**Conference for Food Protection**

**2012 Issue Form**

**Internal Number: 079**

**Issue: 2012 II-014**

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| **Council Recommendation:** | Accepted asSubmitted |  | Accepted as Amended |  | No Action |  |
| **Delegate Action:** | Accepted |  | Rejected |  |  |  |

*All information above the line is for conference use only.*

**Title:**

Standards - Strengthening Exam Security

**Issue you would like the Conference to consider:**

The Food Protection Manager Certification Committee (FPMCC) proposes revisionsto theStandards for Accreditation of Food Protection Manager Certification Programs to significantly strengthen the examination security by modifying or creating standards to address the following recommendations from the FPMCC Workgroup.

* Exam Development - Increase the exam form item bank from 600 to 1000.
* Test Administrator/Proctor's Roles and Responsibilities - Clearly delineate all Test Administrator/Proctor roles and responsibilities.
* Training of Test Administrators/Proctors - Require the certification organizations to provide a training program for Test Administrators/Proctors based on learning objectives that reflect their roles/responsibilities.
* Verification of Test Administrators - Require certification organizations to notify ANSI when Test Administrator/Proctor has been removed.
* Exam Item Exposure - Require certification organizations to have a system to track all examinations (exam books and/or answer sheets).
* Exam Shipping and Handling - Restructure Standards to include provisions that ensure security for all shipping and handling of exams by certification organizations and Test Administrators/Proctors.
* Test Sites - Require a private room accessible only to Test Administrator/Proctor/Examinees during test administration.
* Certificates - Require certification organizations to have a system to provide verification to the current validation of individual certificates.
* Advertising Standards - Test Administrator/Proctor cannot make statements or claims, nor have affiliation with any organization making statements or claims such as guarantees of passing the exam.
* Management Systems - Include a new section to the Standards that contains requirements for the implementation of management systems that include document control, internal audits, and management review.

**Public Health Significance:**

Food establishments have fewer critical risk factors according to the CDC as stated in the endorsement letter to the Conference for Food Protection (dated April 5, 2006, and referenced on the Conference website) when food establishments employ managers who have a Food Protection Manager Certification in accordance with the Conference for Food Protection's Standards. http://www.foodprotect.org/media/managercert/MTTC\_cdc\_endorse.pdf

**Recommended Solution: The Conference recommends...:**

approval of revisions to the Standards for Accreditation of Food Protection Manager Certification Programs to address examination security and increase the credibility of the Food Protection Manager Certification.

All language and modifications are contained within attached document titled: "Recommended Solutions - Strengthening Exam Security" extracted from the document titled "Standards for Accreditation of Food Protection Manager Certification Programs with Committee Proposed Revisions" which is attached to the Issue titled "Report - FPMCC."

**A summary of the changes include:**

A. In the Preamble, revise the "Modifications and Improvements" section.

B. In "Section 1.0 - Definitions" - add specified definitions.

C. In "Section 4.0 - Food Safety Certification Examination Development" - revise Subsections 4.1 and 4.17 and move the components of 4.18 to Section 5.

D. In "Section 5.0 - Food Safety Certification Examination Administration" - reorganize, revise, replace, and add subsections as noted.

E. In "Section 7.0 - Certification Organization Responsibilities to Candidates and to the Public" - replace sections 7.3 and 7.4 with a new section.

F. Add a new "section 9.0 - Management Systems."

The Conference also recommends that the revised Standards for Accreditation of Food Protection Manager Certification Programs be posted to the CFP web site.

**Submitter Information:**

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**Attachments:**

* "Recommended Solutions - Strengthening Exam Security"

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.