



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

JAMIE CLOVER ADAMS
Director

TO: All Local Health Departments (LHD's)
Attn: Medical Director / Health Officer / Director of Environmental Health

Michigan Department of Agriculture and Rural Development (MDARD)
Attn: Food and Dairy Division Managers

FROM: Sean Dunleavy, Manager of Quality Assurance Unit

DATE: December 12, 2017 

SUBJECT: 2018 MDARD Plan Review Training Courses

The Michigan Department of Agriculture and Rural Development Food and Dairy Division is offering four session/location options for a **one-day plan review training**. This training will provide guidance on how to conduct a plan review on a food establishment and cover various Food Law and 2009 Michigan Modified FDA Food Code requirements as it pertains to construction of a food establishment. This course is designed for Local Health Department and MDARD food inspectors who conduct plan review for their agency. There is no charge for this course.

Due to limited space, a maximum of 20 participates per course will be allowed. While this training is open to all Local Health Department and MDARD personnel who conduct plan review, it is encouraged that personnel with five or less years' experience in conducting plan review take part.

Each course is scheduled from 8:00 AM – 5:00 PM with periodic breaks and a one-hour lunch which will be on your own.

Course Dates: The four course sessions are:

February 23, 2018

Ottawa County Department of Public Health
12251 James St.
Holland, MI 49424

Link to register in IFPTI Absorb LMS for the February 23, 2018 course:

<https://lms.ifpti.org?KeyName=LYYn5oOROurGm1rPK01n>

April 11, 2018

Macomb County Health Department
43525 Elizabeth
Mt. Clemens, MI 48043

Link to register in IFPTI Absorb LMS for the April 11, 2018 course:

<https://lms.ifpti.org?KeyName=YWLNod-AQExwEFL1NMkg>

June 20, 2018

OWDT Training Center
931 S. Otsego Rd.
Gaylord, MI 49735

Link to Register in IFPTI Absorb LMS for the June 20, 2018 course:

<https://lms.ifpti.org?KeyName=llr9BEbr8yjUN8Tp-drP>

August 15, 2018

Marquette County Health Department
184 US-41
Negaunee, MI 49866

Link to Register in IFPTI Absorb LMS for the August 15, 2018 course:

<https://lms.ifpti.org?KeyName=dL2LOXYEtUGF5Fty-ves>

Please use the appropriate registration link to sign up via the IFPTI Absorb Learning Management System (LMS) training site. If you do not currently have an account, you will be able to create a new account. Specifically:

- **If you have taken a course sponsored by MDARD in the last couple of years or have taken an online course through IFPTI**, you may already be in the Absorb Learning Management System:
 - o Click on the link. Your Login Name is most likely your first name, a period, followed by your last name (for example, john.smith).
 - o If you have forgotten your password, click on "Forgot Password". A password will be sent to you within a day. After receiving your password, re-click on the link, put in your user name and password, click "Login" and you will be registered for the training and will see a confirmation screen. You will also receive a confirmation e-mail.
- **If you are a new Absorb LMS user:**
 - o Click on the New User URL. Click in the "Create Account" box. Enter the required information requested, and click on the bottom "Create Account" box. When complete, you will be registered for the training and will see a confirmation screen. You will also receive a confirmation e-mail.

If you have any questions or problems with registration
contact Shane Green at
517-930-6737 or greens2@michigan.gov

Contact Hours: 8.0 contact hours are available for this course.

Distribution List:
Plan Review email group
Standardized Trainer email group

Memorandum

Add Date

Page 2

MALEHA Listserve

MDARD Food and Dairy Section Staff

MDARD Supervisors

MDARD Licensing Unit

Keywords: Training, 2018, Plan Review