STANDARD 2 – TRAINED REGULATORY STAFF
INSTRUCTIONS AND WORKSHEET FOR CONDUCTING A SELF-ASSESSMENT

STEP 1 – Document Employee Training Records

The jurisdiction should document and retain a training record for each employee. The training record must include the date of hire or assignment to the retail food program. The *Standard 2: Self-Assessment Worksheet* may be used by the jurisdiction as a training record. The worksheet is included at the end of these instructions. In lieu of the *Standard 2: Self-Assessment Worksheet*, other manual forms or automated records may be used by the jurisdiction to retain training records related to the self- assessment as long as the information required in the Standard 2 criteria is documented in some manner.

STEP 2 – Document Employees Completion of Pre-Requisite "Pre" Training Curriculum

Standard 2 requires the FSIO to complete the pre-requisite coursework listed in Appendix B-1 prior to conducting independent inspections of retail food establishments. The program areas covered in the pre-requisite coursework include training on prevailing statutes, regulations, ordinances; public health principles; communication skills, and microbiology. The date each employee fully completed the Standard 2 pre-requisite curriculum must be recorded on the *Standard 2: Self-Assessment Worksheet*.

STEP 3 – Document Employees Completion of Initial Field Training

Standard 2 requires a minimum of 25 joint field training inspections to be conducted with a TRAINER who has successfully completed all the Standard 2 training elements (Steps 1 – 3). The joint field training inspections must be completed prior to conducting independent inspections of retail food establishments. The joint field inspections must be conducted using a field training process, established by the jurisdiction, similar to the one presented in the *CFP Field Training Manual*. The *CFP Field Training Manual* is included as Appendix B-2. The date each employee completed the Standard 2 field training requirement must be recorded on the *Standard 2: Self-Assessment Worksheet*.

STEP 4 – Document Employees Completion of Independent Inspections / All Curriculum Requirements

Standard 2 requires a minimum of 25 independent retail food establishment inspections to be conducted by employees in various establishment types. These independent inspections must be completed prior to field standardization. In addition, all "Post" curriculum courses identified in Appendix B-1 must be successfully completed for FSIOs to be eligible for the Field Standardization Assessment. The date each employee completed 25 independent inspections AND the Standard 2 "Post" curriculum training requirement must be recorded on the *Standard 2: Self-Assessment Worksheet*.

STEP 5 – Document Employees Completion of Field Standardization

Within 24 months of employment or assignment to the retail food program, staff conducting inspections of retail food establishments must satisfactorily complete four joint inspections with a TRAINING STANDARD using a process similar to the *FDA Standardization Procedures.*

The procedure used for standardization does not have to be identical to the *FDA Procedures for Standardization of Retail Food Inspection/Training Officers.* However, it must include a determination of the following:

1. The inspector's ability to apply the knowledge and skills obtained from the training curriculum; and
2. The inspector's ability in the following five performance areas:
   - Conducting RISK-BASED INSPECTIONS (i.e., primary focus on the RISK FACTORS that contribute to foodborne illness),
   - Recognizing good retail practice requirements,
   - Applying HACCP principles to the inspection process,
   - Demonstrating knowledge and use of essential inspection equipment, and
   - Communicating in an effective manner.

NOTE: *For new hires or employees newly assigned to the retail food protection program, the date recorded in the "Completion of Field Standardization" column must be within 24 months of the date recorded in the "Date of Hire or Assignment to the Retail Food Protection Program." For experienced employees, however, the completion date for standardization may be in excess of 24 months of their date of hire. This is because the jurisdiction may not have been standardizing their retail food protection program staff prior to enrollment in the Program Standards. Keep in mind that the Standard 2 language was written to establish a training and standardization process for new employees. As long as the experienced FSIO has successfully completed standardization at the time of the self- assessment the Standard 2 criteria is met.*

The date each employee successfully completes field standardization must be recorded on the *Standard 2: Self-Assessment Worksheet*.

STEP 6 – Document Employee Continuing Education and Training

Employees responsible for standardizing others must accumulate 20 contact hours of continuing education training every 36 months. All other employees must accumulate 30 contact hours of continuing education training every 60 months. For employees newly hired or newly reassigned to the retail food program, the 36/60-month period does not begin until after the first 24 months of training. For existing employees, the 36/60-month period does not begin until a jurisdiction enrolls as a participant in the Standards. The date each employee accumulated 20/30 contact hours of continuing education within the 36/60 months of their most current standardization/re- standardization cycle must be recorded on the *Standard 2: Self-Assessment Worksheet*.

STEP 7 – Document the Self-Assessment Results

The self-assessor must document if each of the listed employees met the Standard 2 criteria. The self-assessor's response should be recorded in the *Self-Assessment Worksheet* under the column "Meets the Standard 2 Criteria YES or NO." A jurisdiction meets the Standard 2 criteria if ninety percent (90%) of the retail food program inspection staff fulfilled all the training and standardization requirements within the specified time frames.

STANDARD 2 – TRAINED REGULATORY STAFF
SELF-ASSESSMENT WORKSHEET TRAINING RECORD FOR EACH EMPLOYEE

(*indicates completion date required)

No.	Employee Name	Date of Hire or Assignment to the Retail Food Program	Completion of Training Pre-requisite ("Pre") Curriculum* (Prior to conducting independent inspections)	Completion of a Minimum of 25 Joint Field Training Inspections* AND Successful completion of a field training process similar to the CFP Field Training Manual in Appendix B-2	Completion of a Minimum 25 Independent Inspections AND "Post" Curriculum Courses* (within 24 months of hire or assignment to the Retail Food Program	Completion of Field Standardization* (within 24 months of hire or assignment to the Retail Food Program)	Does FSIO standardize others? YES or NO	Number of Education Contact Hours (Minimum of 20 contact hours every three years or 30 contact hours every five years	Meets the Standard 2 Criteria YES or NO
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

NOTE:

1. Ninety percent (90% of the staff must meet each training element for the Jurisdiction to meet Standard 2-Trained Regulatory Staff.

2. Based on the documentation from this worksheet, record your finding for each of the items on the Standard 2: Program Self-Assessment and Verification Audit Form.

3. *FSIOs responsible for standardizing others must be re-standardized every three years. All other FSIOs may be re-standardized every five years.*

4. *FSIOs who standardize others must accrue a minimum of 20 contact hours every three years. All other FSIOs must accrue a minimum of 30 contact hours every five years.*

Additional Standard 2 Self-Assessment Worksheet (if needed)

STANDARD 2 – TRAINED REGULATORY STAFF
SELF-ASSESSMENT WORKSHEET TRAINING RECORD FOR EACH EMPLOYEE

(*indicates completion date required)

No.	Employee Name	Date of Hire or Assignment to the Retail Food Program	Completion of Training Pre-requisite ("Pre") Curriculum* (Prior to conducting independent inspections)	Completion of a Minimum of 25 Joint Field Training Inspections* AND Successful completion of a field training process similar to the CFP Field Training Manual in Appendix B-2	Completion of a Minimum 25 Independent Inspections AND "Post" Curriculum Courses* (within 24 months of hire or assignment to the Retail Food Program	Completion of Field Standardization* (within 24 months of hire or assignment to the Retail Food Program)	Does FSIO standardize others? YES or NO	Number of Education Contact Hours (Minimum of 20 contact hours every three years or 30 contact hours every five years	Meets the Standard 2 Criteria YES or NO
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3. FSIOs responsible for standardizing others must be re-standardized every three years. All other FSIOs may be re-standardized every five years.

4. FSIOs who standardize others must accrue a minimum of 20 contact hours every three years. All other FSIOs must accrue a minimum of 30 contact hours every five years.