

United States  
Department of  
Agriculture

Animal and Plant  
Health Inspection  
Service

Veterinary  
Services

Professional  
Development  
Staff

# **TRAINING COURSES**

**PROVIDED BY THE**

**PROFESSIONAL  
DEVELOPMENT  
STAFF**



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## NOMINATION/APPLICATION PROCEDURES

*(PROCEDURES PERTAIN TO ONLY THOSE COURSES THAT REQUIRE NOMINATIONS. CHECK COURSE DESCRIPTION TO DETERMINE ELIGIBILITY.)*

***PLEASE NOTE: In FY2008, PDS will phase-in the use of AgLearn for course nominations. Please read the instructions below carefully to identify which procedure you need to use.***

***If you are an employee of NAHPP or the EASTERN REGION:***

- You will use AgLearn for your course nominations for all instructor-led PDS courses in FY2008. The following are instructions for registering through AgLearn.***

1. Log-in to AgLearn at [www.aglearn.usda.gov](http://www.aglearn.usda.gov).
2. Click on Catalog. The page that appears is the Browse Subject page of the Catalog.
3. You will find your course in one of the Subject Areas listed in the left hand column. The course will be listed in the right hand column. In the box containing the course description, you will see a button that reads "Register." Click on this button.
4. You will be taken to a screen that tells you this course requires approval. Click on "Yes" to proceed.
5. The next page you are taken to is your Registration Page. In the table, two levels of approvers are listed. Level 1 is your Supervisor, and Level 2 is your Training Coordinator. If you click on "Show All," the name of your Supervisor and Training Coordinator should appear. If the Supervisor does not appear, you have not successfully listed your supervisor in your Profile, and will need to update your Profile. There is a tutorial on how to do this if you click on the "Help" link in the upper right hand of the screen.
6. Once you have made certain both your Supervisor and Training Coordinator have been selected, please click on "Confirm." The approval process will begin automatically. You will be taken to a summary of your registration. ***Please note, the status of your registration will say "Pending." This means that you are not in the class until you have been approved by both levels of approvers.***
7. You will receive an email from AgLearn alerting you that you have submitted your registration for approval. At the same time, your supervisor will receive an email alerting him or her to your request for registration, and instructing him or her to log-in to AgLearn to review and approve your request.
8. When your supervisor approves your registration, you will receive an email alerting you that your request has moved up to the Training Coordinator. The Training Coordinator will then receive an email from AgLearn similar to the one your supervisor received.
9. When the Training Coordinator approves your request, you and your supervisor will be notified by AgLearn that you are registered for the course. The Professional Development Staff course facilitator will also be notified that you have registered.

### ***Special Note:***

***If you have not received an email, from AgLearn, in a timely manner alerting you that your supervisor has approved your training, you must personally follow up on your request with your supervisor. AgLearn will not remind him or her again.***

*If you are an employee of the ODA, MSS, NCAHEM, CVB, NVSL, FADDL, CEAH or the Western Region:*

- You will use the email procedure described below\* for all instructor-led PDS courses starting between October 1, 2007 and March 31, 2008.
- *You will then use AgLearn for your course nominations for all instructor-led PDS courses starting after March 31, 2008. For course nominations through AgLearn, please use the instructions listed above for the Eastern Region and NAHPP.*

\* Nominations will be accepted by email. Please provide the following information as your nomination request:

- Name (include Dr., Mr., Mrs., Ms.)
- Affiliation
- Business mailing address
- Phone number
- Fax number
- Email address
- Supervisor name

Each APHIS field nominee must submit the above information through the Area Office to the Regional Training Coordinator by email. All other employees must route their nominations through their Regional Training Coordinator by email. **Please copy (CC) your supervisor in the email. By doing this, your Regional Training Coordinator will know you have supervisor approval to attend the course.** First priority is given to those individual(s) who are in absolute need of the training. More than one person may be placed in priority one status. The Regional Training Coordinators are:

**Heather Bredeson – CEAH**

[Heather.M.Bredeson@aphis.usda.gov](mailto:Heather.M.Bredeson@aphis.usda.gov)

(970) 494-7272

**Summer Brown – EM**

[Summer.D.Brown@aphis.usda.gov](mailto:Summer.D.Brown@aphis.usda.gov)

(301) 734-3593

**Eileen Cramer – MSS**

[Eileen.B.Cramer@aphis.usda.gov](mailto:Eileen.B.Cramer@aphis.usda.gov)

(301) 734-3826

**Dan Grause – NVSL**

[Daniel.J.Grause@aphis.usda.gov](mailto:Daniel.J.Grause@aphis.usda.gov)

(515) 663-7300

**Richard Snyder – Western Region**

[Richard.W.Snyder@aphis.usda.gov](mailto:Richard.W.Snyder@aphis.usda.gov)

(970) 494-7382

The Professional Development Staff cannot accept nominations directly unless they come through your Regional Training Coordinator. If you have not nominated a participant, or have vacant position(s) that will be filled, and want to reserve a space in the course, you may indicate “to be determined,” or, “TBD” in the email to your Training Coordinator. Director approval is required for the named nominations, as well as a commitment to fill or cancel reserved spaces.

All training-related correspondence (select, non-select, cancellation, etc.) will be sent directly to the participants by email with copies to the VSMT, Training Coordinators, and supervisors. Hard copies will no longer be issued. Requests for exceptions may be made to the VS Training Coordinators.

Questions regarding nomination procedures may be directed to Alan Huddleston at [Alan.R.Huddleston@aphis.usda.gov](mailto:Alan.R.Huddleston@aphis.usda.gov) or Leon White at [Leon.White@aphs.usda.gov](mailto:Leon.White@aphs.usda.gov).

Our mailing address and phone number are as follows:

USDA, APHIS, VS, PDS  
4700 River Road, Unit 27  
Riverdale, MD 20737  
(301) 734-5750

### **COURSE DESCRIPTION**

Each course description gives the course title, dates, purpose, and in some cases, objectives, eligibility, location, and contact person.

The course dates do not include travel dates. Travel dates are normally the day before the start of the course and the afternoon and evening of, or the day after, the end of the course.

### **CANCELLATION AND SUBSTITUTION POLICY**

Based on each particular course, it is important that PDS be notified as soon as possible in the case of a substitution and/or withdrawal of a course participant(s). We will accept substitutions and cancellations up to 1 week before the start of the course. Any changes in the status of nominees or course logistics will be communicated immediately through the Training Coordinators.

**Effective October 1, 2007, USDA employees must use the online Standard Form (SF)-182 provided through AgLearn for all external training requests and approvals.**

### **What does this mean for me as an employee requesting training?**

If you have ever completed an SF-182 paper form, the online process is very similar. Before you begin, however, you should make sure you've identified your supervisor in AgLearn. Login to AgLearn, and under the Personal Menu, click Profile. Verify that your supervisor's name is listed in the Supervisor field. If your supervisor is not listed, or if you need to change the name of your supervisor, click Select and follow the instructions to search for and select a new supervisor.

Online training is available for you to learn how to complete and submit an SF-182 through AgLearn. Click the link at the end of this section to access the online course. This online course will take only a few minutes of your time and will save you much time and effort when you're ready to submit a training request.

Once you've submitted your request, it moves through the approval process to a final approval. A few days after you've attended your requested training, you'll receive an email reminding you to return to AgLearn and verify that the training actually happened. Again, we've provided some online help to guide you through this process. Click the link at the end of this section to access a short online course about verifying the training event.

Once you've verified that you attended the event, your supervisor will also receive an email reminder to verify the training event. Once your supervisor verifies the training event, the training will be recorded in your learning history.

### **How to Complete and Submit an SF-182 through AgLearn:**

[<https://aglearn.usda.gov/scorm-content/2006USDASF182\\_V2/standalone\\_release/02\\_cvertex02\\_l01/s01\\_menu.htm#>](https://aglearn.usda.gov/scorm-content/2006USDASF182_V2/standalone_release/02_cvertex02_l01/s01_menu.htm#)

### **Verifying the Training Event:**

[<https://aglearn.usda.gov/scorm-content/2006USDASF182\\_V2/standalone\\_release/04\\_cvertex02\\_l03/frameset.htm>](https://aglearn.usda.gov/scorm-content/2006USDASF182_V2/standalone_release/04_cvertex02_l03/frameset.htm)

## **What does this mean for me as a supervisor?**

The most important thing for you to do as a supervisor is to first make sure you are identified in AgLearn as a supervisor. Log-in to AgLearn and click the My Employees menu. All of your subordinates should be listed. If you do not see all of your subordinates, contact those individuals who do not appear and ask them to select you as their supervisor in AgLearn (directions for the user appear in the paragraphs above). If you do not see a My Employees menu no one has selected you as their supervisor. Contact at least one subordinate and ask them to select you as their supervisor. When you log-in to AgLearn, the My Employees menu should now appear.

Once a user submits an online form through AgLearn, you will receive an email notification of the submission. An online course is available for you to learn how to approve an SF-182 request through AgLearn. Click the link at the end of this section to access the course. The course will take just a few minutes to complete.

Once users have completed their requested training, they will need to verify that the training event actually occurred. Once they've submitted their verification, you will receive an email reminder to approve or deny the verification. Once you verify that the user completed the requested training, the course will move to the user's learning history. Click the link below to access a short online course about verifying the training event.

### **The SF-182 Approval Process and Supervisor Responsibilities:**

[https://aglearn.usda.gov/scorm-content/2006USDASF182\\_V2/standalone\\_release/03\\_cvertex02\\_102/frameset.htm](https://aglearn.usda.gov/scorm-content/2006USDASF182_V2/standalone_release/03_cvertex02_102/frameset.htm)

### **Verifying the Training Event:**

[https://aglearn.usda.gov/scorm-content/2006USDASF182\\_V2/standalone\\_release/04\\_cvertex02\\_103/frameset.htm](https://aglearn.usda.gov/scorm-content/2006USDASF182_V2/standalone_release/04_cvertex02_103/frameset.htm)

## **What does this mean for me as an approver?**

If you have been designated as a training approver above the supervisor level, it is important that your name be recorded in AgLearn so that the approval process can proceed automatically from supervisor to any additional approvers. Your AgLearn agency coordinator can confirm that your name has been recorded. Procedures for approving training are identical to those for a supervisor. (See training links above).

## **Why is this change necessary?**

Submitting training requests electronically should speed up the approval process significantly, especially in areas where employees and approvers are in different locations. The approval process will be easy to track, with automatic reminders generated by email and within AgLearn to ensure approvals are acted upon in a timely fashion. The electronic SF-182 function will allow agencies to have comprehensive training cost data aggregated at the organization or agency level, possibly for the first time. In the past, with no central source to collect and store this information, it has been very difficult for USDA to determine expenditures on a small or large scale.

The collection of data in this fashion will also enable USDA to comply with OPM regulations regarding the submission of transaction level training data. AgLearn's transmittal of this training data is the primary vehicle by which OPM tracks Agency training data for its Enterprise Human Resources Integration (EHRI) initiative. This initiative combines personnel data with training cost data in reporting to the Office of Management and Budget (OMB) to meet data requests from Congress.

## **What are the benefits to my agency?**

As OPM and the EHRI initiative broaden reporting requirements, your agency and USDA will have a key advantage provided by this electronic collection of data. Most AgLearn administrators have already coordinated the October 1 transition with the AgLearn project team. However, if you have any doubts or concerns as to your agency's preparedness, please contact your agency's AgLearn coordinator. While the steps to implement the online form are relatively simple, they will require coordination between your agency and the AgLearn team. A list of AgLearn lead administrators is available at <http://www.aglearn.usda.gov/contactus.htm>

Although there are many benefits to be gained from using the electronic SF-182, it is a different process for employees, supervisors and approvers to use. Agencies with represented employees must assess the significance of this change on conditions of employment for those employees in order to determine whether union notification is required. If so, collective bargaining obligations must be met before it can be mandated for represented employees.

Several USDA agencies have already implemented the electronic process and are pleased with the new data collection capabilities. We hope this communication as well as the additional training resources identified will help you to quickly and easily incorporate this new form into your work schedule. If you have any questions about the new procedures, please contact your agency AgLearn administrator.



NOV 22 2005

United States  
Department of  
Agriculture

VETERINARY SERVICES MEMORANDUM NO. 548.4

Animal and  
Plant Health  
Inspection  
Service

SUBJECT: Veterinary Services' (VS) Distance Learning (DL) Policy

Veterinary  
Services

TO: VS Management Team (VSMT)  
Directors, VS

Washington, DC  
20250

I. PURPOSE

Implementing the President's Management Agenda is a U.S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), mission priority. The President's Management Agenda includes expansion of electronic Government (eGovernment) to simplify and unify government-wide operations, including education. To support the Presidential eGovernment initiative for "etraining," VS is establishing a policy, through this memorandum, to endorse the application and use of various DL technologies for continuing education purposes. This policy includes maximizing the use of the Agriculture Learning (AgLearn) Service for administering and taking online courses. AgLearn is USDA's Department-wide system for managing training records and training activity, including online courses.

This memorandum provides a standard set of guidelines for VS' DL policy. These guidelines will ensure that VS' position on DL is consistent with both APHIS' and VS' missions, which recognize that continual learning and balancing professional, personal, and community responsibilities are critical to success.

II. GENERAL

VS employees should be given adequate or appropriate opportunities to participate in continuing education programs, as well as to complete legislatively mandated courses, such as the USDA-sponsored Incident Command System 100 and 200 online courses. Through DL, VS employees can view and participate in lectures and online courses from various remote locations specifically set up to accommodate them (e.g., satellite seminars or videoconferences broadcast in training rooms or conference rooms). Accommodations can also be made on an individual basis (e.g., using work or personal computers to view CD-ROMs or net conferences).

III. GUIDELINES

A. Definitions

1. Distance Learning



Safeguarding American Agriculture

APHIS is an agency of USDA's Marketing and Regulatory Programs  
An Equal Opportunity Provider and Employer

Federal Relay Service  
(Voice/TTY/ASCII/Spanish)  
1-800-877-8339

DL allows VS employees to engage in learning opportunities from remote, non-central locations, such as their work site, thereby reducing or eliminating employee travel and time away from work, home, and family. DL includes correspondence courses, courses delivered by CD-ROM, and courses that are technology-dependent (e.g., Internet, intranet, audio- or video-conferencing, and web-based [online] courses). For the purposes of this policy, DL refers exclusively to distance learning events that are applicable and relevant to an employee's job function or career development path and that are consistent with VS' mission.

## 2. Mandatory Training

For the purposes of this Memorandum, mandatory training refers to learning events that employees are required to complete in compliance with USDA or APHIS policy or other legally enforceable requirement.

Mandatory training falls into two broad categories: non-technical or technical. Non-technical training is typically general in nature and not job specific. Examples of non-technical training include: civil rights training (a USDA policy); supervisory training (an Office of Personnel Management policy); and ethics training (a Federal policy). Technical training typically relates to specific employee job knowledge and/or skills. Examples of technical training include: Basic Epidemiology Training (a VS National Animal Health Policy and Programs requirement); and Export Certification Training (a VS National Center for Import and Export (NCIE) requirement).

## B. Eligibility Requirements

All VS employees, full and part time, are eligible to participate in DL events commensurate with their job function, certification requirements, legislative mandates, and learning contracts or equivalent. Accordingly, they should be provided reasonable opportunity to engage in DL events on the job, to the extent that participation in such events is practical, feasible, and consistent with mission priorities. When possible, employee participation in DL events should be permitted during regular work hours, particularly if the DL event is: (1) mandated by legislation through USDA, APHIS, or VS; (2) required to fulfill job qualification requirements (e.g., certification or re-certification of particular skills); and/or (3) authorized by the employee's supervisor.

## IV. RESPONSIBILITIES AND AUTHORITIES

VS managers and supervisors should ensure fair and equitable enforcement of VS DL policy.

A. VSMT

The VSMT establishes and enforces VS policy regarding the application and use of DL.

B. Supervisors

VS supervisors should provide their employees with reasonable access to DL education opportunities that support VS' mission to safeguard animal health and promote continuing education. In addition, supervisors should ensure that employees complete mandatory training as required. As previously noted, mandatory training can be non-technical or technical. As a general rule, non-technical training (e.g., civil rights training; supervisory training; ethics training) requires about 1-2 hours on average to complete. Due the nature of technical training, estimated time allowances vary widely, ranging from a few hours to 40 hours or more. As an example, the Basic Epidemiology Training Course requires at least 40 hours to complete, whereas the NCIE Export Certification courses require 6-10 hours to complete. For this reason, supervisors should pay close attention to the estimated time durations that are usually provided with training announcements.

Supervisors should be flexible when determining whether employees should be allowed to participate in DL events during regular work hours. In instances where the DL event is mandated by VS or higher authority, employees should be allowed to participate, with due compensation for the time spent in training in accordance with APHIS guidelines, as applicable.

C. Employees

VS employees are encouraged to seek opportunities for continuing their education through reasonable and achievable means and to notify their supervisor when such opportunities arise. With respect to DL, employees may be required to provide periodic reports of progress, as well as documentation certifying successful completion. In all cases, employees are expected to put forth their best effort to derive the maximum benefit from their DL experiences.

D. Information Technology Support (ITS) Services

Various ITS resources are available to provide technical support to VS employees in the application and use of computer-based, telecommunications, and other DL delivery technologies. Among these resources are the VS ITS group, which operates under the VS Chief Information Officer. VS employees should contact their local VS ITS customer service representative, when necessary, for support in such areas as IT security, user account and access control (e.g., eAuthentication), equipment troubleshooting, etc. Additional ITS resources are available, including the AgLearn online help desk, the APHIS

Technical Assistance Center, and telecommunications host organizations (e.g., net conferencing support).

E. Professional Development Staff (PDS)

PDS provides training and system administration support to VS employees engaging in DL events, including training taken on AgLearn. As part of its mission, PDS also establishes, promotes, and implements DL events in accordance with VS policy and other legislative mandates.

V. RELATED DL WEBSITES

The following websites provide additional information on the requirements, application, and use of DL within VS:

- A. AgLearn Learning Management System: <http://www.aglearn.usda.gov/>.
- B. APHIS Mandatory Non-Technical Training: Go to [http://www.aphis.usda.gov/mrpbs/non\\_technical\\_training.html](http://www.aphis.usda.gov/mrpbs/non_technical_training.html) and click on the Mandatory Non-Technical Training for APHIS Employees link.
- C. VS Training: <http://www.aphis.usda.gov/vs/training/>.

VI. POLICY DEVIATIONS AND EXCEPTIONS

The intent of this policy is to encourage and support the application and use of DL as a viable means of facilitating continuing education efforts of VS employees. It is important to recognize, however, that deviations and exceptions to this policy will be necessary from time to time for various reasons, including mission priority, schedule conflicts, staff shortages, equipment difficulties, and access issues. Any employee who is interested in DL but cannot participate for any reason should notify his/her supervisor. If possible, supervisors are encouraged in such instances to employ alternative methods for achieving VS' mission and commitment to continuing education. Supervisors should also notify VS PDS, who will raise these issues with the VSMT for resolution. In general, inquiries, suggestions, or concerns regarding VS DL policy or the application and use of DL in general or in specific instances should be directed to VS PDS.



John R. Clifford  
Deputy Administrator  
Veterinary Services

***Veterinary Services Careers Program (VSCP)***

**Location** Veterinary Services Careers Program (VSCP) training provides in-depth orientation and training opportunities to enable new VS employees to smoothly transition to the Federal service and have productive careers in APHIS. The training program consists of a combination of instructor-led courses and distance learning courses, participants have two years to complete the curriculum requirements. Instructor-led courses are held at various sites throughout the United States. Distance learning courses are self-paced instruction units that are available on the USDA's web-based AgLearn Learning Management System (<http://www.aglearn.usda.gov/>) or, if necessary, on CD-ROM and/or DVD.

<u>Course Title</u>	<u>Delivery Method</u>	<u>Training Site</u>	<u>Training Dates*</u>	<u>Learning Track</u>
1. VSCP: Orientation, Part A		N/A	Must be completed prior to attending Orientation, Part B	I & II
2. VSCP: Orientation, Part B		Riverdale, MD	Oct. 16-18, 2007	I & II
3. VSCP: Animal Health 101		San Juan, Puerto Rico	January 16-17, 2008	I only
4. VSCP: Communication & Managing Up		Raleigh, NC	Feb. 20-22, 2008	I (open to all VSCP participants)
5. VSCP: Basic Epidemiology for AHTs	 + 	Ft. Collins, CO	March 4-7, 2008	II
6. VSCP: Emerging Issues in Agriculture		Raleigh, NC	May 13-15, 2008	I & II
7. VSCP: Basic Epidemiology for VMOs	 + 	Ft. Collins, CO	June 16-20, 2008 Pre-course prep materials assigned.	II
8. Program Diseases		N/A	N/A	I & II
9. Foreign Animal Disease (FAD) Awareness		N/A	N/A	I & II
10. Introduction to Biosecurity		N/A	N/A	I & II
11. Cleaning and Disinfection Guideline		N/A	N/A	I & II

12. Disposal Guideline		N/A	N/A	I & II
13. Personal Protective Equipment		N/A	N/A	I & II
14. Export Certification of Animal Products I		N/A	N/A	I & II
<b>Legend</b>				
<b>Distance Learning Course (AgLearn and CD-ROM or DVD)</b>   <b>Instructor-led Course</b>  				
<b>* Training Dates</b>	All training dates listed are <b>actual course</b> dates, and <b>do not</b> include travel days.			
<b>Purpose</b>	The Veterinary Services Careers Program (VSCP) is designed to meet the need for highly skilled, forward-looking, well-trained veterinarians, and animal health personnel, as well as professional, administrative, and support staff who are ready to meet the challenges of promoting the health and welfare of America's animals. See <b>Course Descriptions</b> for detailed course information.			
<b>Target Audience</b>	<ul style="list-style-type: none"> <li>• VMOs and AHTs hired through the VSCP National Recruitment Program (referred to as VSCP Recruits).</li> <li>• VS employees with no more than 2 years experience with VS and who meet nomination requirements. (See Nominations below) (referred to as VSCP Equivalents)</li> </ul> <p>For information on the VSCP National Recruitment Program, go to <a href="http://www.aphis.usda.gov/lpa/pubs/pub_vscareers.html">http://www.aphis.usda.gov/lpa/pubs/pub_vscareers.html</a> or contact Ms. Eileen Cramer at (301) 734-3826.</p>			
<b>Cost</b>	VSCP Recruits: Travel and miscellaneous expenses for all VSCP courses, as well as additional approved training/development activities, are covered by the Professional Development Staff (PDS). VSCP Equivalents: Travel expenses for all VSCP courses only are covered by PDS.			
<b>Contact</b>	Ms. Amy Kokesh, VS/PDS, (919) 855-7174, email: <a href="mailto:amy.c.kokesh@aphis.usda.gov">amy.c.kokesh@aphis.usda.gov</a>			
<b>Nominations</b>	<p>To be accepted into VSCP training, standard nomination/application procedures apply. Please note that “accepted” in this case means that applicants are:</p> <ol style="list-style-type: none"> <li>1) assigned a learning track (Track I or II), based on employment status and job function;</li> <li>2) provided professional counseling services for career development (e.g., learning contract);</li> <li>3) given priority for attendance at instructor-led courses.</li> </ol> <p>Participants accepted for VSCP training must complete all training courses, as assigned, to receive full credit for completing VSCP training. Please note that formal nomination is not required to take distance learning courses on AgLearn. However, you must have a USDA eAuthentication account to access AgLearn.</p> <p>For additional information relating to VSCP courses, please go to: <a href="http://www.aphis.usda.gov/animal_health/prof_development/vscp.shtml">http://www.aphis.usda.gov/animal_health/prof_development/vscp.shtml</a></p>			

# *Veterinary Services Careers Program (VSCP)*

## *Curriculum & Course Descriptions*

### 1. **Learning Tracks**

With respect to the VSCP, Tracks I and II refer to the two paths of learning, or tracks, that nominees are assigned under VSCP. The learning tracks define the specific courses one must complete to receive full credit for completing VSCP, and are based on job functions within VS.

**Track I** - employees in administrative and support positions.

**Track II** - VMOs, AHTs and all other technical/scientific positions.

### 2. **Instructor-led Courses**

The following classroom-based courses are part of the VSCP core curriculum and are mandatory for a participant to receive full credit for completing the VSCP.

a. ***Orientation, Part B*** **Riverdale, MD** **October 16-18, 2007**  
**(Tracks I & II)**

In this course participants apply the knowledge they gained through the Orientation, Part A, in a series of interactive activities surrounding the VS strategic goals. The course is designed to provide an overview of APHIS, VS through an introduction of the organizational structure of the USDA, APHIS & VS. Presentations and discussions include, but are not limited to, the mission and strategic goals of APHIS, VS, the roles of field and headquarters personnel, employee benefits, and resources available to maximize the participants' developmental opportunities. Participants also have the opportunity to meet and engage in discussions with various members of APHIS and VS management, and thereby gain further insight into the inner-workings of VS and its affiliated units.

b. ***Animal Health 101*** **San Juan, PR** **January 16-17, 2008**  
**(Track I only)**

This course is designed to familiarize administrative and support staff with the fundamental concepts of animal classification, animal husbandry, disease agents and transmission, program and foreign animal diseases, and how these concepts affect economic health and public health.

c. ***Communication & Managing Up*** **Raleigh, NC** **February 20-22, 2008**  
**(Track I)**

This course is designed to enhance interpersonal communication skills; provide critical elements needed to foster teamwork; examine conflict management styles to turn difficult situations into win-win experiences; enable participants to support APHIS leadership and advance their own careers through sound decisions leading to positive results. Although this course is required for all persons assigned to Track I, **it is open to all interested VSCP participants and highly recommended.**

d. ***Basic Epidemiology for AHTs*** **Ft. Collins, CO** **March 4-7, 2008**  
**(Track II)**

This course is specifically designed for AHTs and uses a problem-based approach to teach the fundamentals of epidemiology. By the conclusion of the course, AHTs have a basic understanding of the principles of epidemiology and the means by which to apply said principles in the execution of their professional roles and responsibilities. During this period, participants are also introduced to the Centers for Epidemiology and Animal Health (CEAH).

- e. ***Emerging Issues*** **Raleigh, NC** **May 13-15, 2008**  
(Tracks I & II)

This course addresses new or emerging diseases; defines current activities, responsibilities, and the changing roles of VS in responding to emerging issues; wildlife disease transmission; APHIS services to new animal industries, such as aquaculture, farmed elk, or bison; dealing with the threat of deliberate disease introduction; and, future trends.

- f. ***Basic Epidemiology for VMOs*** **Ft. Collins, CO** **June 16-20, 2008**  
(Track II)

This course is specifically designed for VMOs and uses a problem-based approach to introduce and reinforce the fundamentals of veterinary epidemiology relevant to their professional roles and responsibilities. During this period, participants are also introduced to the Centers for Epidemiology and Animal Health (CEAH). All participants **must** complete preparatory material, available as either a CD or through AgLearn, **prior** to attending the course.

### 3. Distance Learning Courses

Distance learning (DL) allows VS employees to engage in learning opportunities from remote locations, such as taking online courses on the USDA's Learning Management System, AgLearn (<http://www.aglearn.usda.gov/>). The following online courses are part of the VSCP core curriculum and are mandatory for a participant to receive full credit for completing the VSCP.

- a. ***Orientation, Part A (Tracks I & II)*** – This DVD-based course provides basic information about the U.S. Department of Agriculture (USDA), the Animal and Plant Health Inspection Service (APHIS) and its organizational units and programs, including Veterinary Services (VS). **All** VSCP participants **must** complete this course before attending Orientation, Part B, which is classroom-based.
- b. ***Program Diseases (Tracks I & II)*** – This online course provides an overview of the major animal disease eradication and control programs, such as tuberculosis, brucellosis, pseudorabies, scrapie, and Johnes. Equine and poultry disease initiatives are also addressed. Discussions about the various regulated industries, including their roles and perspectives, are included.
- c. ***Foreign Animal Disease Awareness (Tracks I & II)*** – This online course addresses major foreign animal disease threats to the U.S., including their history and etiology; effects on animal and human health; economical and political influences and impact; current status; preventive programs; and the critical role of APHIS, the States, Industry, and Public Health Officials.
- d. ***Introduction to Biosecurity (Tracks I & II)*** – This online course provides an introduction to biosecurity measures for various situations, including those to be followed when responding to a suspected animal health emergency. The course also reviews the responsibilities of biosecurity team personnel, biosecurity risks, and biosecurity planning.
- e. ***Cleaning and Disinfection Guideline (Tracks I & II)*** – This online course introduces the process of cleaning and disinfection, types of disinfectant agents, the roles & functions of members of a Cleaning & Disinfectant Unit in the Incident Command System, and includes the *Cleaning & Disinfectant Operational Guidelines*, a component of USDA/APHIS' National Animal Health Emergency Management System (NAHEMS). NAHEMS Guidelines, reference materials for VS personnel, are also introduced through this course.

- f. ***Disposal Guideline (Tracks I & II)*** – This online course provides an overview of procedures for disposing of contaminated animal carcasses and by products, as well as safety issues; *Disposal Operational Guidelines* published by USDA/APHIS that outline varying roles to be played on a Disposal Unit in an Incident Command System; to assist federal, state and local agencies in responding to disease outbreaks and animal emergencies; and, serves as a point of reference, a practical field resource, and not statutory requirements as part of the National Animal Health Emergency Management System (NAHEMS).
  
- g. ***Personal Protective Equipment (Track I & II)*** – This online course is an overview of personal protective equipment (PPE) serving to provide a basic understanding of what PPE is available; when PPE is necessary; what type is necessary; how it is to be worn; what its limitations are, as well as its proper care, maintenance, useful life and disposal.
  
- h. ***Export Certification of Animal Products I (Tracks I & II)*** – This online course introduces APHIS-VS policies and procedures regarding the certification of animal products for export.



<i>Animal Health 101</i>		<i>Multiple Sites/Dates</i>	
<b>Location</b>	Raleigh, NC	December 4-5, 2007	
	Riverdale, MD	March 18-19, 2008	
	Ames, IA	May 20-21, 2008	
	Ft. Collins, CO	June 21 - 12, 2008	
<b>Course Purpose</b>	<p>Upon completion of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Understand how our domestic food animals fit into the scheme of animal classification.</li> <li>• Understand the basic components of animal husbandry.</li> <li>• List the multiple disease agents, such as prions, viruses, and bacteria that cause disease in organisms.</li> <li>• Appreciate how disease is transmitted between animals and from animals to people.</li> <li>• Define a VS Program Disease, and understand the following about each of the Program Diseases <ul style="list-style-type: none"> <li>○ Causative Agent</li> <li>○ Transmission</li> <li>○ Clinical Signs</li> <li>○ Treatment and/or Prevention</li> <li>○ The VS Plan for Control or Eradication of the disease.</li> </ul> </li> <li>• Define a Foreign Animal Disease, and understand the basic concepts outlined above for select FADs.</li> <li>• Appreciate the economic impact animal disease can have on the United States.</li> <li>• Understand the potential human health risks associated with select Program and Foreign Animal Diseases.</li> </ul>		
<b>Target Audience</b>	<p>This course has been developed for administrative staff in Veterinary Services. The training will be held at Headquarters in Riverdale, each Regional Office and the NCAH campus in Ames, IA. We are providing this training in multiple sites to avoid travel for employees in Headquarters, the Regional Offices or the NCAH campus. Administrative employees in the Area Offices can attend the session at their Regional Office, and travel expenses will be the responsibility of the Area Office.</p>		
<b>Cost</b>	<p>No tuition fee. Travel and associated costs with travel for Area Offices that send employees to the training in Raleigh and Ft. Collins.</p>		
<b>Contact</b>	<p>Dr. Alan Huddleston, VS/PDS, (301) 734-0675</p>		
<b>Nominations</b>	<p>This course requires approval for registration. Please review the PDS FY2008 Training Catalog, <b>PAGE 1</b> for nomination instructions using AgLearn.</p>		

<b>Nomination Deadline</b>	<p>To the Training Coordinator:</p> <table border="0"> <tr> <td>Raleigh, NC</td> <td>November 12, 2007</td> </tr> <tr> <td>Riverdale, MD</td> <td>March 3, 2008</td> </tr> <tr> <td>Ames, IA</td> <td>April 28, 2008</td> </tr> <tr> <td>Ft. Collins, CO</td> <td>June 2, 2008</td> </tr> </table> <p>To VS/PDS:</p> <table border="0"> <tr> <td>Raleigh, NC</td> <td>November 27, 2007</td> </tr> <tr> <td>Riverdale, MD</td> <td>March 10, 2008</td> </tr> <tr> <td>Ames, IA</td> <td>May 5, 2008</td> </tr> <tr> <td>Ft. Collins, CO</td> <td>June 9, 2008</td> </tr> </table>	Raleigh, NC	November 12, 2007	Riverdale, MD	March 3, 2008	Ames, IA	April 28, 2008	Ft. Collins, CO	June 2, 2008	Raleigh, NC	November 27, 2007	Riverdale, MD	March 10, 2008	Ames, IA	May 5, 2008	Ft. Collins, CO	June 9, 2008
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Raleigh, NC	November 27, 2007																
Riverdale, MD	March 10, 2008																
Ames, IA	May 5, 2008																
Ft. Collins, CO	June 9, 2008																
<b>Selection</b>	30 seats are available for each session. If more than 30 nominations are forwarded, the seats will be filled based on the date the nomination was received.																
<b>Letters</b>	Participant invite letters will be sent to attendees two weeks prior to course date.																
<b>Regional Offices</b>	Forward the letters to AVICs and AOs/ASAs.																

**Introduction to Epidemiologic Simulation Modeling**

*January 14-18, 2008  
August 4-8, 2008*

<b>Location</b>	Fort Collins, CO	
<b>Course Purpose</b>	Simulation Modeling is an increasingly well established and essential tool for many epidemiologic investigations, including studies of population disease dynamics and evaluation of mechanisms of disease control. This course will address the principles of epidemiologic modeling, beginning with simple Reed-Frost-based models. Additional levels of complexity will be incorporated as stochasticity and concepts of spatial and temporal aspects of disease spread are introduced. The course will culminate in the use of, and development of, parameters for a detailed stochastic, temporal, spatial simulation model of contagious disease, the North American Animal Disease Spread Model (NAADSM). Participants will also be introduced to economic and mathematical models, as well as basic principles for modeling vector-borne, parasitic, and sexually transmitted diseases.	
<b>Target Audience</b>	This course is intended for epidemiologists, veterinarians, graduate students, and other workers in the fields of animal health and preparedness planning. Previous experience with modeling is not required.	
<b>Cost</b>	Travel Costs only. These costs must be paid by your area office (Federal Employees) or the State Veterinarian’s Office (State employees).	
<b>Contact</b>	Mr. Richard Waite, VS/PDS, (970) 494-7176	
<b>Nominations</b>	This course requires approval for registration. Please review the PDS FY2008 Training Catalog <b>PAGE 1</b> for nomination instructions using AgLearn.  Nominations are to be sent to the Regional Director’s Office. The Regional Office will forward the nominations to PDS.	
<b>Deadline</b>	To the Regional Office	October 19, 2007 {January course} May 9, 2008 {August course}
	To PDS	October 26, 2007 {January course} May 16, 2008 {August course}
<b>Letters</b>	Approximately 5 to 6 weeks before class begins, letters are sent to the participants and speakers, Regional Training Coordinators, and Regional Directors.	

**Foreign Animal Disease Diagnostician Course (FADD)**

*January 28-February 8, 2008  
March 31 – April 11, 2008  
June 2-13, 2008*

<b>Location</b>	Foreign Animal Disease Diagnostic Laboratory (FADDL) Plum Island, NY	
<b>Course Purpose</b>	The FADD training course is a two week classroom and laboratory course, with instructor-led lectures, facilitated discussions, clinical rounds in the animal wing, necropsies, and a simulated Foreign Animal Disease (FAD) Investigation. This course provides foreign animal disease training for state, federal and military veterinarians in the field identification and diagnosis of disease in poultry and livestock not found in the United States.	
<b>Target Audience</b>	APHIS Field VMOs, state and military veterinarians	
<b>Cost</b>	Travel Costs only	
<b>Contact</b>	Ms. Elizabeth Clark, VS/PDS, (631) 323-3188	
<b>Nominations</b>	This course requires approval for registration. Please review the PDS FY2008 Training Catalog <b>PAGE 1</b> for nomination instructions using AgLearn.	
<b>Selection</b>	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax or email the approved prioritized nominations to VS/PDS, at (301) 734-4964. State Veterinary nominees should be submitted to the Regional Offices by the AVIC, as well.	
<b>Nomination Deadline</b>	To the Regional Office:	November 5, 2007 {January course} January 7, 2008 {March course} March 10, 2008 {June course}
	To VS/PDS:	November 12, 2007 {January course} January 14, 2008 {March course} March 17, 2008 {June course}



<i>Designated Transmissible Spongiform Encephalopathy (TSE)</i>		<i>March 3 – 7, 2008</i>
<b>Location</b>	National Veterinary Services Laboratories (NVSL), Ames, IA	
<b>Course Purpose</b>	<p>Participation in this conference on an every other year basis is <u>required</u> for you to maintain your status as a designated scrapie and/or CWD epidemiologist (DSE or DCE). <b>Participants at this year’s course may also include persons being considered to function as a designated epidemiologist in their State, and others actively involved with the scrapie and/or CWD eradication programs.</b> The seminar will cover established procedures for the scrapie and CWD programs, changes and emerging issues in the scrapie and CWD eradication programs, and the latest research that may aid in eradication. Many of the lectures and small group exercises of this conference are interactive and aimed at involving the participant in the decision-making process revolving around current eradication activities. At the end of the seminar, the participant should have a working knowledge of the science of scrapie and CWD as well as the current diagnostics, epidemiology, herd certification requirements, appraisal and indemnity procedures, depopulation and disposal processes, and the interstate movement restrictions for each disease as detailed in rules, memos and uniform methods and rules guidance (UM&amp;Rs) published or issued by Veterinary Services. Laboratory exercises afford the participant the opportunity to further develop necropsy and live animal sample collection skills.</p>	
<b>DSE</b>	<p>A Designated Scrapie Epidemiologist (DSE) is a State or Federal veterinarian designated by APHIS and the State to make decisions about the use and interpretation of diagnostic tests and field investigation data and the management of scrapie-affected flocks. DSEs have met the requirements outlined in VS Memorandum 557.3 and have been approved by the State animal health, the VS area veterinarian-in-charge, the VS regional epidemiologist and the VS national scrapie staff.</p>	
<b>DCE</b>	<p>A Designated CWD Epidemiologist (DCE) is a State or Federal epidemiologist who has demonstrated the knowledge and ability to perform the functions required to make decisions regarding the use and interpretation of diagnostic tests and field investigation data and the management of CWD-affected herds. DCEs have met the requirements outlined in VS Memorandum 574.1 and have been approved by the State animal health or wildlife agency official, the VS area veterinarian-in-charge, the VS regional epidemiologist and the VS national CWD staff.</p>	
<b>Target Audience</b>	<p>This course has been developed and scheduled primarily to provide the training required for Designated Scrapie Epidemiologists (DSEs) and for Designated CWD Epidemiologists (DCEs) to maintain their approved status.</p>	

<b>Pre-requisite</b>	<ul style="list-style-type: none"> <li>• Each participant must be a designated or provisional designated epidemiologist for scrapie and/or CWD, or actively involved in scrapie and/or CWD activities in their state.</li> <li>• Each participant must have successfully completed the Specimen, Packaging and Shipping Course, available in AgLearn.</li> </ul>
<b>Cost</b>	<p>No tuition fee (direct costs).</p> <p><u>For federal employees:</u> Travel costs are covered by the employee's unit.</p> <p><u>For State employees:</u> Travel costs are covered by federal-state cooperative agreements. State employees in states without federal-state cooperative agreements may contact PDS.</p>
<b>Contact</b>	<p>Dr. Jason Baldwin, VS/PDS, (970) 494-7225 Nancy Platter, VS/PDS, (515) 663-7501</p>
<b>Nominations</b>	<p>DSEs and DCEs are required to attend this conference every other year to maintain their approved status. The regional epidemiologists will provide a list of those required to attend and any others recommended for attendance to the AVICs.</p> <p>AVICs may nominate additional Federal or State participants by contacting the Regional Scrapie or CWD Epidemiologist. This may include an individual to be named later when a DSE/DCE position is in the process of being filled.</p> <p>Participants in this course are pre-selected. This course is not available for open enrollment. Please contact your Training Coordinator if you would like further information.</p>
<b>Selection</b>	<p>Final selection is based on information provided to the national scrapie and CWD program staff from the Regional Scrapie and CWD Epidemiologists.</p>
<b>Deadline</b>	<p>December 3, 2007: Regional Epidemiologists will inform AVICS of DSEs and DCEs who require training that year.</p> <p>December 17, 2007: AVICs will confirm DSEs and DCEs from their state, nominate additional nominations, and send both to regional epidemiologists. Regional Epidemiologists will send regional list to national program staff.</p> <p>January 4, 2008: National Scrapie and CWD program staff will provide PDS with list participants.</p>
<b>Letters</b>	<p>Four weeks before class begins letters are sent to the Participants and Speakers, Regional Training Coordinators, and Regional Epidemiologists. Regional Epidemiologists will forward letter to AVICs.</p>

<b>Location</b>	New Orleans, Louisiana	
<b>Course Purpose</b>	The training provides Designated Johne's Disease Coordinator's (DJCs) with a deep understanding of current issues regarding Johne's disease and the USDA's Johne's Disease program. Emphasis is placed on discussion based learning techniques. Topics of discussion include the economic impact of Johne's Disease, Herd Testing Strategies, Risk Communication.	
<b>DJC</b>	A State or Federal veterinarian designated by the state veterinarian and the AVIC to coordinate a state's Johne's Disease Program.	
<b>Target Audience</b>	DJCs who have previously attended the Basic Johne's Disease Training and are due for refresher training.	
<b>Time Requirements</b>	<ul style="list-style-type: none"> <li>◆ 2 hours of online pre-course, self-paced study</li> <li>◆ 2 days of onsite training</li> </ul>	
<b>Cost</b>	Travel costs only	
<b>Contact</b>	Dr. Robert Dickens, VS/PDS, (919) 855-7171	
<b>Nominations</b>	<p>All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP.</p> <p>This course requires approval for registration. Please review the PDS FY2008 Training Catalog <b>PAGE 1</b> for nomination instructions using AgLearn.</p>	
<b>Selection</b>	Selections will be made by VS/NAHPP	
<b>Deadline</b>	To the Regional Office:	December 3, 2007
	To VS/PDS:	December 10, 2007

**Basic Brucellosis Epidemiology (BBE)****March 11 – 13, 2008**

<b>Location</b>	Jefferson City, MO
<b>Course Purpose</b>	The purpose of this course is to train state or federal regulatory veterinarians in the principles of the brucellosis eradication program, including the organism, the disease, the epidemiology, the vaccines, etc.
<b>Target Audience</b>	Federal and State VMOs who are, or will be, actively involved in the Bovine Brucellosis Eradication Program.
<b>Prerequisite</b>	<ul style="list-style-type: none"> <li>• Must be a veterinarian.</li> <li>• Must be designated by the AVIC's office as a prospective inspector.</li> </ul>
<b>Cost</b>	No tuition fee. Travel expenses only.
<b>Contact</b>	Nancy Platter, VS/PDS, (515) 663-7501
<b>Nominations</b>	<p>All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NCIE.</p> <p>This course requires approval for registration. Please review the PDS FY2008 Training Catalog <b>PAGE 1</b> for nomination instructions using AgLearn.</p>
<b>Selection</b>	Selection is based on information provided to the National Lab Bio Safety Manager in Riverdale, MD from the Regional Offices.
<b>Deadline</b>	<p>To the Regional Office: December 10, 2007</p> <p>To VS/PDS: December 17, 2007</p>
<b>Letters</b>	Six weeks before class begins, letters are sent to the participants and speakers, Regional Training Coordinators, and Regional Directors.
<b>Regional Offices</b>	Forward the letters to AVICs and AOs/ASAs.

**Basic Tuberculosis (TB) Epidemiology***April 28 – May 1, 2008*

<b>Location</b>	National Veterinary Services Laboratories (NVSL), Ames, IA
<b>Course Purpose</b>	Upon course completion, participants will fulfill the requirements and responsibilities for the Federal-State Bovine Tuberculosis (TB) Eradication Program and the TB Eradication Program in Cervidae. The course provides information on TB pathology, immunology, testing, epidemiology, and surveillance. Current Program status and strategic goals, as well as issues such as TB in wildlife will also be addressed. The participant will gain skills in TB testing (comparative cervical tuberculin), interpretation of herd testing results, epidemiological investigations, and slaughter surveillance.
<b>Target Audience</b>	Federal and State VMOs who are, or will be, actively involved in the Bovine TB Eradication Program.
<b>Time Requirements</b>	4 days
<b>Cost</b>	Travel costs and Per Diem
<b>Contact</b>	Dr. Robert Dickens, VS/PDS, (919) 855-7171 Ms. Nancy Platter, VS/NVSL-PDS, (515) 663-7501
<b>Nominations</b>	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP.  This course requires approval for registration. Please review the PDS FY2008 Training Catalog <b>PAGE 1</b> for nomination instructions using AgLearn.
<b>Nomination Deadline</b>	To the Regional Office: February 18, 2008  To VS/PDS: February 25, 2008

<b>Location</b>	Austin, TX
<b>Course Purpose</b>	To provide the additional DBE Refresher training required for DBEs to be re-approved and maintain their DBE status: All DBEs are approved for a two-year period only. To be re-approved, all DBEs must receive additional training every two years in brucellosis epidemiology to maintain their expertise. This DBE Refresher training course is developed and scheduled to meet this requirement.
<b>DBE</b>	A current approved DBE is an individual who has completed the training requirements detailed in VS Memorandum 551.10 and submitted the form which verifies and approves this required training. In addition, in order to maintain current approved DBE status, those individuals functioning as DBEs in each state must attend Designated Brucellosis Epidemiologist refresher training every 2 years. Only those individuals meeting these requirements are to be functioning as current approved DBEs.
<b>Target Audience</b>	This course has been developed and scheduled to provide the training required for approved Designated Brucellosis Epidemiologists (DBEs) to maintain their approval.
<b>Pre-requisite</b>	You must be a current officially-approved DBE and have worked as a DBE during the previous 2 years.
<b>Cost</b>	No tuition fee (direct costs). Travel, per diem, etc. (indirect costs) are covered by the Professional Development Staff. An accounting code will be provided upon receipt of the participant and speaker letters.
<b>Contact</b>	Ms. Nancy Platter, VS/NVSL-PDS, (515) 663-7501
<b>Nominations</b>	There are <b>NO</b> nominations for this course.
<b>Selection</b>	Selection is based on information provided to the National Designated Brucellosis Epidemiologist from the Regional Brucellosis Epidemiologists. List of DBEs is provided twice a year to the National staff from the Regional staff (October 15 <sup>th</sup> and May 15 <sup>th</sup> ).
<b>Deadline</b>	Six weeks before class begins. Regional offices will inform National staff of any additional participants.
<b>Letters</b>	Four weeks before class begins letters are sent to the Participants and Speakers, Regional Training Coordinators, and Regional Directors.
<b>Regional Offices</b>	Forward the letters to AVICs and AOs/ASAs.

**Foreign Animal Diseases (FAD) in Wildlife****May 13– 15 2008**

<b>Location</b>	Athens, GA
<b>Course Purpose</b>	To familiarize participants with foreign and emerging animal diseases in wildlife and their implications.
<b>Target Audience</b>	Foreign Animal Disease Diagnosticians (FADDs), Wildlife Biologists, state and Federal Veterinarians
<b>Time Requirements</b>	3 Days
<b>Cost</b>	Travel Costs only.
<b>Contact</b>	VS/PDS, (301) 734-5750
<b>Nominations</b>	<p>All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (919) 855-7166. Selections will be made by VS/Emergency Programs Staff and the Emergency Leadership Team. State Veterinary nominees should be submitted to the Regional Offices by the AVIC, as well.</p> <p>This course requires approval for registration. Please review the PDS FY2008 Training Catalog <b>PAGE 1</b> for nomination instructions using AgLearn.</p>
<b>Deadline</b>	<p>To the Regional Office: February 25, 2008</p> <p>To VS/PDS: March 3, 2008</p>
<b>Letters</b>	Approximately 5 to 6 weeks before class begins, letters are sent to the participants and speakers, Regional Training Coordinators, and Regional Directors.

**Smith-Kilborne****May 27-June 3, 2008**

<b>Location</b>	Cornell University, Ithaca, NY, and the Plum Island animal Disease Center, Plum Island, NY
<b>Course Purpose</b>	The Smith-Kilborne Program is designed to acquaint veterinary students with various foreign animal diseases which potentially threaten our domestic animal population. The program includes classroom presentations on diseases and their implications, combined with laboratory experiences
<b>Target Audience</b>	Second-year veterinary students
<b>Cost</b>	No cost to participants. PDS pays for student travel expenses.
<b>Contact</b>	Dr. Jason Baldwin, VS/PDS, (970) 494-7225
<b>Nominations</b>	The Dean's office of each school announces its own application procedures and determines the selection criteria.
<b>Selection</b>	Each school selects one student and forwards the name to PDS.
<b>Deadline</b>	January 2008
<b>Letters</b>	March 2008

<b>Location</b>	Ames, IA
<b>Course Purpose</b>	<p>Upon completion of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Understand regulatory programs such as swine brucellosis, PRV, CSF, trichinellosis, Swine Health Protection Act, and miscellaneous swine diseases.</li> <li>• Understand recent changes and program updates including changes to swine brucellosis, pseudorabies, and classical swine fever programs.</li> <li>• Understand the epidemiology of swine brucellosis, PRV, CSF and trichinellosis.</li> <li>• Recognize swine compartments (commercial, transitional, feral).</li> <li>• Accurately and thoroughly complete indemnity requests.</li> <li>• Understand surveillance programs pertaining Swine Diseases and their necessity: <ul style="list-style-type: none"> <li>○ CSF surveillance principles</li> <li>○ Changes proposed in PRV and swine brucellosis surveillance</li> <li>○ Sow-boar and market swine surveillance programs</li> <li>○ Database changes coming with new surveillance programs</li> </ul> </li> <li>• Train others on trichinellosis and the trichinae herd certification program.</li> </ul>
<b>Target Audience</b>	This course has been developed and scheduled to familiarize VMOs and AHTs with regulatory programs within swine health and the associated diseases.
<b>Cost</b>	No tuition fee. Travel and associated costs with travel.
<b>Contact</b>	Dr. Alan Huddleston, VS/PDS, (301) 734-0675 Dr. Troy Bigelow, VS, (515) 284-4121 (Subject Matter Expert)
<b>Nominations</b>	<p>All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964.</p> <p>This course requires approval for registration. Please review the PDS FY2008 Training Catalog <b>PAGE 1</b> for nomination instructions using AgLearn.</p>
<b>Nomination Deadline</b>	<p>To the Regional Office: March 25, 2008</p> <p>To VS/PDS: April 8, 2008</p>
<b>Selection</b>	VS Regional Office
<b>Letters</b>	Participant invite letters will be sent to attendees no later than four weeks prior to course date.
<b>Regional Offices</b>	Forward the letters to AVICs and AOs/ASAs

**Animal Identification Coordinator Workshop****June 10 - 12, 2008**

<b>Location</b>	New Orleans, LA
<b>Course Purpose</b>	This workshop introduces new animal identification concepts and provides current information resources relevant to animal identification initiatives. The training addresses significant new issues, trends, and developments affecting VS programs and the implementation strategies designed to achieve program goals. The training serves as an open forum in which Animal Identification Coordinators can network to share successes and challenges.
<b>Target Audience</b>	Animal Identification Coordinators (AICs).
<b>Time Requirements</b>	3 days
<b>Cost</b>	Travel costs and Per Diem
<b>Contact</b>	Dr. Robert Dickens, VS/PDS, (919) 855-7171
<b>Nominations</b>	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP.  This course requires approval for registration. Please review the PDS FY2008 Training Catalog <b>PAGE 1</b> for nomination instructions using AgLearn.
<b>Nomination Deadline</b>	To the Regional Office: March 6, 2008  To VS/PDS: March 13, 2008

<b>Location</b>	San Antonio, Texas
<b>Course Purpose</b>	DTEs are <u>required</u> to take this course every second year to maintain status as a DTE. The seminar will cover new and emerging trends in the bovine tuberculosis eradication program and discuss the latest research that may aid in eradication. Also, in the past 12-18 months extensive revisions and updating of the TB program administrative infrastructure have been carried out and are ongoing; during this session the major changes and updates in the UM&R, VS Memo's, and CFR, will be covered. This is an interactive presentation aimed at involving the participant in the decision making process revolving around current eradication activities.
<b>DTE</b>	A State or Federal epidemiologist designated in each state, by APHIS, to make decisions concerning the use and interpretation of diagnostic tests for tuberculosis and to manage the TB program. The DTE is selected jointly by the cooperating State animal health official, the Area Veterinarian-in-Charge, and the Regional Tuberculosis Epidemiologist. The DTE has the responsibility to determine the scope of epidemiologic investigations, determine the status of herds, assist in development of individual herd plans, and coordinate disease surveillance and eradication programs within his or her geographic area of responsibility.
<b>Target Audience</b>	This course has been developed and scheduled to provide the training required for approved Designated Tuberculosis Epidemiologists (DTEs) to maintain their approval.
<b>Prerequisite</b>	Must be a DTE or a DTE "in-training" (If you are not sure if you are a DTE or a DTE in-training, please contact the Tuberculosis Epidemiologist in your Region.)
<b>Cost</b>	Travel Costs only. <b>These costs must be paid by your area office (Federal Employees) or the State Veterinarian's Office (State employees).</b>
<b>Contact</b>	Dr. Robert Dickens, VS/PDS, (919) 855-7171
<b>Nominations</b>	There are <b>NO</b> nominations for this course. AVICs will contact the Regional Tuberculosis Epidemiologist if they want to add any additional employees (Federal or State) to this class that may not be DTEs.
<b>Selection</b>	Selection is based on information provided to the National Designated Tuberculosis Epidemiologist from the Regional TB Epidemiologists. List of DTEs is provided twice a year to the National staff from the Regional staff (October 15th and May 15th).
<b>Deadline</b>	Eight weeks before class begins. (Regional offices will inform National staff of any additional participants.)
<b>Letters</b>	Approximately 5 to 6 weeks before class begins, letters are sent to the participants and speakers, Regional Training Coordinators, and Regional Directors.
<b>Regional Offices</b>	Forward the letters to AVICs and AOs/ASAs.

<i>Select Agent Inspectors Training</i>		<i>August 12 – 14, 2008</i>	
<b>Location</b>	Ames, IA		
<b>Course Purpose</b>	This training will provide information on proper facility security procedures		
<b>Lab Biosafety Inspector</b>	A Federal VMO or Microbiologist, designated by APHIS, to make laboratory inspections for adherence to security standards.		
<b>Target Audience</b>	VMOs, Microbiologists and others who are, or will be, performing these inspections.		
<b>Pre-requisite</b>	<ul style="list-style-type: none"> <li>▪ Must be a veterinarian or Microbiologist</li> <li>▪ Must have successfully completed the 3- Part Laboratory Security Inspector training</li> <li>▪ Must be designated by the AVIC's office or Center for Veterinary Biologics as a prospective select agent program inspector</li> </ul>		
<b>Cost</b>	No tuition fee. Any travel and associated costs with travel.		
<b>Contact</b>	Ms. Nancy Platter, VS/NVSL-PDS, (515) 663-7501		
<b>Nominations</b>	<p>All nominations must be entered into AgLearn. The Regional Office will make the approved prioritized nominations. Selections will be made by VS/NCIE.</p> <p>Participants in this course are pre-selected. This course is not available for open enrollment. Please contact your Training Coordinator if you would like further information.</p>		
<b>Selection</b>	Selection is based on information provided to the National Lab Bio Safety Manager in Riverdale, MD from the Regional Offices.		
<b>Nomination Deadline</b>	To the Regional Office:	June 2008	
	To VS/PDS:	June 2008	
<b>Letters</b>	Participant letters for the course will be sent to attendees by June 30, 2008.		
<b>Regional Offices</b>	Forward the letters to AVICs and AOs/ASAs.		

<b>Location</b>	Storrs, Connecticut
<b>Course Purpose</b>	<ol style="list-style-type: none"> <li>1. Understand how to properly evaluate and define LBMS stakeholder activity and compliance with applicable state law, program standards, and licensing requirements through consistent audit and evaluation of paper records from the LBMS.</li> <li>2. Be able to identify and evaluate biosecurity and disease risks in the auction and flea market segments of the LBMS and subsequently provide education and outreach information on appropriate mitigation techniques e.g., cleaning, disinfection, best practices in biosecurity and transport to retail.</li> <li>3. Demonstrate the ability to communicate knowledge of biosecurity issues and best practices to various stakeholder groups via a pre-prepared presentation.</li> <li>4. Understand proper bird restraint, swabbing, and euthanasia techniques and be able to practice them.</li> </ol>
<b>Target Audience</b>	Federal and State VMOs and AHT's who are, or will be, actively involved in the Live Bird Marketing System.
<b>Cost</b>	Travel and per diem only.
<b>Contact</b>	Dr. Jason Baldwin, VS/ PDS, (970) 494-7225
<b>Nominations</b>	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (919) 855-7185. State Veterinary nominees should be submitted to the Regional Offices by the AVIC, as well.
<b>Selection</b>	Selections will be made by VS/NAHPP.
<b>Deadline</b>	<p>To the Regional Office: June 2, 2008</p> <p>To VS/PDS: June 16, 2008</p>
<b>Letters</b>	Approximately 5 to 6 weeks before class begins, letters are sent to the participants and speakers, Regional Training Coordinators, and Regional Directors.

<i>Aquaculture</i>		<i>September 9 – 11, 2008</i>
<b>Location</b>	Seattle, WA	
<b>Course Purpose</b>	The purpose of the Aquaculture conference is to give participants exposure to physical, biological and epizootiological concepts of aquaculture.	
<b>Target Audience</b>	Federal Aquaculture Liaisons	
<b>Pre-requisite</b>	You must be a veterinarian.	
<b>Cost</b>	Travel and per diem only.	
<b>Contact</b>	Dr. Robert Dickens, VS/ PDS, (919) 855-7171	
<b>Nominations</b>	By invitation only.	
<b>Deadline</b>	Approximately 8 weeks before the class begins you will be contacted by the National Aquaculture Coordinator	

<b><i>Agriculture Emergency Response Training (AgERT)</i></b>	
<b>Courses and Dates</b>	Class 08-08 18-23 May Class 08-09 8-13 June Class 08-10 27 July- 1 Aug Class 08-11 24 Aug - 29 Aug Class 08-12 14-19 Sept
<b>Location</b>	<p>The Agriculture Emergency Response Training (AgERT) course is currently conducted at two sites. The first part of the training is conducted at FEMA's Center for Domestic Preparedness (CDP), Anniston, AL. The second part is conducted at Auburn University, College of Veterinary Medicine, Auburn, AL</p> <p>CDP is operated by the Department of Homeland Security's, Federal Emergency Management Agency. For training schedule information, please go to:  <a href="https://cdp.dhs.gov/training_calendar/programs/i.html">https://cdp.dhs.gov/training_calendar/programs/i.html</a></p>
<b>Course Purpose</b>	<p>AgERT is a 4-day all-hazards, agriculture-oriented emergency response course. Sponsored by the USDA Animal and Plant Health Inspection Services (APHIS), the course is conducted at CDP in Anniston, AL, a unit of the U.S. Department of Homeland Security. The AgERT course focuses on teaching emergency responders how to effectively respond to a WMD CBRNE incident or agriculture disease outbreak. AgERT provides APHIS employees the opportunity to learn how to recognize, react, and recover from a WMD or agricultural disease event and to practice agriculture protection skills with emergency responders from Federal, military, state, local, or tribal groups, including veterinary practitioners and traditional emergency responders (fire fighters, law enforcement, emergency medical personnel, etc.).</p>
<b>Target Audience</b>	<p>The AgERT course is intended for agricultural responders (veterinary, veterinary technicians, epidemiologists, animal care and USDA animal health technicians) affiliated either directly or indirectly with the USDA/APHIS community and traditional responders (police, fire, and emergency medical services) from Federal, State, local, or tribal entities.</p>
<b>Cost</b>	<p>No tuition fee. Travel and living are funded by the employees' respective unit office.</p>
<b>Contact</b>	<p>Mr. Gordon Harman, APHIS Liaison to CDP, (256) 847-2350,  <a href="mailto:Robert.G.Harman@aphis.usda.gov">Robert.G.Harman@aphis.usda.gov</a></p>
<b>Nominations</b>	<p>For nomination instructions and other pre-course requirements and recommendations, please contact Gordon Harman or go to:  <a href="http://www.aphis.usda.gov/animal_health/prof_development/wmd_basic.shtml">http://www.aphis.usda.gov/animal_health/prof_development/wmd_basic.shtml</a></p>



<b>Location</b>	VS Eastern Region Office, Raleigh, NC
<b>Course Purpose</b>	<p>By the end of this course, participants will be able to:</p> <ul style="list-style-type: none"><li>• Define the critical elements of an animal appraisal.</li><li>• Demonstrate the ability to review and describe the appraisal process to state personnel and producers, including a realistic timeframe for completion of the process.</li><li>• Demonstrate the ability to assemble the appropriate documentation and data necessary for a valid appraisal.</li><li>• Determine the validity and value of an appraisal conducted for VS by private appraisers.</li><li>• Input appropriate data into appraisal/indemnity calculators to determine estimated/projected values for budgetary purposes while final values are being determined.</li><li>• Serve as the local VS representative to assist in resolving discrepancies between initial appraisal and producer values through the compilation and verification of appropriate documentation and information.</li><li>• Demonstrate a basic appraisal skill set specifically related to the poultry industry:<ul style="list-style-type: none"><li>○ Commerical operation – inventory of operation utilizing appropriate bird classes, indemnity calculator, and determination of estimated values for comparison to producer value.</li><li>○ Live bird markets – knowledge of of appropriate documentation to review and evaluate in the determination of values and the validity of counter proposals.</li><li>○ Backyard flocks – knowledge of process and resources necessary to evaluate backyard flocks, including cost comparisons, for determination of value.</li></ul></li><li>• Describe the basic appraisal paperwork and flow of information from field to payment of producer.</li><li>• Recognize and comprehend the role of an appraisal group during an animal health incident involving poultry, as well as the expectations of Animal Health Technicians (AHTs) as lead appraisers during such an event.</li></ul>