

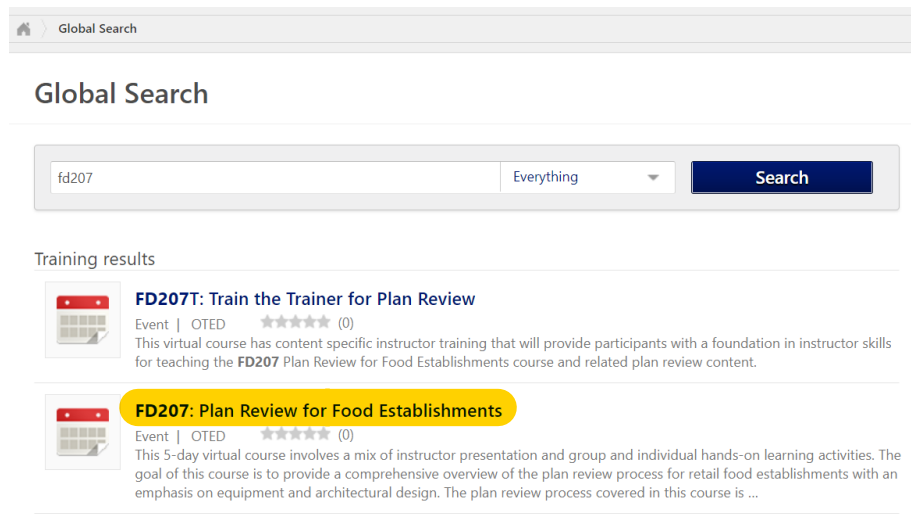
# How to register for a Cooperative Foods Course Job Aid

The purpose of this Job Aid is to guide State, Local, Tribal, Territory (SLTT) students through the current registration process for Instructor Led Training (ILT)/virtual Instructor Led Training (vILT) courses. At this time, SLTT students cannot register directly for ILT/vILT courses in LearnEd, nor can they “Request” a course in LearnEd. The process to follow is outlined below, along with where to send the completed (fillable) student registration form(s).

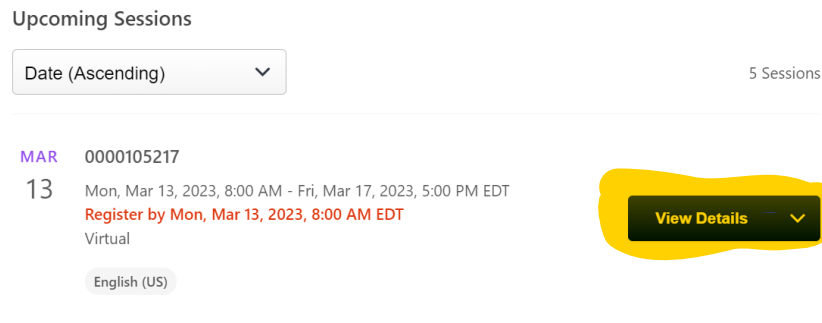
1. Go to LearnEd and Login: [LearnEd](#)
2. Go to top right corner and type in course ID you have a course of interest for (e.g. FD207) and hit enter



3. Go to the results and select the course



4. In the new page, scroll to the bottom to “Upcoming Courses” and select the “View Details” tab to the right of the specific course you have a course of interest for



5. A new box will pop-up on the right. Scroll to the middle and select “Show More”

Session Details

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📅 Mon, Mar 13, 2023, 8:00 AM - Fri, Mar 17, 2023, 5:00 PM EDT  
**Register by Mon, Mar 13, 2023, 8:00 AM EDT**

📍 Virtual  
USA

🕒 105 hours

🌐 English (US)

📎 Food - Retail

👤 40 registrations maximum

👤 LMS Administrator  
oratraining@fda.hhs.gov

**Show More**

6. Continue to scroll down until you see the two attachment hyperlinks: Course Announcement and Student Registration Form. Select the Student Registration Form PDF. NOTE: The pdf should open in Adobe. If it does not and opens in a web browser instead, follow the next steps to open it in Adobe. The form must be submitted as a fillable PDF or it will not be accepted.

Session Details

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Course ID

FD207

Resource(s)

**FD207 MAR 13.23 Student Registration Formv8**

FD207 Course Announcement March 13 2023

**Show Less**

7. If the student registration form opens in a web browser, click on the download button on the top right. Save the file to your desktop and Adobe should open automatically. If it does not, go to where you saved the file on your desktop and open from there. Once you have completed the form, submit the form to the respective mailbox to complete the registration:

- a. Retail Courses (FD204, FD207, FD215, FD218, and FD312) [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov)
- b. Shellfish Courses (FD242, FD245, FD342) [ORA-OTED-Milk@fda.hhs.gov](mailto:ORA-OTED-Milk@fda.hhs.gov)
- c. Dairy Courses (FD371, FD372, FD373, FD374, FD375, FD376, FD377, FD378, FD577, FD578) [ORA-OTED-Shellfish@fda.hhs.gov](mailto:ORA-OTED-Shellfish@fda.hhs.gov)

