

The Train-the-Trainer Program



The Office of Training, Education, and Development's (OTED) new Train-the-Trainer (TTT) program not only supports an Integrated Food Safety System (IFSS) it also offers:

- Training where and when you need it.
- Partnering with FDA for increased food safety.
- Opportunities to work with and deliver training to other states.
- Grow and develop your training staff to deliver new courses.

● What is the TTT program?

A program created by OTED for specifically selected courses to increase the pool of Qualified Instructors (QI). By working together, FDA and our SLTT partners can ensure our integrated workforce has access to the necessary OTED courses to meet their training and development needs!

● What is a QI?

A QI is an individual who has completed the QI process and maintains that status in accordance with OTED's maintenance requirements.

● What is a candidate instructor?

An instructor candidate is an individual who is not yet qualified by OTED to teach a specific OTED course but is seeking QI status to obtain that qualification.

● Who can be a candidate instructor?

An instructor candidate can be any FDA, state, local, tribal, territorial (SLTT), and association regulatory official who has met the TTT course prerequisites and has management approval to serve as a QI.

● What is the process for becoming a QI?

An instructor candidate can become a qualified instructor by completing the following steps:

1. Successfully complete the TTT course, and
2. Following completion of the TTT course, serve as an instructor during the associated OTED course (could be an SLTT-delivered ICD or course delivered by FDA employees or OTED's grantees) and undergo Observation and Evaluation (O&E) by OTED's O&E team.
3. Once all steps are completed and maintenance requirements are maintained the QI is approved to instruct that specific course for OTED.

Interested? Come join us!

For more information please contact our Program administrator at oraotedicdadmin@fda.hhs.gov or check out our website at www.fda.gov/oted-ttt