



**COMMONWEALTH of VIRGINIA**  
**DEPARTMENT OF HEALTH**  
**DIVISION OF SHELLFISH SANITATION**

Marissa J. Levine, MD, MPH, FAAFP  
State Health Commissioner

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Dear Shellfish Dealer:

The National Shellfish Sanitation Program guidelines require training and education programs for all shellfish harvesters and certified dealers. This training program is currently being implemented in Virginia and is required for all 2015 shellfish permits and licenses with Virginia Marine Resource Commission (VMRC) and the Virginia Department of Health (VDH), Division of Shellfish Sanitation (DSS). The training is free and will be required every two years in Virginia. Completion of the training is a pre-requisite for 2015 licensing and certification. The intent is to increase the awareness of temperature control and food handling practices for shellfish to minimize the growth of *Vibrio* bacteria.

**The Shellfish Dealer training module is now available online. If you attended the in person training this past year (or at the Aquaculture Conference in 2013), or you are planning on participating in one of the December 2014 in person sessions, you do not have to complete the online training module for shellfish dealers.**

This educational requirement for shellfish dealers is in addition to HACCP requirements. Shellfish dealers must obtain this training within 90 days of initial licensing in order to be listed on the interstate certified shellfish shippers list (ICSSL). At a minimum, one individual from each shellfish dealer operation shall obtain the required training.

To access the online training, you will need to go to the website, <https://va.train.org>. You must have a valid email address to complete this online course. On the website home page for TRAIN, you will see on the top of the page a link entitled "How to create a TRAIN account". You will need to follow the instructions once you open the link to create your account which will involve a unique user ID and password. Included in this mailing is also a reference document to assist with setting up your account. Once you have created your account, you can locate the Shellfish Dealer Course by either searching the course name or entering the unique course ID number:

Course Name: **VDH: Shellfish Dealers Training Program** Course ID: **1054082**

In following the course flow, everyone will need to listen and view the first section of slides. After the introductory period, you may select what type of shellfish dealer you are based on your certification number (shucker packer -SP, shellstock shipper- SS, Repacker-RP or Reshipper-RS), and complete only that section. For example, if your dealer certification number is VA 000SS, then you would need to select the Shellstock Shipper segment. On the next to the last slide you will see a blank certificate. If you wish to have a paper certificate, you will need to type in your name and print and/or save your certificate from that page while you have the course open and running. Instructions on how to do both are on the included set of instructions. Once you complete the course, we will have a record here in the Richmond VDH DSS central office. Please allow one hour for the training.

The Harvester Training is required prior to purchasing 2015 VMRC shellfish licenses and permits. It can be completed online. The Harvester Training can be found online at: <https://webapps.mrc.virginia.gov/public/training/register.php>.

**Please note all questions related to the harvester training should be directed to VMRC.**

In the meantime, if you would like to attend one of the final in person training sessions, the information is also included. If you have any questions or need assistance regarding the Shellfish Dealer training, please contact me at (804) 864-7484 or email me at [Danielle.schools@vdh.virginia.gov](mailto:Danielle.schools@vdh.virginia.gov).

Sincerely,



Danielle Schools, Plant Program Manager  
Division of Shellfish Sanitation  
Virginia Department of Health

Enclosures

# Creating a TRAIN account for Shellfish Dealers

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- *Complete the standard entries below. Follow the specific guidance identified by underlined text below*

Login Name

Password

Confirm Password

First Name

Last Name

Position Title

Telephone (daytime)

Email You must have a valid email address

Confirm Email

Organization name Enter your company name

Department / Division Enter your VDH/DSS certification number. If you don't have one, enter "in progress"

Address

Country

State / Territory

City / Township /Town

Zip code / Postal code

County

Please choose your secret question and provide a ONE WORD answer.

Question

Answer

**\*Before moving on - look on the right hand side of the page. Select the checkbox to receive emails from TRAIN. You will not receive SPAM email from this training database. Email addresses will be used to confirm course completion and to disseminate information from the VDH Shellfish office.**

GROUP SELECTION:

Next to "**State Portal**" Select the box labeled "Select Groups"

From the dropdown menu, select "Not a Virginia Certified EMS Provider"

Select "State Agency" and under department, select "Department of Health"

CHOOSING A ROLE:

Scroll to the bottom of the page and check the box next to "Other"

Tab over to the right-hand column and type in "shellfish dealer"

Moving forward you can skip the demographic information sections.

For the "work setup" choose **private industry**

CERTIFICATE:

After completing the training, the last slide is a Certificate of Shellfish Dealer Education Training.

Type in your name(s) and select "Print" from the "File" Tab at the top of the screen.

Continue by selecting your printer. If you do not have a printer, you can continue by selecting "Adobe pdf" and then selecting the "print" button. This will save the certificate on your computer under the file name "Dealer\_Education\_IS".

## IN-PERSON TRAINING OPPORTUNITIES – preregistration is required

December 8, 2014	December 10, 2014	December 12, 2014
3:30 pm – 6:30 pm	1:00 pm – 4:00 pm	1:00 pm – 4:00 pm
<a href="#">RCC Warsaw</a>	<a href="#">ESCC</a>	<a href="#">VIMS</a>
Lecture Hall (Rm. 122 in the main building)	Lecture Hall (Main building - on the right when entering campus)	Watermen’s Hall Auditorium
52 Campus Drive	29300 Lankford Highway	1208 Greate Road
Warsaw	Melfa	Gloucester Point
<b>Agenda:</b>	<b>Agenda:</b>	<b>Agenda:</b>
3:30 pm Dealers	1:00 pm Dealers	1:00 pm Dealers
5:30 pm Harvesters	3:00 pm Harvesters	3:00 pm Harvesters

***Harvesters must provide: Full name, VMRC ID and date of birth***

Call or email: Karen Hudson at VIMS 804-684-7742 - [khudson@vims.edu](mailto:khudson@vims.edu)  
 Danielle Schools, VDH/DSS 804-864-7484 - [Danielle.schools@vdh.virginia.gov](mailto:Danielle.schools@vdh.virginia.gov)