**Certification Training for NCIMS Aseptic Program for Milk and Milk Products and Administration of the Exam**

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The National Conference on Interstate Milk Shipments (NCIMS) Aseptic Program Committee (APC) offers this mandatory on-line training course to State Regulatory, State Rating Officers and FDA Milk Specialists under the NCIMS Aseptic Program (AP) and encourages aseptic processing plant staff to complete the training. All regulatory entities under the NCIMS Program must successfully complete the mandatory AP training and pass the exam to obtain certification.

Aseptic training for State Regulatory, State Rating Officers and FDA Milk Specialists is required to conduct inspections, state ratings, and federal check ratings of aseptic milk plants. Aseptic processing plant staff who operate aseptic processing and aseptic packaging equipment are encouraged to take this training.

**Course Description**

This course offers training for the NCIMS Aseptic Program for Grade “A” Milk and Milk Products. The course covers an overview background of the NCIMS Aseptic Program, the Process Authority, Low Acid Canned Foods (LACF) Regulations and the FDA’s Implementation and Enforcement Strategy, PMO Aseptic Dairy Plant Responsibilities, NCIMS ASEPTIC PROGRAM (AP) Responsibilities of FDA Milk Specialist, AP Regulatory/Rating/Check Rating Training Responsibilities of State Regulatory, and Rating/Check Rating Procedures.

Note: The Aseptic Program Training is in the process of being updated. The material is under review and an updated version is expected in mid-2021 that will include CFR references and forms that have changed.

**How do I complete the course?**

**Training Course Registration**

The Aseptic Program Training Course is open to all.

* Preferred browsers are Mozilla Firefox and Google Chrome.
* Complete Registration or Login into the system.
* Remember your login and password.
* You will receive a “ping’ back to your email for your registration.
* Click “View” to enter the training portal.
* You must view all the slides in each topic to complete the topic and move to the next.
* A check mark will appear in the box to the left of the topic once you have completed it.
* You may need to refresh your browser window for the check mark to appear.

**Test and Certification Requirements**

Student:

* Submit the name, title and contact information for the person who will be taking the training and exam to Roger Hooi at [roger.hooi@dfamilk.com](mailto:roger.hooi@dfamilk.com)

Proctor:

* Submit the name, title/position, email address, and contact information of the person proctoring the exam to Roger Hooi at [roger.hooi@dfamilk.com](mailto:roger.hooi@dfamilk.com). Test directions will be provided to the Proctor.
* The person administering the exam cannot be the one that is taking the exam.
* The Proctor should be someone who has taken the exam and passed or a superior or supervisor of the student taking the exam.
* Once confirmation for the person administering the exam is received, details will be provided to the student for the course, and directions will be sent to the proctor.

Launch the NCIMS Grade “A” Milk and Milk Products Aseptic Program Training Course:

[Launch the Aseptic Program Training Course](https://collaboration.fda.gov/ncims_training/event/event_info.html)

See references in the [Grade “A” Pasteurized Milk Ordinance](https://www.fda.gov/food/milk-guidance-documents-regulatory-information/national-conference-interstate-milk-shipments-ncims-model-documents) (PMO):

* Appendix A. Definitions relative to Aseptic LACF and Fermented High-Acid Shelf-Stable Milk and/or Milk Products.
* Appendix S. Aseptic Processing and Packaging Program, Retort Processed After Packaging Program and Fermented High-Acid Shelf-Stable Processing and Packaging Program.

**Troubleshooting Tips for the NCIMS Aseptic Program Training Course**

**Issue 1: Difficulty accessing or navigating through the training course**

**Possible Solution: Verify the minimum system requirements**

There are minimum system requirements that must be in place in order to access and complete the course. Please verify that the computer or device you are using meets the minimum requirements described on the Course landing page. If you are using an outdated browser, please consider updating it.

**Possible Solution: Update Your Browser**

To ensure the best experience with the web module, update your browser to the latest version. If you still experience trouble with the module, try completing it in a different web browser. Instructions for updating and download links for common browsers are provided below.

**Mozilla Firefox (preferred)**

Update Mozilla Firefox:

* Click the Help menu
* Select About Firefox
* Click the Check for updates button

**Google Chrome (preferred)**

Update Google Chrome:

* Click the three dots button to the right of the address bar
* Select Help
* Select About Google Chrome
* The browser will begin updating itself
* Close and re-open Chrome to complete the update

**Internet Explorer**

Update Internet Explorer:

* Click the Gear icon in the upper right corner of the browser
* Select About Internet Explorer
* Complete the updates

**Issue 2: Not certain if you are using the most current version of the NCIMS Aseptic Program Training**

The module available from the NCIMS Aseptic Program Training Modules webpage has required updating to address certain technical difficulties. If you have had difficulties in prior attempts to complete the course and are now returning to the module, we recommend the following possible solutions.

**Possible Solution: Clear the History, Cache and Cookies related to the module**

Your computer may be deploying an older version of the course from its memory. To complete the newest version of the module, you need to clear the computer’s history, cache, and cookies. Below are instructions for clearing your computer’s history, cache, and cookies in common browsers.

**Mozilla Firefox**

* Click the History menu
* Select Clear Recent History
* Select Everything from the time range
* Click Clear Now

**Google Chrome**

* Click the three dots button to the right of the address bar
* Select the History menu
* Select History
* Click Clear browsing data on the left side of the screen
* Check all the options
* Click Clear Browsing Data

**Internet Explorer**

* Click the Gear icon in the upper right corner of the browser
* Select Safety
* Select Delete Browsing History
* Check all items
* Click the Delete button

**Accessibility**

If you are visually impaired and use assistive technology to complete the course, you will need to ensure your internet browser and installation of JAWS are up to date. Please ensure your system meets the following requirements:

* JAWS 16 or later
* Internet Explorer 11 or later

If you have questions or concerns about this course content, please submit an inquiry to Roger Hooi at [roger.hooi@dfamilk.com](mailto:roger.hooi@dfamilk.com)