completion** at the end of the course. You will need to save the Certificate to your computer so that you can attach it to the self-certification email to receive credit.

Once you have completed this training course, please click on and complete the online course **Certificate of Completion** and **Course Evaluation** form located at the bottom of this page.

Technical Support: For assistance, either call 1-833-ASK-OEED (1-833-275-6333) or email CFU.HelpDesk@usda.gov Mon.-Fri., 8:00am - 5:00pm EDT. Do not contact the FSIS FootPrints Service Desk if you need assistance with this training system.

***Disclaimer:** The scenarios/examples used are for training purposes only and not inclusive of all safety issues and requirements that may be specific to your assigned work area or establishment(s). Your immediate supervisor will provide information specific to your assignment and the additional information pertinent to your specific duties.

After you scroll down through the Welcome instructions, you will see the course modules and topics. Clicking the arrow icon on the left-hand side of each topic block will enable you to view the technical instructions document, individual training modules with course objectives, and resources sections.

▶ Open all ▼ Close all

Instructions: clicking on the section name will show / hide the section.

1	▶	Welcome Letter with Technical Instructions	⊙
2	▶	Registration	⊙
3	▶	FI Authority, Duties, Skills, and Safety	⊙
4	▶	Microbiology, Livestock Inspection, and Poultry Inspection	⊙
5	▶	FI HACCP and Sanitation	⊙
6	▶	Quizzes	⊙

Open individual training modules by clicking on the topic title (denoted with the black-and-white **H5P** icons).

▶ Open all ▼ Close all

Instructions: Clicking on the section name will show / hide the section.

1	▶	Welcome Letter with Technical Instructions	⊙
2	▶	Registration	⊙
3	▼	FI Authority, Duties, Skills, and Safety	⊙
		<div style="border: 1px solid red; padding: 2px;"> H5P FI Authority, Duties, Skills, and Safety <input type="checkbox"/> </div> Professionalism and Ethics <input type="checkbox"/>	
4	▶	Microbiology, Livestock Inspection, and Poultry Inspection	⊙