Committee Final Reports are considered DRAFT until acknowledged by Council or accepted by the Executive Board

COMMITTEE NAME: *Food Protection Manager Certification Committee (FPMCC)*

DATE OF FINAL REPORT: *10.31.19*

COMMITTEE ASSIGNMENT: ☐ *Council I*   X *Council II*   ☐ *Council III*   ☐ *Executive Board*

REPORT SUBMITTED BY: *Sean Dunleavy, Chair and Sharon Wood, Vice Chair*

COMMITTEE CHARGE(S):
The FPMCC exists to carry out charges assigned via the Conference Issue process and from the Conference Executive Board relating to food protection manager certification. The objective of this standing committee is to adopt sound, uniform accreditation standards and procedures that are accepted by the Conference while ensuring that the conference Standards for Accreditation for Food Protection Manager Certification programs and the accreditation process are administered in a fair and responsible manner.

COMMITTEE WORK PLAN AND TIMELINE:
The standing charge for this committee is stated above and work on this charge began with a conference call in September 2018. This initial call in September was used to welcome committee members and align on committee activities and outputs.

COMMITTEE ACTIVITIES:

1. September 18, 2018   Conference Call

    October 23-24, 2018   Face to Face meeting – San Diego, CA

    March 26, 2019   Conference Call

    April 11 – 12, 2019   Face to Face meeting – Austin, TX

    September 9, 2019   Conference Call

    October 15 – 16   Face to Face meeting – Pittsburg, PA

2. ***Overview of committee activities:*** While there were no new charges for the FPMCC, the standing charges were completed as follows:

- The Standards Workgroup of the FPMCC completed their work under the leadership of Kate Piche. The Workgroup did this through email assignments, meeting twice in person during the FPMCC face to face meetings and holding one web conference on July 31, 2019. The Standards for Accreditation of Food Protection Manager Certification Programs was reviewed, edited and discussed. Among the recommended changes will be changing the title word "Standards" to read "Standard". If approved, this will have affects on other CFP references made to this document. (See Issue 1: Attachment III_CFP Food Protection Manager Certification Standards version 1.9.2020)

- The Bylaws Workgroup of the FPMCC completed their work under the leadership of Jeff Hawley. The Workgroup had calls on 3/19, 4/3, 5/22 and 6/13. Additionally, they met in person on 4/11 during our FPMCC meeting. Most of the work was done by email correspondence. New language was added in Article VI, Sections 2 and 5. This Workgroup was also assigned the task of reviewing and making recommendations to the Board regarding the contract between CFP and ANSI. This work was completed, reviewed with the Committee and presented to the Board at the Fall Board meeting for actions and next steps. (See Issue 1: Attachment IV_Revised FPMCC Bylaws 2019)

- The Communications Workgroup of the FPMCC was led by Tara Paster Cammarata. The focus of this Workgroup was to continue to build upon the informational PowerPoint deck that was approved last biennium to be posted on the CFP website. Four teams were formed as follows:
    Team 1: - Define and create illustrations for Certificate vs. Certification and Food Employee vs. Person-in-Charge
    Team 2: - FAQ review and update – *(See below for Board Request)*
    Team 3: - Information Sharing PowerPoint – *(See below for Board Request)*
    Team 4: - Information Outreach Plan: Abstract Submission – *(See below for Board Request)* – A CFP member survey was created and approved by the FPMCC for submission to the Board. The request is that this survey be distributed by Board leadership prior to the 2020 Biennial Meeting and data be collected to assist in better understanding educational outreach preferences of members. The FPMCC has a psychometrician on the committee that has offered to collect and analyze the data and report back to the Board as appropriate.

The survey is the first step prior to developing the Information Outreach Plan and this will be completed in the next biennium. The Information Outreach Plan will include various elements such as social media, links, blog, other organizations (interaction to leverage distribution channels).

A call with the Board leadership on recommended next steps will determine follow up actions. (See Issue 1: Attachment V_FPMCC Communication Outreach PowerPoint 10.24.19)

- The Logistics Workgroup of the FPMCC was lead by Geoff Luebkemann. The Workgroup conducted approximately 24 vendor calls during this biennium to plan and execute FPMCC meetings on 10-23-2018 (San Diego), 04-11-2019 (Austin), and 10-15-2019 (Pittsburgh). Additionally, Logistics produced meeting minutes for each of these meetings as well as conference call meetings conducted on 09-18-2018 and 09-09-2019. Lastly, on 10-15-2019 Logistics surveyed the FPMCC members present for the FPMCC 2019 Fall Meeting (Pittsburgh) to obtain feedback on FPMCC meeting planning, communication, and execution.

3. *Charges <u>COMPLETED</u> and the rationale for each specific recommendation:*
See above

4. *Charges INCOMPLETE and to be continued to next biennium:*
 Not Applicable

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:
- □ *No requested Executive Board action at this time; all committee requests and recommendations are included as an Issue submittal.*

1. To repost the Educational PowerPoint on the CFP website with newly added notes in the notes section of slides.

2. To review the revised FAQ document which was edited and updated and if approved, post on the CFP website.

3. Review a proposed CFP member survey and if approved, distribute prior to the upcoming 2020 Biennial meeting.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:
1. **Issue #1: Report – Food Protection Manager Certification Committee**
 List of content documents submitted with this Issue:
(1) **Committee Final Report (see attached PDF)**
(2) **Committee Member Roster (see attached PDF)**
(3) **CFP FPMCC Standards Version 1.9.2020 (see attached PDF)**
(4) **FPMCC Bylaws 2019 (see attached PDF)**

2. **List of supporting attachments: □ No supporting attachments submitted**
- **2018 Fall Conference Call Minutes**
- **2018 Fall Meeting Minutes – San Diego**
- **2019 Spring Meeting Minutes - Austin**
- **2019 Fall Meeting Minutes – Pittsburgh**
- **FPMCC CFP Communication Outreach PowerPoint 10.24.19**
- **Revised FAQ for CFP Website 10.24.19**

3. **Committee Issue #2**:

 FPMCC Standards for Accreditation of Food Protection Manager Certification
4. **Committee Issue #3**

 FPMCC - Bylaw Revisions

Committee Name: FOOD PROTECTION MANAGER CERTIFICATION revised 09-23-2019

Last Name	First Name	Position	Vote / Non-vote	Constituency	Employer	City	State	Telephone	Email
Dunleavy	Sean	Chair	Non-Voting	State Regulator	Michigan Department of Agriculture and Rural Development	Lansing	MI	517-243-8895	dunleavys@michigan.gov
Wood	Sharon	Vice Chair	Voting	Retail Food Industry	H-E-B	San Antonio	TX	210-938-6511	wood.sharon@heb.com
Algeo	Susan	Member	Voting	Food Industry Support	Savvy Food Safety, Inc.	MD	MD	855-644-3787	susan@savvyfs.com
Anderson	Tom	Member	Voting	CERT ORG - 360 new	360 Training	Austin	TX	512-212-7343	tom.anderson@360training.com
Borwegen	Dawn	Member	Voting	State Regulator	Wyoming Department of Agriculture	Dubois	WY	307-455-3144	dawn.borwegen@wyo.gov
Chapman	Bryan	Member	Voting	Food Industry Support - CERT ORG	StateFoodSafety	Orem	UT	801-494-1879	bchapman@statefoodsafety.com
Daniel	Justin	Member	Voting	Local Regulator	Lincoln-Lancaster County Health Department	Lincoln	NE	402-441-8033	jdaniel@lincoln.ne.gov
Davis	Shana	Member	Voting	Retail Food Industry	The Kroger Company	Nashville	TN	859-619-0640	shana.davis@kroger.com
Dela Cruz	Hector	Member	Voting	Local Regulator	Los Angeles County Environmental Health	Panorama City	CA	818-672-2230	hsdelacruz@gmail.com
Derr	Samuel	Member	Voting	TRAINING (he incorrectly listed Academia)	Elite Food Safety Training	Naperville	IL	630-776-3430	sderr@elitefoodsafety.com
Guzzle	Patrick	Member	Voting	AT LARGE	Consultant / Training		ID	208-371-0485	plguzzle@gmail.com
Halbrook	Courtney	Member	Voting	Food Service Industry	Topgolf	Dallas	TX	704-236-0890	courtney.halbrook@topgolf.com
Hawley	Jeff	Member	Voting	Retail Food Industry	Harris Teeter	Matthews	NC	704-844-3098	jhawley@harristeeter.com
Hussein	Sima	Member	Voting	Food Industry Support - INDEPENDENT	Ecolab	Greensboro	NC	336-931-2625	sima.hussein@ecolab.com
Kender	Linda	Member	Voting	ACADEMIA	Johnson & Wales University, CCA	Providence	RI	401-598-1278	lkender@jwu.edu
Kramer	Gina	Member	Voting	Food Industry Support - AT LARGE	Savour Food Safety International, Inc.	Worthington	OH	614-507-5105	gina@savourfoodsafety.com

Luebkemann	Geoffrey	Member	Voting	Food Service Industry	Florida Restaurant & Lodging Association	Tallahassee	FL	850-224-2250	gluebkemann@frla.org
Corchado	Liz	Member	Voting	Food Industry Support - CERT ORG	National Registry of Food Safety Professionals	Orlando	FL	407-352-3830 ext. 48126	lcorchado@nrfsp.com
McMillion	Ryan	Member	Voting	Food Industry Support - CERT ORG	Prometric	Canton	MD	443-455-6244	ryan.mcmillion@prometric.com
Paster	Tara	Member	Voting	Food Industry Support - TRAINING	Paster Training, Inc.	Gilbertsville	PA	610-970-1776	tara.paster@pastertraining.com
Piche	Kate	Member	Voting	Food Industry Support - CERT ORG	National Restaurant Association / ServSafe	Chicago	IL	312-261-5348	kpiche@restaurant.org
Quam	Susan	Member	Voting	Food Industry Support - AT LARGE	Wisconsin Restaurant Assoc.	Madison	WI	608-270-9950	squam@wirestaurant.org
Roughan	George	Member	Voting	Food Industry Support - TRAINING	TAP Series	Westlake Village	CA	818-889-8799 x 101	gr@tapseries.com
Smith	Melissa	New proposed Member post sign up via Dave		Food Industry Support At Large	eFoodHandlers	Portland	OR	503-729-5667	melissa.smith@efoodhandlers.com
Smith	Terri	Member	Voting	Retail Food Industry	Publix Supermarkets	Lakeland	FL	813-404-6111	terri.smith2@publix.com
Straughn	Ki	Member	Voting	Local Regulator - AT LARGE	Public Health Seattle & King County	Bellevue	WA	206-263-8088	kstraughn@kingcounty.gov
Tyjewski	Susan	Member	Voting	Food Service Industry - FOODSERVICE	CKE Restaurants Holdings, Inc.	Rancho Cucamonga	CA	714-254-4552	styjewski@ckr.com
Beckham	Renee	Member	Voting	Local Regulator	Houston Health Department	Houston	TX	832-393-5133	Renee.beckham@houstontx.gov
Brown	Lydia	Member	Voting	State Regulator - AT LARGE	RIDOH Center for Food Protection	Providence	RI	401-222-7723	lydia.brown@health.ri.gov
Hilton	DeBrena	Member	Voting	Local Regulator - AT LARGE	Tulsa Health Department	Tulsa	OK	918-595-4302	dhilton@tulsa-health.org
Sweet	Bridget	Member	Voting	Academia	Johnson & Wales	Providence	RI	774-434-5146	bridget.sweet@jwu.edu
Jensen	Joyce	Member		ACAC Representative	Local Regulator - retired		NE	423-316-1838	jljensen56@live.com
Albrecht	Julie	Member		ACAC Representative	Dept. of Nutrition and Health Sciences, University of Nebraska -	Lincoln	NE	402-464-2702	jalbrecht1@unl.edu

Krishna	Vijay	Member		ANSI Representative	ANSI		WA	202-331-3614	vkrishna@ansi.org
Woodley	Cindy	Member		Advisor/Consultant	Professional Testing		FL	407-264-2993	cdwoodley@proftesting.com
Conley	Mark	Member	Voting	Food Industry Support	National Restaurant Association	Chicago	IL	312-676-7106	mconley@restaurant.org
Baker	Michael	Member	Alternate	Food Industry Support - CERT ORG	National Registry of Food Safety Professionals	Chicago	IL	312-651-5783	mbaker@restaurant.org
Wittry	Beth	Member		Federal Govt	CDC			770-488-7333	Xks5@cdc.gov
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Conference for Food Protection

Standards for Accreditation of
Food Protection Manager Certification Programs

Preamble

The Conference for Food Protection, hereinafter referred to as the CFP, is an independent voluntary organization that has identified the essential components of a nationally recognized Food Protection Manager *Certification* Program and established a mechanism to determine if *certification organizations* meet ~~these~~ this Standards. The CFP Standards for *Accreditation* of Food Protection Manager *Certification* Programs ~~are~~ is intended for all *legal entities* that provide *certification* for this profession. The Standards ~~have~~ has been developed after years of CFP's research into, and discussion about, Food Protection Manager *Certification* Programs.

All *certification organizations* attesting to the *competency* of Food Protection Managers, including *regulatory authorities* that administer and/or deliver *certification* programs, have a responsibility to the individuals desiring *certification*, to the employers of those individuals, and to the public. *Certification organizations* have as a primary purpose the evaluation of those individuals who wish to secure or maintain Food Protection Manager *Certification* in accordance with the criteria and Standards established through the CFP. *Certification organizations* issue *certificates* to individuals who meet the required level of *competency*.

The professionals involved in the credentialing process for *Certified Food Protection Managers* shall recognize that the justification for regulating entrance to the occupation of *Certified Food Protection Manager* is to:
- protect and promote food safety for the welfare of the public;
- ensure that the responsibility and liability for overseeing the protection of safety and welfare of the public lies with those governmental jurisdictions at the Federal, state and local levels having the power to set forth laws regulating entrance to and performance in this occupation;
- ensure that the rights of the public at large and of those members of the public who wish to enter this occupation shall be balanced in terms of fairness and due process in the form of a credentialing process for admitting qualified persons to perform in that occupation; and
- ensure that the *validity* of the credentialing process for *Certified Food Protection Manager* is dependent on unbiased application of all aspects of that process, requiring careful determination of the competencies necessary to prevent foodborne illness,

unbiased education and training for acquisition of those competencies, and fair assessment practices to ensure that individuals have achieved mastery of the competencies.

Therefore, professionals involved in the credentialing process for *Certified Food Protection Manager* accept responsibilities based on these considerations.

The CFP Standards ~~are~~ is based on nationally recognized principles used by a variety of organizations providing *certification* programs for diverse professions and occupations. *Accreditation*, through the process recognized by CFP, indicates that the *certification organization* has been evaluated by a third-party *accrediting organization* and found to meet or exceed all of the CFP's established Standard~~s~~.

To earn *accreditation*, the *certification organization* shall meet the following CFP Standard~~s~~ and provide evidence of compliance through the documentation requested in the application. In addition, the *certification organization* shall agree to abide by *certification* policies and procedures, which are specified by the CFP Food Protection Manager *Certification* Committee, hereinafter referred to as the FPMC Committee, approved by the CFP, and implemented by the *accrediting organization*.

The *accrediting organization* shall verify and monitor continuing compliance with the CFP Standard~~s~~ through the entire *accreditation* period. The CFP FPMC Committee will work directly with the *accreditation organization* to enhance and maintain *certification* policies and procedures that meet the specific needs of Food Protection Managers while ensuring a valid, reliable and *legally defensible* evaluation of *certification* programs.

The American National Standards Institute (ANSI) was selected as the *accrediting organization* for the CFP Standard~~s~~ for *Accreditation* of Food Protection Manager *Certification* Programs and assumed its duties in January 2003. The CFP FPMC Committee continues to work within the Conference structure to monitor the criteria and selection process for the organization serving as the accrediting body for Food Protection Manager *Certification* Programs.

The CFP strongly encourages regulatory authorities and other entities evaluating credentials for Food Protection Managers to recognize and endorse these Standards and the *accreditation* process. The CFP Standard~~s~~ for *Accreditation* of Food Protection Manager *Certification* Programs provides the framework for universal acceptance of individuals who have obtained their credentials from an *accredited certification program*. In the U.S Food and Drug Administration's Food Code, hereinafter referred to as the

FDA Food Code, Section 2-102.20 recognizes Food Protection Manager *certificate*s issued by an *accredited certification program* as one means of meeting the FDA Food Code's "Demonstration of Knowledge" requirement in Section 2-102.1~~.~~ and as satisfying the requirement of section 2-102.12 for the Person in Charge to be a certified food protection manager.

Please note that words that appear in italics are defined terms.

Modifications and Improvements

The FPMC Committee followed the Conference directive to use the 1996 conference working document, Standards for Training, Testing and *Certification* of Food Protection Managers, in the development of accreditation standards. Extensive revision of this document was presented to CFP's 2012 Biennial Meeting of the Conferences for Food Protection under the title, Standards for *Accreditation* of Food Protection Manager *Certification* Programs.

The charge to the FPMC Committee from the 2010 Biennial Meeting of the Conference for Food Protection resulted in revisions to the Standards to enhance the integrity of the entire examination process, which included identification and analysis of root causes of security violations and implementation of solutions.

The revision and reformatting of the document were made after a comprehensive FPMC Committee review of each section. This revision of the Standards for *Accreditation* of Food Protection Manager *Certification* Programs:

1. adds and improves definitions that are more precise and more consistent with terminology and definitions used in the *psychometric* community and by *accreditation* organizations;
2. reorganizes Standards to eliminate duplication and align with purpose;
3. modifies or creates Standards to better address professional credibility and training of *test administrators/proctors*; handling of examination packages; shipping irregularities; location (site) irregularities; and breach of the *certification organization*'s *test administrators/proctor's* protocols and requirements;
4. uses "*test administrator/proctor*" in the Standards to indicate duties for both "*test administrator*" and "*proctor;*" and
5. adds a standard for management systems.

Annexes

Annex A is the result of the deliberation and recommendations from the FPMCC from the 2016 Biennial Meeting of the Conference for Food Protection, and represents the process and requirements for CFP to recognize a certification body that is accredited by ANSI under the ISO/IEC 17024 STANDARD.

The annex located at the back of the document Annex B is NOT not part of the Standards, but provides information to guide those responsible for implementing or reviewing Food Protection Manager *Certification* Programs. The This annex provides guidelines for specific responsibilities that affect the effective implementation of the Conference Standards for *Accreditation* of Food Protection Manager *Certification* Programs.

Annex B A provides guidance to regulatory authorities that incorporate Food Protection Manager *Certification* as part of their requirements to obtain or retain a permit to operate. The CFP Standards for *Accreditation* of Food Protection Manager *Certification* Programs is designed to be a set of voluntary unifying national standards providing a mechanism for the universal acceptance of food protection managers who obtain their *certificate*s from an *accredited certification program*.

Over the past twenty-five years, many regulatory authorities have developed their own Food Protection Manager *Certification* Programs. This has resulted in a variety of ~~S~~standards for *certification* programs. The CFP ~~national~~ Standard~~s~~ for universal acceptance of *Certified Food Protection Manager*s provide regulatory authorities reliable and *legally defensible* criteria for evaluating *certification* programs. In addition, they eliminate duplication of testing and additional cost for the industry.

Regulatory authorities that may not be in a position to eliminate their existing programs are encouraged to recognize food protection managers certified in accordance with ~~these~~ this Standard~~s~~ as fulfilling their program requirements. Annex ~~A~~ B provides additional guidance, developed through the CFP, for the implementation of these regulatory *certification* programs.

TABLE OF CONTENTS

Page

TABLE OF CONTENTS (continued)

SECTION 1.0 - DEFINITIONS

1.0   **Definitions.**

1.1   **Accreditation** means that an *accrediting organization* has reviewed a Food Protection Manager *Certification* Program and has verified that it meets Standards set by the CFP as set forth in this document. (a review of a *certification organization* by an independent organization using specific criteria, to verify compliance with the Food Protection Management *Certification* Program Standards).

1.2   **Accrediting organization** means an independent organization that determines whether a Food Protection Manager *Certification* Program meets the Standards set by the CFP.

1.3   **Accredited certification program** means a Food Protection Manager *Certification* Program that has been evaluated and listed by an *accrediting organization* as being in conformity with accepted by the CFP and has met the CFP Standards for such programs as set forth in this document. This does not refer to training functions or educational programs.

   A.   refers to the *certification* process and is a designation based upon an independent evaluation of factors such as the sponsor's mission; organizational structure; staff resources; revenue sources; policies; public information regarding program scope, *continued proficiency*, discipline, and grievance procedures; and examination development and administration.

   B.   does not refer to training functions or educational programs.

1.4   **Algorithm** means a set of procedures or rules pertaining to the selection of questions on an examination.

1.5   **Certificate** means documentation issued by a *certification organization*, verifying that an individual has complied with the requirements of an *accredited certification program*.

1.6   **Certification** means the process wherein a *certificate* is issued.

1.7   **Certification organization** means an organization that provides a *certification* program and issues the *certificate*.

1.8   **Certified Food Protection Manager** means a person who has successfully passed an *accredited* food safety certification examination accredited under these Standards, demonstrating that he/she has the *knowledge, skills and abilities (KSA's)* required to protect the public from foodborne illness.

1.9   **Competency** means a defined combination of *knowledge, skills and abilities (KSA's)* required in the satisfactory performance of a job.

1.10   **Competency examination** means an instrument that assesses whether an individual has attained at least ~~a~~ the minimum level of *competency* ~~that has been determined to be~~ necessary to perform effectively and safely in a particular occupation or job. ~~It shall be based on a thorough analysis of requirements for safe and effective performance~~.

1.11   **Computer-adaptive testing (CAT)** means a method of *computer-based testing* that uses *algorithm*s ~~based on the statistics of the examination questions~~ to select *items* at various difficulty levels to determine ~~the~~ an *examinee's* proficiency ~~by selecting *item*s at various difficulty levels~~.

1.12   **Computer-based testing (CBT)** means an examination administered on a computer.

1.13   **Continued proficiency** means a *certification organization's* process or program designed to assess continued *competence* and/or enhance the *competencies* of *Certified Food Protection Managers*.

1.14   **Demographic data**, in this context, means the ~~statistical data of a population, especially the data concerning age, gender, ethnic distribution,~~ geographic distribution, education, credentials, stakeholder representation, and other relevant ~~or other information that will describe the~~ characteristics of the referenced group.

~~**1.15**   **Educator,** in this instance, means a teacher in a secondary or post-secondary program leading to a degree or *certificate* in a course of study that includes *competencies* in prevention of foodborne illness.~~

1.15   ~~**1.16**~~ **Entry level performance** means carrying out job duties and tasks effectively at a level that does not pose a threat to public safety but not necessarily beyond that level. ~~It requires safe performance of tasks expected of a worker who has had at least the minimal training (either in a formal school or on-the-job setting), but not long experience.~~

1.16   ~~**1.17**~~ **Equivalency** (in "equivalent examinations") means that ~~there is specific *psychometric*~~ statistical evidence demonstrates ~~that~~ the passing scores of various forms of an examination, assessing the same content, ~~cover the same content and their respective passing scores~~ represent the same degree of examinee competence.

1.17   ~~**1.18**~~ **Examination ~~A~~adaptation** means a process by which an examination is transformed from a source language and/or culture into a target language and/or culture.

1.18   ~~**1.19**~~ **Examination ~~B~~blueprint** means the plan that specifies how many questions from every job/task analysis content area must be included on each test form.

1.19   ~~**1.20**~~ **Examination ~~D~~developers** means the individuals involved in the process of creating the Food Safety *Certification* Examination**.**

1.20 ~~1.21~~ **Examination forms** means equivalent, alternate, and differing sets of *items,* compiled according to the same *examination blueprint* and ~~examination questions (with at least 25% alternate questions) to assess the same *competencies*,~~ conforming to the same *examination specifications*.

1.21 ~~1.22~~ **Examination Materials** means all ~~paper (ex. Examination booklet) or electronic versions and/or forms of the *food safety certification examination* and associated examination documents.~~ materials necessary for creating, disseminating, retrieving, administering, and grading examination items and forms.

1.22 ~~1.23~~ **Examination specifications** means the description of the specific content areas of an examination, stipulating the number or proportion of *item*s for each ~~area of~~ measured *competency*, the total number of scored and unscored items, the amount of time allotted to complete the exam, and requirements for receiving a passing score~~, and the level of complexity of those *item*s. The specifications are based on the *job analysis* and its verification~~.

1.23 ~~1.24~~ **Examination version** means an examination in which the exact set of *item*s in an *examination form* is presented in another order, language, manner, or medium.

1.24 **1.25 Examinee** means a person who takes an examination.

1.25 ~~1.26~~ **Exposure ~~P~~plan** means the policies and procedures in place to ensure that examination *item*s and forms are not made available to such a degree that their discrimination value is diminished ~~are not exposed to *examinees* or other people that may result in an examination *item* being memorized and/or shared~~.

1.26 ~~1.27~~ **Food establishment** ~~A. Food establishment~~ means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption as defined in the FDA Food Code 2017.
  ~~1) such as a restaurant, satellite or catered feeding location, catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people, market, vending location, conveyance used to transport people, institution, or food bank; and~~
  ~~2) that relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.~~

  ~~B. including:~~
  ~~1) an element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the *regulatory authority*; and~~
  ~~2) an operation that is conducted in a mobile, stationary, temporary or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.not including:an establishment that offers only prepackaged foods that are not potentially hazardous;a produce stand that only offers whole, uncut fresh fruits and vegetables;~~

~~3)~~ ~~a food processing plant; kitchen in a private home if only food that is not potentially hazardous is prepared for sale or service at a function such as a religious or charitable organization's bake sale if allowed by law and if the consumer is informed by a clearly visible placard at sales or service locations where the food is prepared in a kitchen that is not subject to regulation and inspection by the~~ *~~regulatory authority~~*~~;~~

~~4)~~ ~~an area where food that is prepared as specified in Subparagraph (C) of this definition is sold or offered for human consumption;~~

~~5)~~ ~~a kitchen in a private home, such as a small family day-care provider; or a bed-and-breakfast operation that prepares and offers food to guests if the home is occupied, the number of available guest bedrooms does not exceed six, breakfast is the only meal offered, the number of guests served does not exceed eighteen, and the consumer is informed by statements contained in published advertisements, mailed brochures, and placards posted at the registration areas where the food is prepared in a kitchen that is not regulated and inspected by the~~ *~~regulatory authority~~*~~; or a private home that receives catered or home-delivered food.~~

1.27 ~~1.28~~ **Food safety certification examination** means an examination in food safety approved in accordance with the provisions of this program.

1.28 ~~1.29~~ **Instructor** means an individual who teaches a course that includes *competencies* in prevention of foodborne illness. May also be called "educator" or "trainer."

1.29 ~~1.30~~ **Item** means an examination question.

1.30 ~~1.31~~ **Item bank** means all ~~of~~ the *item*s that have been developed for the several forms of an examination. It includes all ~~of~~ the *item*s available to create *examination forms*.

1.31 ~~1.32~~ **Item sequence** means the presentation order of examination *item*s in an examination.

1.32 ~~1.33~~ **Job Task A~~a~~nalysis** means the description of functions or tasks required for an individual to perform to entry-level standards in a specific job or occupation, including information about the attributes required for that performance. It defines the performance dimension of a job and includes *knowledge, skills and abili~~ti~~es (KSA~~'~~s)* necessary to carry out the tasks.

A. **Tasks** are the individual functions, whether mental or physical, necessary to carry out an aspect of a specific job.

B. **Knowledge, skills, and abilities (KSAs)** include the information and other attributes that the worker shall possess in order to perform effectively and safely. They include information and understanding as well as learned behaviors and natural attributes.

1.33 ~~1.34~~ **Legal entity** means an organization structured in a manner that allows it to function legally and be recognized as a responsible party within the legal system.

1.34   ~~1.35~~ **Legally defensible** means the ability to withstand a legal challenge to the appropriateness of the examination for the purpose for which it is used. ~~The challenge may be made by actual or *potential examinees* or on behalf of the public. *Examinees'* challenges may pertain to perceived bias of the examination or inappropriately chosen content. Challenges on behalf of the public may claim that the examination does not provide adequate measures of an *examinee's knowledge, skills and abilities (KSA's)* required to protect the consumer from foodborne illness.~~

1.35   ~~1.36~~ **Linear E̶examination F̶form** means a fixed examination form, in any delivery format, where the form does not change or adapt based on the examinee's responses.

1.36   ~~1.37~~ **Overexposure** ~~means the relative frequency in which an examination *item* is presented across test forms to the extent that it may undermine the integrity of the examinations.~~ refers to an *item* that has been selected or viewed to such a degree that its discrimination value is diminished.

1.37   ~~1.38 Potential examinee~~ ~~means a person capable of taking an examination.~~ **Exam Candidate** means an individual who may be reasonably expected to take a *food safety certification* examination.

1.38   ~~1.39~~ **Proctor** means a person under the supervision of a *test administrator*, who assists by assuring that all aspects of an examination administration are being carried out with precision, with full attention to security and to the fair treatment of *examinees*. ~~*Proctors* have the responsibility and shall have the ability to observe *examinee* behaviors, accurately distribute and collect examination materials, and assist the *test administrator* as assigned. They shall have training or documented successful experience in monitoring procedures and shall affirm in writing an agreement to maintain examination security and to ensure that they have no conflict of interest. There must be at least one *proctor* for every 35 examinees.~~ The *proctor* can also be a *test administrator*.

1.39   ~~1.40~~ **Psychometric** means scientific measurement or quantification of human qualities, traits, or behaviors.

1.40   ~~1.41~~ **Psychometrician** means a professional with specific education and training in development and analysis of examinations and other assessment techniques and in statistical methods. Psychometricians measure the validity, reliability, and fairness of an examination and are an integral part in the process of creating valid and reliable tests.

1.41   ~~1.42~~ **Regulatory authority** means a government agency that has been duly formed under the laws of that jurisdiction to administer and enforce the law.

1.42   ~~1.43~~ **Reliability** means the degree of consistency with which an examination measures the attributes, characteristics or behaviors that it was designed to measure.

1.43   ~~1.44~~ **Retail food industry** means those sectors of commerce that operate *food establishments*.

1.44   ~~1.45~~ **Test administrator** means the individual at the test site who has the ultimate responsibility for conducting a *food safety certification examination*. The *test administrator* can also be a *proctor*.

1.46   ~~**Test encryption and decoding** means the security aspects of a computer examination to prevent the examination from being read by unauthorized persons if downloaded or otherwise accessed without authorization. Encryption refers to how a computer examination is coded. Decoding refers to how the computer examination is translated back from the code.~~

1.47   ~~**Trainer,** in this instance, means a professional with appropriate expertise who conducts a course in food safety for *potential examinees* for *certification* as Food Protection Managers.~~

1.45   ~~1.48~~ **Validity** means the extent to which an examination ~~score~~ or other type of assessment measures the ~~attributes~~competencies ~~that~~ it was designed to measure. In this instance, does the examination produce scores that can help determine if *examinees* are competent to protect the public from foodborne illness in a *food establishment*?

SECTION 2.0 – PURPOSE OF CERTIFICATION ORGANIZATIONS

2.0 Purpose of *Certification Organizations.*

2.1 The *certification organization* shall have as a purpose the evaluation of those individuals who wish to secure or maintain Food Protection Manager *Certification* in accordance with the criteria and Standards established through the CFP, and the issuance of *certificates* to individuals who meet the required level of *competency*.

2.2 A *certification organization* responsible for attesting to the *competency* of Food Protection Managers has a responsibility to the individuals desiring *certification*, to the employers of those individuals, and to the public.

2.3 A *certification organization* for Food Protection Manager *Certification* Programs shall not be the *accrediting organization* nor shall the *certification organization* have any conflict of interest with said *accrediting organization.*

SECTION 3.0 – STRUCTURE AND RESOURCES OF

CERTIFICATION ORGANIZATIONS

3.0   Structure and Resources of *Certification Organizations.*

3.1   **Structure of *certification organizations*.** The *certification organization* shall be incorporated as a *legal entity* (applies to the parent organization if the *certification organization* is a subsidiary of another organization).

3.2   A *certification organization* shall conform to all CFP Standards for *accreditation* and demonstrate that the relationship between the *certification organization* and any related association, organization or agency ensures the independence of the *certification* program and its related functions.

3.3   If a *certification organization* provides both education and *certification*, the *certification organization* shall at a minimum, demonstrate that the education part of the organization has no undue influence the certification process. Additionally, the Certification Organization shall demonstrate that the certification process is not financially dependent on the associated education part of the organization. ~~administratively and financially separate any education and *certification* functions that are specific to Food Protection Manager *Certification* to ensure that the *certification* program is not compromised. This may be satisfied if the governing structure documents to the *accrediting organization* the distinct separation of the two functions, confirming that no undue influence is exercised over either the education or the *certification* process by virtue of the structure within the association, organization, agency or another entity.~~

3.4   **Resources of *Certification Organizations*.** A *certification organization* shall ~~conform to all CFP Standards for *accreditation* and~~ demonstrate

   A. the availability of financial resources to effectively and thoroughly conduct regular and ongoing *certification* program activities.

   B. that ~~staff possesses the knowledge and skills necessary to conduct the *certification* program or has available and makes use of non-staff consultants and professionals to sufficiently supplement staff knowledge and skills.~~ its employees and any contracted professionals possess the skills and knowledge necessary to conduct the *certification* program activities.

   C. that the roles and responsibilities of *certification personnel* are adequately defined.

SECTION 4.0 – FOOD SAFETY CERTIFICATION EXAMINATION DEVELOPMENT

4.0 *Food Safety Certification Examination* **Development.**

4.1 *Food safety certification examinations* administered by *accredited certification organizations* shall comply fully with all criteria set by the CFP and shall meet explicit and implicit Standards to protect the public from foodborne illness. The *accredited certification organization* shall provide a *food safety certification examination* that:

A. conforms to all CFP Standards for *Accreditation* of Food Protection Manager *Certification* Programs;

B. has been developed from secure *item bank* that is of ~~adequate~~ <u>the</u> size and composition to assemble and support a valid, legally defensible examination and

For paper- or computer-based *linear examination forms*, the number of active items in any given content domain must be a minimum of three (3) times the number of items specified in the *examination blueprint*. For computer adaptive examination programs (*Computer Adaptive Testing*), the number of active items for each content domain must be a minimum of six (6) times the number of items specified in the *examination blueprint*.

Type of Form Assembly	Scaling Factor of Bank vs. Blueprint
Linear Examination Forms (paper or computer-based)	Minimum of 3 times the number listed in the blueprint
Computer Adaptive Testing	Minimum of 6 times the number listed in the blueprint

C. *Certification organizations* must have a policy that supports the monitoring and controlling of item exposure rates, use of an appropriate and defensible number of concurrent, equivalent *linear examination forms* (for print-based or computer-based), or an item bank of sufficient size and composition to support and deliver *computer adaptive testing*.

4.2 The certification organization shall apply acceptable psychometric standards to:
a. examination development, maintenance, and delivery;
b. certification decisions;
c. *examination materials* and data storage;
d. reporting;
e. resolution of complaints and appeals;
f. impartiality; and
g. examination security.

The certification organization is responsible for defending its policies, procedures, processes, and decisions to the accrediting organization.

4.3 The *certification organization* shall provide complete information about the *food safety certification examination*, including information related to procedures and personnel involved in all aspects of the examination development and analysis. Actual or potential conflicts of interest that might influence judgment or performance of *Examination Developers* shall be disclosed. The information required for *accreditation* will include but is not necessarily limited to:

A complete description of the scope and usage of the examination;

B. *job task analysis* ~~task~~ list, with *knowledge, skills, and abilities(KSAs);*

C. *examination specifications*;

D. evidence that the number of active items in the *item bank* is (1) aligned with the weight specified in the *examination blueprint*, (2) appropriate for the format of the examination, with special consideration for *computer-adaptive testing*, and (3) meets the requirements of the item exposure plan;

E. statistical performance of each *item* in the bank;

F. number of *examination forms* and evidence of their *equivalence* to each other;

G. description of method used to set passing score;

H. copies of all logs, diaries, and personnel lists and descriptions kept as required in the development process;

I. appropriate summary statistics for each *examination form*, regardless of assembly or delivery method; and

J. names, credentials, and *demographic* information for all persons involved in the *job task analysis*, *item* writing and review, and setting the passing score.

4.4 ***Job Task Analysis.*** ~~The content validity of a~~ A food safety certification examination shall be based on a ~~psychometrically~~ valid job task analysis. The job task analysis shall be developed by qualified individuals, including retail food industry and public health stakeholders and subject matter experts. ~~developed by psychometricians and a demographically and technically representative group of individuals with significant experience in food safety. The representative group shall include but not necessarily be limited to persons with experience in the various commercial aspects of the retail food industry, persons with local, state or national regulatory experience in retail food safety, and persons with knowledge of the microbiology and epidemiology of foodborne illness, and shall be sufficiently diverse as to avoid cultural bias and ensure fairness in content according to all Federal requirements.~~

4.5 The *job task analysis* shall provide a complete description of the *knowledge, skills, and abilities (KSAs)* required to function competently in the occupation of *Certified Food Protection Manager*, with emphasis on those tasks most directly related to the *Certified Food Protection Manager's* role in the prevention of foodborne illness and controlling foodborne pathogens.

4.6 ~~Detailed food safety certification examination specifications shall be derived from a valid study of the job analysis tasks and their accompanying knowledge, skills, and abilities (KSAs) and shall be appropriate to all aspects of the retail food industry. The job analysis shall include consideration of scientific data concerning factors contributing to foodborne~~

illness and its epidemiology. The examination specifications, consisting of percentage weights or number of items devoted to each content area, shall be available to examinees and to the public. The *examination blueprint* shall be derived from a valid study of the *job task analysis*. *Examination specifications* deriving from the *exam blueprint* shall be publicly available.

4.7   The credential awarded upon passing a food safety certification examination is designed to be recognized nationwide and throughout the *retail food industry*. As such, the certification organization shall regularly evaluate practices in the *retail food industry* to ensure the job task analysis on which its examination is based remains appropriate and relevant. *certification organization* is required to systematically evaluate practices in the *retail food industry* to ensure that the *job analysis* on which an examination is based remains appropriate for the development of *food safety certification examinations* on which the universal credential is awarded. The maximum length of use for any *job task analysis* is five years from the date of validation.

4.8   ***Psychometric* Standards**. *Food safety certification examination* development, including setting the passing score, shall be based on the most recent edition of Standards for Educational and Psychological Testing, developed jointly by the American Psychological Association, American Educational Research Association and National Council for Measurement in Education, and on all appropriate Federal requirements (for example, Americans with Disabilities Act). *Food safety certification examinations* shall be revised as needed to be in compliance comply with changes in the Standards for Educational and Psychological Testing or in any of the Federal requirements.

4.9   The *food safety certification examination* development procedures shall ensure that the *competencies* assessed in the *accredited certification program* are those required for *competent entry level performance* in the role of *Certified Food Protection Manager*, as defined by law and industry standards, and that they focus on factors related to the prevention of foodborne illness in the *retail food industry*.

4.10   The *food safety certification examination* shall be based on psychometrically valid procedures to ensure the relative equivalence of scores from various *examination forms*. The *certification organization* shall ensure relative equivalence and reliability across its various *examination forms* and administration methodologies (e.g., paper-pencil, CBT). The *certification organization* provide evidence of such equivalence as public information.

4.11   The *food safety certification examination* shall be developed to be as free from bias as possible. Certification organizations shall provide evidence that all examinations are evaluated for sensitivity and appropriateness with respect to a diverse population of examinees. Characteristics such as gender, ethnicity, race, socioeconomic status, age, or anything unrelated to the ability to apply the required competencies will not be allowed to influence *examinee* performance or scores.

4.12   When the *food safety certification examination* is administered in a medium other than the common pencil-and-paper format, evidence shall be provided to ensure that all *competencies* are assessed in a reliable manner and that the *validity* of the examination is preserved.

~~Evidence of comparability with other *examination forms* shall be provided.~~

4.12   **4.13** When any *food safety certification examination* ~~(forms, items, banks, etc.)~~ is translated or adapted into another language, the *certification organization* shall demonstrate comparability between the source examination and the translated or adapted examination ~~(example: forward/backward translation or review by bilingual SME)~~. The *certification organization* is responsible for defending its translation/*adaptation* processes to the accrediting organization. To avoid potential problems in translation of industry-specific terminology, the *certification organization* shall work in consultation with a food safety subject matter expert (SME) who is fluent in both the original language and the target language and who does not pose a conflict of interest or examination security risk.

4.13   **4.14** *Examination Developers* shall maintain a log and diary of the procedures and a list of the qualifications, identities, and *demographic data* of the persons who participated in *item* development, examination development, translations, setting the passing score, and the statistical analyses of the examination *item*s and of the full examination. Those materials shall be provided to the *accrediting organization* on demand.

~~All examinations shall be delivered and administered in a format that ensures the security of the examination (i.e. in a secured environment with a *test administrator/proctor*). Un-proctored examinations are not acceptable regardless of the mode of administration.~~

4.14   **4.15 Examination Development Security**. The certification organization will demonstrate that procedures are developed and implemented to ensure that individual items, item banks, food safety certification examinations presented in all media ~~(printed, taped and computerized)~~, test answer sheets and examinee scores are and remain secure. ~~Demonstration shall include an overall examination security plan that covers each step in the examination development, culminating in the production of the examination~~ The *certification organization* is required to demonstrate how its examination security plan covers each step in the examination development, administration, scoring, and maintenance.

All examinations shall be delivered and administered in a format that ensures the security of the examination (i.e. in a secured environment with a *test administrator/proctor*). Un- proctored examinations are not acceptable regardless of the mode of administration.

4.15   **4.16 Periodic Review.** At least ~~semi~~annually, each *certification organization* shall report to the accrediting organization, providing a review of its *food safety certification examination(s)*. The report will include at minimum the following summary information for all examinations (for each examination used) administered during the preceding ~~six~~12 months, as well as other information that may be reasonably requested by the *accrediting organization*.
  A. number of *food safety certification examinations* administered;
  B. mean, corresponding standard deviation, and range of candidate scores;
  C. A measure of form-level reliability;
  D. A measure of decision consistency;
  E. Passing rates (both number and percentage of examinees that passed the examination in the given ~~6~~12-month period); and
  F. Summary statistics for all items used during the preceding 12-month period, which

may be presented using classical test theory, item response theory, or similar models. ~~Item statistics, including but not limited to a summary of item difficulty, discrimination, and exposure for all items presented during the reporting period.~~

G. For the purposes of clarity and identifying data trends, annual summary information may need to be presented in concise reports, such as semi-annual or quarterly, to the *accrediting organization.*

4.16 **4.17 Requirements for Examination Standardization.** *Certification organizations* shall specify conditions and procedures for administering all *food safety certification examinations* in a standard manner ~~to ensure that all examinees are provided with the opportunity to perform according to their level of ability and to ensure comparability of scores. Examination booklets shall be of high quality printing to ensure ease of reading~~ to provide examinees with a fair and equitable opportunity to demonstrate competency.

SECTION 5 – FOOD SAFETY CERTIFICATION EXAMINATION ADMINISTRATION

5.0 *Food Safety Certification Examination* **Administration.** All sections of these Standards apply to *Computer Based Testing (CBT)* Administration except Section 5.1.

5.1 **Security for *Examination Materials.***
A. Policies and procedures shall be developed and documented by the *certification organization* to ensure the security of *examination materials*. At a minimum, security provisions shall address:
1) The type of test materials (i.e. electronic or paper);
2) The locations of the test materials (i.e. transportation, electronic delivery, disposal, storage, examination center (when applicable));
3) The steps in the examination process (e.g. development, administration, results reporting);
4) The threats arising from repeated use of examination materials

B. Packaging by c*ertification organization.*
1) Each individual examination booklet shall be securely sealed before packing.
2) Secure tamper-resistant shipping material, such as Tyvek envelopes or similar materials that are designed to reveal any tampering or violation of the package's security, is required for all shipment of materials in all phases.
3) Packaging must include a packing list that contains:
   a. *examination form* language(s) or version(s) enclosed; and
   b. quantity of examinations enclosed.

C. Shipping to the *test administrator/proctor* from the c*ertification organization.*
1) Shipping shall be done by certifiable, traceable means, with tracking numbers so that the location can be determined at any given time.
2) A signature is required upon delivery.
3) Only an individual authorized by the *test administrator/proctor* may sign for the package.

D. Storage by *test administrator/proctor.*
The package(s) of examination booklets shall be secured at all times immediately upon delivery. Under no circumstances may examination booklets, *examinee* used answer sheets, or other examination materials be kept where other employees or the public has access.

E. Shipping to the *certification organization* from the *test administrator/proctor*
1) After examination administration, examination booklets and answer sheets shall remain in secure storage until returned to c*ertification organization.*
2) The following shall be in tamper-resistant shipping material:

a. all used and unused examination booklets for each examination administration;
b. *examinees'* used answer sheets; and
c. all required c*ertification organization* forms.

3) Shipping shall be done within two business days following the examination date by certifiable, traceable means, with tracking numbers so that the location can be determined at any given time.

F. Handling unused examination booklets that have been held for up to ninety days. The *test administrator/proctor* will:

1) ensure that all examination booklets are accounted for;
2) package examination booklets securely as described above; and
3) ship to the certification organization securely packaged and according to these *Standards* and the *Certification Organization*'s instructions.

5.2 **Test Site Requirements.**

Sites chosen for administering *food safety certification examination*s shall conform to all legal requirements for safety, health, and accessibility for all ~~qualified~~ *examinees*.

A. Additionally, the accommodations, lighting, space, comfort, and workspace for taking the examination shall reasonably allow *examinees* to perform at their highest level of ability.

B. Requirements at each test site include, but are not limited to:

1) ~~accessibility~~ reasonable accommodation requests, in accordance with the requirements of the Americans with Disabilities Act, shall be ~~reasonably available~~ fulfilled for ~~all qualified~~ *examinees*, ~~whether the examination administration occurs at the main examination location site, or at an alternative examination location site that meets the same location requirements as the main examination location site;~~
2) conformity to all fire safety and occupancy requirements of the jurisdiction in which they are located;
3) sufficient spacing between each *examinee* in the area in which the actual examination is conducted, or other appropriate and effective methods, to preclude any *examinee* from viewing another *examinee's* examination;
4) acoustics allowing each *examinee* to hear instructions clearly, using an electronic audio system if necessary;
5) lighting at each *examinee's* workspace adequate for reading;
6) ventilation and temperature appropriate for generally recognized health and comfort of *examinees*;
7) use of private room(s) where only examination personnel and *examinees* are allowed access during the examination administration; and
8) no further admittance into the test site once examination administration has begun.

5.3   **Test Site Language Translation**.
A *certification organization* shall have a published, written policy regarding test site language translation of *food safety certification examinations*. If a *certification organization* allows test site language translation of a *food safety certification examination* when an *examination version* is not available in the *examinees'* requested language, the *certification organization* shall have a published, formal application process available to all *potential examinees*. Procedures shall include but not be limited to:

A. An application process for *potential examinees* that includes an evaluation and documentation component to determine the eligibility of the *potential examinee* for test site language translation,

B. An application process for translators that includes clear and precise qualifications that shall include but not be limited to the following:
   1) being fluent in both languages;
   2) have a recognized skill in language translation;
   3) trained in the principles of objective examination administration;
   4) have no personal relationship with the *examinee* (may not be another *examinee*, may not be a relative or friend of the *examinee* and may not be a co-worker, employer, or an employee of the *examinee*);
   5) not ~~being a *Certified Food Protection Manager* nor~~ having any vested interest in Food Protection Manager *certification* or conflict of interest;
   6) provide references or other proof attesting to the translator's competencies and professional acumen; and
   7) agree in writing to maintain the security of the examination.

C. A proctored environment where the translator and *examinee* are not a distraction to other *examinees*, and

D. A proctored environment where the translator is not active as the *test administrator/proctor*.

5.4   **Scoring.**
A. Only the *certification organization* may score the examination by methods approved by the *accrediting organization*. No official scoring is to be done at the test site.

B. *Food safety certification examination* scores will not be released as being official until verified and approved by the c*ertification organization*.

C. *Examinee* scores will be confidential, available only to the *examinee,* the Certification Organization, the Accrediting Organization, and to persons or organizations approved in writing by the *examinee*.

D. Score reports will be available to *examinees* in a time frame specified in the application, which will not exceed fifteen business days following the administration of the *food safety certification examination*. If there is a delay due to problems in

verification or authentication of scores, *examinees* <u>*and the test administrator/proctor*</u> will be so informed and an approximate date for release of the scores will be announced. The ~~*certification organization* will have ongoing communication with *examinees* and with the *test administrator/proctor* until the scores are verified and released.~~

5.5 *Test Administrator/Proctor(s)* **Role.** *Test administrators/proctors* shall have successfully completed the *certification organization's* specific training in examination administration and security procedures. They shall provide written assurance of maintaining confidentiality of examination contents, of adhering to the *certification organization's* standards and ethics of secure examination administration, and of agreeing to abide by the *certification organization's* policies, procedures, and rules.

5.6 *Test Administrator/Proctor* **Roles and Requirements.** To serve as a *test administrator/proctor* for an accredited *certification organization* the qualified individual shall complete the *certification organization's*:

A. signed Application;

B. non-Disclosure Agreement (NDA);

C. training program for *test administrators/proctors;* and

D. conflict of Interest Disclosure Agreement (can be a part of the NDA).

5.7 *Test Administrator/Proctor* **Renewal.** *Test administrators/proctors* shall renew the training program for *test administrators/proctors* and Non-Disclosure Agreement with the *certification organization* a minimum of every three (3) years.

5.8 *Instructor/~~Educator/Trainer~~* **as** *Test Administrator/Proctor***.**
When a person acts as *an instructor/~~educator/trainer~~* and a *test administrator/proctor*, that person relinquishes the role of *instructor/~~educator/trainer~~* when acting in the role of *test administrator/proctor.*

5.9 *Test Administrator/Proctor* **Responsibilities.**
Test Administrators/proctors shall utilize documented procedures provided by the certification body to ensure a consistent examination administration. These include, but are not limited to:

A. Schedule examinations. *Food safety certification examination*s shall be scheduled far enough in advance to allow for timely shipment of supplies or pre-registration for computer-based examinations.

B. The *certification organization's* criteria for conditions for administering examinations shall be followed. Conditions can include, but are not limited to: lighting, temperature, separation of candidates, noise, candidate verification and

safety, *test administrator/proctor* conduct and *examination materials* security throughout examination process, etc.

C. Report possible security breaches and examination administration irregularities in compliance with the *certification organization's* policies.

5.10 The number of approved *proctors* assigned to a *test administrator* shall be sufficient to allow each *examinee* to be observed and supervised to ensure conformance to security requirements. The *certification organization* shall develop and justify to the *accrediting organization,* through documented policies, the ratio of test administrator/proctor to examinees.

5.11 Examination Security.
A. All aspects of *food safety certification examination* administration are to be conducted in a manner that maximizes the security of the examinations, in keeping with the public protection mandate of the CFP. This shall be accomplished in a manner that ensures fairness to all *examinees*.

B. All *examinees* shall begin taking the examination at the same time. No *examinee* shall be admitted into the test site once examination administration has begun.

C. Where reasonable accommodations ~~shall be~~ is provided ~~made~~ for ~~otherwise qualified~~ *examinees* under provisions of the Americans with Disabilities Act, care shall be taken to ensure that security of the examination is maintained. Individuals assisting in providing accommodation (Assistants) shall disclose in writing any actual or potential conflict of interest prior to assisting in any exam administration. The *certification organization* shall address any identified conflicts of interest and maintain a signed nondisclosure agreement with Assistants. ~~Arrangements shall be such that the *food safety certification examination* contents are not revealed to any test administration personnel with any conflict of interest. A written affirmation to that effect and a written nondisclosure statement from the individual who was chosen to assist the otherwise qualified *examinee* shall be provided to the *certification organization*.~~

5.12 The *certification organization* shall provide procedures to be followed in any instance where the security of a *food safety certification examination* is, or is suspected to be, breached.

A. Included shall be, at a minimum, specific procedures for handling and for reporting to the *certification organization*, any suspected or alleged:
1) cheating incidents;
2) lost or stolen examination materials~~;~~
3) intentional or unintentional divulging of examination *item*s by *examinees* or examination administration personnel; or
4) any other incidents perceived to have damaged the security of the examination or any of its individual *item*s.

B. Corrective actions to guard against future security breaches shall be established and

implemented.

  C. Documentation of corrective actions and their effectiveness shall be made available to the *accrediting organization*.

5.13 *Item* **and Examination Exposure.**
The *certification organization* shall have an *exposure plan* that:

  A. controls for *item* and examination exposure;

  B. accounts for the number of times an *examination item*, *examination form,* and *examination version* is administered;

  C. ensures that no *examination form* is retained by any *examination administration* personnel for more than ninety days;

  D. at all times accounts for all copies of all used and unused examination booklets; and

  E. systematically and actively demonstrates that every used answer sheet, examination booklet, and any other examination materials and answer keys are accounted for to prevent, reduce, or eliminate examination exposure.

5.14 *Certification Organization's* **Responsibility to** *Test Administrators/Proctors.*
  A. The *certification organizations* shall specify the responsibilities of *test administrator/proctor*, set minimum criteria for approval of *test administrators/ proctors*, and provide a training program to enable *potential examinees* to meet the approval criteria. Responsibilities, duties, qualifications and training of *test administrators/proctors* shall be directed toward assuring standardized, secure examination administration and fair and equitable treatment of *examinees*.

  B. The *certification organization* shall define and provide descriptions for the roles of *test administrators/proctors, and certification organization* personnel clearly indicating the responsibilities for these roles. The *certification organization* shall demonstrate how it ensures ~~that all certification personnel,~~ *~~as well as~~ test administrators/proctors,* understand and practice the procedures identified for their roles.

  C. *Test administrator/proctor* training programs shall include:
   1) specific learning objectives for all ~~of the~~ activities of *test administrator/proctor*; and
   2) an assessment component that shall be passed before an ~~examinee~~ *applicant* for *test administrator/proctor* will be approved.

5.15 *Certification Organization* **Test Administrator/Proctor Agreements.** The *certification organization* shall enter into a formal agreement with the *test administrator/proctor*. The formal agreement shall at a minimum address:

  A. provisions that relate to code of conduct;

B. conflicts of interest; and

C. consequences for breach of the agreement.

5.16 The *certification organization* shall assess and monitor the performance of *test administrators/proctors* in accordance with all documented procedures and agreements.

5.17 The *certification organization* is not permitted to hire, contract with, or use the services of any person or organization that claims directly or indirectly to guarantee passing any certification examination. *Instructors/educators/trainers* making such a claim, whether ~~as an~~ independent~~ly~~ or as an employee of another organization making the claim, are not eligible to serve as *test administrators/proctors* for any *certification organization.*

~~In order to retain the integrity of the *certification* process, 5.17 is intended to provide *Certification Organizations* a method of evaluating individuals' and/or organizations' claims to guarantee passing any *certification examination* if they are performing the role of *instructor/educator/trainer* and *proctor/administrator.* This area of the Standard does not apply to training organizations and their employees not contracted to a *Certification Organization.*~~

5.18 Policies and procedures for taking corrective action(s) when any *test administrator* or *proctor* fails to meet job responsibilities shall be implemented and documented. *Test administrators/proctors* that have been dismissed by the *certification organization* for infraction of policies or rules, incompetence, ethical breaches, or compromise of examination security will be reported to the *accrediting organization*.

5.19 **Examination Administration Manual.**
The *certification organization* shall provide each *test administrator/proctor* with a manual detailing the requirements for all aspects of the *food safety certification examination* administration process. The Examination Administration Manual shall include a standardized script for the paper examination *test administrator/proctor* to read to *examinees* before the examination commences. For computer—based tests (CBT), standardized instructions shall be available for *examinees* to read.

5.20 **Examination Scripts.** Separate scripts/instructions may be created for different delivery channels or *certification organizations*. *Certification organizations* may customize elements of the scripts to fit their particular processes, but each script shall contain the following:

A. Introduction to the Examination Process
1) composition of the examination (number of questions, multiple choice, etc.);
2) time available to complete the examination;
3) role of the *test administrator/proctor*;
4) process for restroom breaks; and
5) process for responding to *examinee* comments and questions.

B. Copyright and Legal Responsibilities
    1)   description of what constitutes cheating on the examination;
    2)   penalties for cheating; and
    3)   penalties for copyright violations.

C. Examination Process
    1) maintaining test site security;
    2) description of examination components unique to the *certification organization* (examination booklet, answer sheet completion, computer process in testing centers, etc.);
    3) instructions for proper completion of personal information on answer sheets/online registration and examination booklets;
    4) instructions on properly recording answers on answer sheets or online; and
    5) instructions on post-examination administration process.

SECTION 6.0 – COMPUTER-BASED TESTING (CBT)

6.0   **Computer-Based Test Development and Administration** All sections of these Standards apply to *Computer Based Testing* (CBT) Administration except Section 5.1.

6.1   **Computer-Based Test Development.** *Examination specifications* for *computer-based testing* shall describe the method for development, including the *algorithm*s used for test *item* selection, the *item* response theory model employed (if any), and examination *equivalency* issues.

6.2   *Item*s shall be evaluated for suitability for computer delivery, be reviewed in the delivery medium, and be reviewed in the presentation delivery medium. Assumptions shall not be made that *item*s written for delivery via a paper/pencil medium are suitable for computer delivery nor should it be assumed that computer test *item*s are suitable for paper/pencil delivery.

6.3   When *examination forms* are computer-generated, whether in *Computer-Adaptive Testing* (CAT) or in a simple linear *algorithm*, the *algorithm* for *item* selection and the number of *item*s in the *item bank* from which the examination is generated shall ensure that the *item*s are protected from *overexposure*. *Item* usage statistics shall be provided for all available *item*s in the pool.

6.4   *Computer-Based Testing* **Administration.** Where examination environments differ (for example, touch screen versus mouse) evidence shall be provided to demonstrate equivalence of the *examinee*s' scores.

6.5   Tutorials and/or practice tests shall be created to provide the *examinees* adequate opportunity to demonstrate familiarity and comfort with the computer test environment.

6.6   If the time available for computer delivery of an examination is limited, comparability of scoring outcomes with non-timed delivery of the exam shall be demonstrated. Data shall be gathered and continually analyzed to determine if scoring methods are comparable.

6.7   Evidence of security in the *computer-based testing* environment shall be provided. Factors affecting test security include, but are not limited to, *examinee* workspace, access to personal materials, level of *examinee* monitoring, and *test encryption and decoding*.

6.8   Documentation of precautions to protect *examination forms* and the *item bank* from unauthorized access shall be provided.

6.9   Policies and procedures regarding the recording and retention of the *item sequence* and *item* responses for each *examinee* shall be developed and followed. Computer examinations using a unique sequence of *item*s for each *examinee* shall record the information necessary to recreate the sequence of *item*s and *examinee* responses on the computer examination.

6.10   Systems and procedures shall be in place to address technical or operational problems in examination administration. For example, the examination delivery system shall have the capability to recover *examinee* data at the appropriate point in the testing session prior to test disruption. Policies regarding recovery for emergency situations (such as retesting) shall be developed.

6.11   **Due Process.** *Examinees* shall be provided with any information relevant to *computer-based testing* that may affect their performance or score. Examples of such information might include but not be limited to: time available to respond to *item*s; ability to change responses; and instructions relating to specific types of *item*s.

SECTION 7.0 – CERTIFICATION ORGANIZATION RESPONSIBILITIES TO *POTENTIAL EXAMINEES, EXAMINEES* AND THE PUBLIC

7.0 **A *certification organization's* Responsibilities to *Examinees* and the Public.**

7.1 **Responsibilities to *Potential Examinees* and/or *Examinees* for *Certification*.** A *certification organization* shall develop and implement policies, which address the following:
   A. an overview to *exam candidates* of the process ~~to *potential examinees* and *examinees* to~~ by which one obtains *certification*;

   B. ~~a~~ notice to ~~*potential examinees* and *examinees*~~ *exam candidates* of non-discrimination.

   C. protocols for the periodic review of examination policies and procedures to ensure fairness;

   D. procedures for uniform~~ly~~ and prompt reporting of *food safety certification examination* results to *examinees*;

   E. procedures for providing *examinees* failing the *food safety certification examination* with information on general areas of deficiency;

   F. protocols that assure the confidentiality of each *examinee's food safety certification examination* results; and

   G. appeals procedures for ~~*potential examinees* and *examinees*~~ *exam candidates* ~~questioning eligibility or~~ regarding any part of the *accredited certification program*.

7.2 **Qualifications for Initial *Certification*.** To become a *Certified Food Protection Manager* an individual shall pass a *food safety certification examination* from an *accredited certification program* recognized by the CFP. The *certificate* shall be valid for no more than five years.

7.3 ***Individual Certification* C*ertificates:***
   A. Each *certification organization* will maintain a secure system with appropriate backup or redundancy to ~~provide verification of current~~ verify validity of individual *certification certificates*.

   B. *Certificates* shall include, at a minimum:
      1) issue date/date examination was taken;
      2) length of time of *certification* validity;
      3) name and *certification* mark of *certification organization;*
      4) ~~ANSI~~ *accrediting organization* ~~accreditation~~ mark;
      5) name of certified individual;
      6) unique *certificate* number;

7) name of *certification*;
8) contact information for the *certification organization*; and
9) examination form identifier

C. Replacement or duplicate *certificates* issued through an *accredited certification organization* shall carry the same issue date, or date of examination, as the original *certificate*, and will be documented by the *certification organization*.

7.4   **Discipline of *Certificate* Holders and *Examinees*.** A *certification organization* shall have formal *certification* policies and operating procedures including the sanction or revocation of the *certificate*. These procedures shall incorporate due process.

7.5   ***Continued Proficiency*.** An *accredited certification program* shall include a process or program for assessing continued competence that includes an examination component at an interval of no more than five years. The outcome of the process or program shall demonstrate that the person has maintained the minimum competencies as determined by the ~~current J~~job ~~T~~task ~~A~~analysis.

7.6   **Responsibilities to the Public and to Employers of Certified Personnel.** A *certification organization* shall maintain a registry of individuals certified. Any title, ~~or~~ credential, or certificate awarded by the *certification organization* shall ~~appropriately reflect the Food Protection Manager's daily food safety responsibilities and shall not be confusing to employers, consumers, related professions, and/or other interested parties.~~ be relevant to the retail food industry and role of Food Protection Manager and not designed to mislead or intentionally confuse *examinees* and other stakeholders.

7.7   Each ~~*accredited certification program*~~ *certification organization* shall have a published ~~protocol~~ procedure ~~for systematically investigating problems presented by users of the Program, including specific concerns about examination *item*s, administration procedures, treatment of *examinees and potential examinees*, or other matters involving potential legal defensibility of the examination or program. The protocol will include a published time frame for reporting findings to the User~~ addressing complaints and appeals. Such procedures shall include a stated timeframe for response from the *certification organization*.

7.8   **Misrepresentation.** Only ~~Food Protection Manager *Certification* Programs~~ *certification organizations* that conform to all requirements of the Standard ~~of *Standards for Accreditation of Food Protection Manager Certification Programs*~~ and are *accredited* by the agent selected by the CFP as the *accrediting organization* for such programs are allowed to refer to themselves as being *accredited*. Those programs may not make any other reference to the CFP in their publications or promotional materials in any medium.

SECTION 8.0 – CERTIFICATION ORGANIZATION RESPONSIBILITIES TO THE ACCREDITING ORGANIZATION

8.0 *Certification Organization* **Responsibilities to the** *Accrediting Organization***.**

8.1 **Application for** *Accreditation*. *A certification organization* seeking *accreditation* for development and/or administration of a *certification* program shall provide at least the following information, as well as other information that might be requested by the *accrediting organization:*

A. the name and complete ownership structure of the *legal entity*.

B. the address, telephone/fax number(s) and other contact information of the *certification organization's* headquarters.

C. the name, position, address and telephone/fax/e-mail information of the contact person for projects related to the CFP Standards for *Accreditation* of Food Protection Manager *Certification* Programs.

D. such fiscal information as may be needed to establish evidence of ability to carry out obligations under these Standards.

8.2 **Summary Information.** A *certification organization* shall:

A. provide evidence that the mechanism used to evaluate individual competence is objective, fair, and based on the knowledge and skills needed to function as a *Certified Food Protection Manager*;

B. provide evidence that the evaluation mechanism is based on standards which establish *reliability* and *validity* for each form of the *food safety certification examination*;

C. provide evidence that the pass/fail levels are established in a manner that is generally accepted in the *psychometric* community as being fair and reasonable;

D. have a formal policy of periodic review of evaluation mechanisms and shall provide evidence that the policy is implemented to ensure relevance of the mechanism to knowledge and skills needed by a *Certified Food Protection Manager*;

E. provide evidence that appropriate measures are taken to protect the security of all *food safety certification examination*s;

F. publish a comprehensive summary or outline of the information, knowledge, or functions covered by the *food safety certification examination*;

G. make available general descriptive materials on the procedures used in examination construction and validation and the procedures of administration and reporting of results; and

H. compile at least ~~semi~~ annually a summary of *certification* activities, including number of *examinees*, number tested, number passing, number failing, and number certified.

8.3   **Responsibilities to the *Accrediting Organization*.** The *certification organization* shall:

A. make available upon request to the *accrediting organization* copies of all publications related to the *certification* program,

B. ~~advise~~ notify the *accrediting organization* of any proposed changes in structure or activities of the *certification organization*,

C. advise the *accrediting organization* of substantive change in *food safety certification examination* administration,

D. advise the *accrediting organization* of any major changes in testing techniques or in the scope or objectives of the *food safety certification examination*,

E. annually complete and submit to the *accrediting organization* information requested on the current status of the Food Protection Manager *Certification* Program and the *certification organization*,

F. submit to the *accrediting organization* the report requirements information specified for the Food Protection Manager *Certification* Program, and

G. be re-accredited by the *accrediting organization* at least every five years.

SECTION 9.0 – MANAGEMENT SYSTEMS

9.0   **Management Systems.**

9.1.   Each c*ertification* o*rganization* shall have a formal management system in place to facilitate continuous quality improvement and produce preventive and corrective actions. The management system shall contain the following three components.

A. Document control to include:
    1) lists of all documents pertaining to the *certification organization*;
    2) dates for documents approved for implementation by the *certification organization*;
    3) the person(s) within the *certification organization* responsible for the documents; and
    4) listing of individuals who have access to the documents.

B. Internal audits to include:
    1) identification of critical activities;
    2) data collection process and evaluation schedule;
    3) audit methodology and evaluation process;
    4) the person(s) authorized to perform audits; and
    5) report audit findings and identify corrective action required.

C. A Management Review that includes:
    1) a documented annual review of internal audit results;
    2) a management group that conducts the review;
    3) a review of the audit results to determine corrective actions needed;
    4) a review of the audit results to determine preventive actions needed; and
    5) the effectiveness of corrective and preventive actions taken.

Conference for Food Protection

Conference for Food Protection Requirements for Certification Organizations to Provide Food Protection Manager Certifications using the ISO/IEC 17024 Personnel Certification Standard

Preamble/History

~~The Conference for Food Protection ("CFP"), is an independent voluntary organization that promotes food safety and consumer protection and includes in its responsibilities the establishment and maintenance of the *Standards for Accreditation of Food Protection Manager Certification Programs* ("CFP STANDARD").~~

~~Starting in 2012 CFP began consideration of the *ISO/IEC 17024, Conformity assessment — General requirements for bodies operating certification of persons* ("ISO 17024 STANDARD") as an alternative accreditation standard for certification bodies accredited or seeking accreditation under the existing CFP food Protection manager standards.~~
~~As an outcome of the 2016 Biennial Meeting of the Conference for Food Protection, the following charge was given to the Food Protection Manager Certification Committee ("FPMCC"):~~
> ~~Determining the process and requirements for potential acceptance of the International Organization for Standardization/ International Electrotechnical Commission (ISO/IEC) 17024-2012 for food protection manager certification as an additional option to and without impact on the existing CFP Standards for Accreditation of Food Protection Manger Certification Programs, with the input of standards development expertise from American National Standards Institute (ANSI).~~
~~This document is the result of the deliberation and recommendations from the FPMCC and represents the process and requirements for CFP to recognize a certification body that is accredited by ANSI under the ISO 17024 STANDARD.~~
The requirements described in this document shall be applied in conjunction with the ISO/IEC 17024 standard (International Organization for Standardization/ International Electrotechnical Commission). All clauses of ISO/IEC 17024 standard continue to apply. This document provides supporting criteria to that standard for certification bodies that want to be recognized by the CFP.

SECTION 1.0 – CONFERENCE FOR FOOD PROTECTION ACCEPTANCE OF ISO/IEC 17024 ACCREDITED PROGRAMS

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies. A) ISO/IEC 17024 Standard, B) FDA Food Code.

A1.0 Conference for Food Protection acceptance of *ISO/IEC 17024* accredited Food Protection Manager Certification programs.

A1.1 Wherein, the Conference for Food Protection ("CFP") maintains the *Standards for Accreditation of Food Protection Manager Certification Programs* ("CFP Standard~~TANDARD~~");

A1.2 And, the CFP recognizes *ISO/IEC 17024, Conformity assessment – General requirements for bodies operating certification of persons* ("ISO/IEC 17024 Standard~~TANDARD~~") as an alternative personnel certification standard to the CFP Standard;

A1.3 And, that the recognition of ISO/IEC 17024 Standard does not impact the CFP Standard;

A1.4 And, that the CFP recognizes that certification organizations accredited under either the CFP Standard or ISO/IEC 17024 Standard may offer Food Protection Manager Certifications;

A1.5 So long as organizations seeking accreditation to provide Food Protection Manager Certifications using the ISO/IEC 17024 Standard abide by the requirements listed herein.

SECTION 2.0 – DEFINITIONS

A2.0 Definitions

A2.1 For definitions please refer to *FDA Food Code, section 1-201.10*.

SECTION 3.0 – SCHEME

A3.0 Scheme

A3.1 **Purpose**. The Purpose of the ISO 17024 Standard, as it relates to the CFP Food Protection Manager Certification is to ensure that:

> "…the competencies assessed in the accredited certification program are those required for competent entry level performance in the role of Certified Food Protection Manager, as defined by (United States) law and industry standards, and that they focus on factors related to the prevention of foodborne illness in the retail food industry," (CFP Standard Section 4.10).

A3.2 A food protection manager as addressed in *FDA Food Code, section 2-102.12* and *FDA Food Code, section 2-102.20*.

A3.3 A Certified Food Protection Manager may work in a "food establishment" as defined in *FDA Food Code, section 1-201.10*.

A3.4 **Scope.** The Food Protection Manager Certification is based on the *FDA Food Code*. Certification organizations must update their programs to the latest *FDA Food Code* version within five (5) years of its release.

A3.5 **Geographic Limitations.**

A. The scope of this personnel certification is based on the United States FDA Food Code; therefore it is inherently for individuals working in the United States or those who utilize its FDA Food Code;

B. So long as an applicant outside of the United States is certified through an accredited program adhering to the requirements set forth in this document, the CFP recognizes that certification as a Food Protection Manager Certification.

A3.6 **Job Task Analysis.** Certification organizations must complete a job task analysis using the requirements defined in CFP Standard, section 4.4-4.76.

SECTION 4.0 – PRE-REQUISITES

A4.0 Pre-requisites

A4.1 There are no training or other pre-requisites for Food Protection Manager Certification candidates.

SECTION 5.0 – TRANSLATOR/TRANSLATION REQUIREMENTS

A5.0   Translator/Translation Requirements

A5.1   **Application Process.** In the event a personnel certificate candidate requires an onsite translator, the application process for translators must include clear and precise qualifications for those translators.

A5.2   **Test Site Language Translation.** Certification organizations must follow the requirements set forth in CFP STANDARD, section 5.3.

SECTION 6.0 – REPRESENTATION

A6.0   Representation

A6.1   **Certificates.** All certificates delivered upon the successful passing of a certification exam accredited under the ISO 17024 Standard must include the Conference for Food Protection logo and the ANSI accreditation mark.

SECTION 7.0 – DOCUMENT REFERENCES

A7.0   The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies:

~~7.1~~   **A. FDA Food Code**. ~~The FDA Food Code 2013.~~

~~7.2~~   **B. CFP Standard.**

   ~~————~~**C. ISO 17024.**

ANNEX A̶B

Guidelines for Regulatory Authorities Implementing Food Protection Manager Certification Programs

A̶B1. Each permitted *food establishment* should have a minimum of one designated *Certified Food Protection Manager* who is accountable for food safety.

Documentation of *certification* of *Certified Food Protection Manager*(s) should be maintained at each *food establishment* and shall be made available for inspection by the *regulatory authority* at all times.

A̶B2. A *Certified Food Protection Manager* is responsible for:

1) identifying hazards in the day-to-day operation of a *food establishment*;

2) developing or implementing specific policies, procedures or standards aimed at preventing foodborne illness;

3). coordinating training, supervising or directing food preparation activities and taking corrective action as needed to protect the health of the consumer; and

4) conducting in-house self-inspection of daily operations on a periodic basis to see that policies and procedures concerning food safety are being followed.

A̶B3. Qualifications for *Certification*. To become a *Certified Food Protection Manager*, an individual shall pass a *food safety certification examination* from an accredited *certification organization* recognized by the CFP. The CFP recognizes the importance and need for the provision of food safety training for all food employees and managers. The CFP recommends the content of food protection manager training be consistent with paragraph 2-102.11 (C) of the most recent FDA Food Code. The CFP promotes the information contained in the FDA Food Code as well as content outlines based on job tasks analyses, provided on the CFP website, which may be of value in developing or evaluating training.

A̶B4. Regulatory authorities should work with the *certification organization* on a mutually agreeable format, medium and time frame for the submission of score reports pertaining to the administration of *food safety certification examinations*.

Food Protection Manager Certification Committee Bylaws

Preamble

The Food Protection Manager Certification Committee, hereinafter referred to as the Committee, of the Conference for Food Protection, hereinafter referred to as the Conference, exists to carry out charges assigned via the Conference Issue process and from the Conference Executive Board, hereinafter referred to as the Board, relating to food protection manager certification and operates within the objectives stated in the Constitution and Bylaws of the Conference.

Article I.   Name.

The Name of the Committee is Food Protection Manager Certification Committee.

Article II.   Objectives.

Section 1.   Systematically identify and address issues concerning Food Protection Manager Certification Programs.

Section 2.   Adopt sound, uniform accreditation standards and procedures that are accepted by the Conference.

Section 3.   Promote uniformity among all jurisdictions that subscribe to the principles of the Conference by obtaining their recognition and adoption of the Conference Standards for Accreditation of Food Protection Manager Certification Programs.

Section 4.   Promote strategies to enhance equivalence among food protection manager certificates issued by certifying organizations.

Section 5.   Establish and refine policies and standards to which certifying organizations shall conform.

Article III.   Organization and Operation.

Section 1.   The Committee is a standing committee within the Conference.

Section 2.   The Committee shall consider all Issues charged to the Committee and shall work to develop consensus. The Board may submit charges to the Committee at any time. The Committee is to deliberate the charges expeditiously, or within the time frame determined by the Board or the Committee Chair.

Section 3.   The Committee shall use the protocol established in these Bylaws to address its charges.

Section 4.   All Committee recommendations shall be submitted as Issues to the Conference for deliberation. The Committee shall follow the protocol for Issue submission as established by the Conference.

Section 5.   All Issues, intellectual properties, and/or inventions created by the Committee and approved by the Assembly of Delegates become the property of the Conference.

Article IV.   Quorum

A quorum to conduct Committee meetings and conference calls shall be the presence or participation of one more than half of the filled Committee positions. A Committee quorum shall be considered a sufficient number for voting on issues under deliberation. The decisions resulting from a quorum vote shall be deemed representative of the Committee.

Article V.   Composition of Organizational Components and Eligibility Requirements for Serving in Official Capacities.

Section 1.   The Committee shall be chaired by a Chair and Vice-Chair. Prior to each biennial Conference meeting, the incoming Chair and Vice-Chair shall be selected by the outgoing committee. The Chair, Vice-Chair and committee members shall be approved by the Board.

The Chair and Vice-Chair shall not be selected from the same constituency affiliation.

Section 2.   The Committee Chair and Vice-Chair shall serve until the conclusion of the next biennial Conference meeting.

Section 3.   The Committee Chair and Vice-Chair may serve consecutive terms with approval of the Board.

Article VI.   Committee Structure and Representation.

Section 1.   To be eligible to serve on the Committee as a voting member or non-voting alternate, individuals must commit in writing to active participation and be approved by the Conference Chair and the Board.

Section 2.   The Committee Chair and Vice-Chair will select committee members and alternates from the list of volunteers from the most recent biennial meeting or recruit volunteers as appropriate to balance the committee as delineated in these Bylaws. In the event of a Committee vacancy with no designated alternate in that constituency, the Chair will first recruit from the remaining list of volunteers provided during the initial Committee selection process.

Section 3.   The composition of voting members of the Committee is a balanced representation of industry, regulatory, academia, certification organizations, training providers, and consumers. The Committee membership representation shall consist of a maximum of thirty (30) full votes from the following constituencies:

Subsection 1.   Nine (9) representatives from regulatory agencies with food safety responsibilities:

a. Two (2) from State regulatory agencies;

b. Two (2) from local regulatory agencies;

c. Two (2) from federal government agencies; and

d. Three (3) "At Large" appointments;

Subsection 2.   Nine (9) industry representatives:

a. Three (3) from the foodservice (restaurant) industry;

b. Three (3) from the retail food store industry; and

c. Three (3) "At Large" appointments. (*At large selections may include professional or trade organizations that directly represent the restaurant, retail food, institutional foodservice, and food vending segments of the industry, and whose mission incorporates a public health protection component.)

Subsection 3. Five (5) total votes for certification organizations that are accredited by the Conference's accreditation process. Although there is no limit to the number of accredited certification organizations, this constituency shall have a maximum of five (5) votes.

Subsection 4. Three (3) Food Protection Manager training providers;

Subsection 5. Two (2) representatives from academia; and

Subsection 6. Two (2) consumer/independent representatives/public members.

Section 4.   Committee members will serve a two (2) year term, concurrent with the cycle of the biennial Conference meeting. Committee members are eligible to serve for consecutive terms contingent upon an assessment by the Committee Chair and Vice-Chair to ensure a balance between members who have previously served on the Committee and new members.

Section 5.   Up to two (2) non-voting alternates will be included on the Committee roster each for industry, regulatory, academia, training providers, and consumers to best represent the category of each constituency. Each certification organization participating on the Committee may designate one (1) alternate from their own organization. In the event a Committee member resigns or is no longer able to serve the remainder of their term, the Chair shall select an alternate from the affected constituency to fill the open seat.

Section 6.   The incoming Chair of the Committee shall make every effort to retain at least 50% of the Committee membership for a continuing term. This retention is recommended due to the complexity of issues, the need to retain continuity of Committee functions, and the short time frame between biennial Conference meetings.

Section 7.   In the event a Committee member changes constituency during their term, the Chair may consider them for any open seat on the Committee which needs representation from their constituency or consider any open alternate position. If the Chair determines that there are no appropriate openings available, the Committee member will be asked to resign from the committee.

Article VII.   Committee Organization, Operation, and Meetings

Section 1.   The Committee shall receive its direction from the Board. The Board shall assign the Committee its charges as approved during the biennial Conference meeting. The Board may assign additional charges to the Committee to ensure that the Conference Standards for Accreditation of Food Protection Manager Certification Programs and accreditation process are administered in a fair and responsible manner.

Section 2.   The Committee shall meet in-person at least annually and at the biennial Conference meeting. All Committee meetings are open to anyone to attend. In addition to meetings, the Committee shall schedule conference calls, as deemed appropriate, for addressing issues under deliberation. In the event that sensitive, financial or proprietary information is under consideration by the Committee, the Chair shall have the option to conduct an executive session until the confidential portion of the proceedings has been concluded.

Section 3.   In addition to the charges received from the Board, Committee members may submit Issues and alternative recommendations to the Committee for discussion. Issues and recommendations introduced by Committee members shall be submitted using the Conference format.

Section 4.   Presentations for in-person Committee meetings shall be submitted to the Committee Chair and Vice-Chair for review at least 2-weeks prior to meeting dates.

Section 5. Voting.

  Subsection 1. A consensus building decision process will be used. When Committee members are asked to vote, each member will be able to express one of three positions.

- A thumb up indicates agreement with the issue on the floor
- A thumb sideways means the position on the floor is not the member's optimal solution, but they can accept the position
- A thumb down indicates that a member does not agree with the issue on the floor and would like an alternative recommendation considered.

  The Committee Chair shall provide an opportunity for the dissenting member(s) to express the alternative position(s). After discussion of these alternative positions, the Chair will call for a final vote from the Committee.

  Subsection 2. Except for certification organizations, all voting Committee members and alternates designated for that meeting shall have one (1) vote.

  Subsection 3. All certification organizations accredited by the Conference's accreditation process participating on the Committee shall not to exceed a total of five (5) votes.

- If more than five (5) certification organizations volunteer to participate on the Committee, the five (5) votes allocated to certification organizations shall be fractionalized (evenly divided).
- The voting fraction shall be determined when the final committee membership is approved by the Board and shall remain in effect until the next biennial Conference meeting.
- Each certification organization shall be allowed no more than one (1) vote or one (1) voting fraction at any meeting.

  Subsection 4. The Vice-Chair may voice positions on issues and may vote on all matters before the Committee.

  Subsection 5. The Chair is a non-voting member of the Committee; however, in the event of a tie, the Chair may vote as the tie-breaker.

Section 6. Committee funding. The Board may allocate funds to the Committee for its charges. These funds may be used to contract the services of outside experts to assist the Committee, attend meetings with potential accreditation entities, and other miscellaneous expenses that the Committee must incur, e.g., use of meeting rooms. Funding shall not be allocated to cover an individual Committee member's

travel or per diem expenses to attend meetings. Committee funding may be used only as directed by the Board.

Article VIII. Duties of the Committee Chair

Section 1.   The Chair and Vice Chair, with the approval of the Board shall select Committee members in accordance with these Bylaws.

Section 2.   The Chair, with concurrence of two-thirds (2/3) of the voting members of the Committee may appoint non-voting Ex-Officio consultants and advisors to the Committee in accordance with these Bylaws.

Section 3.   The Chair shall preside at all meetings of the Committee, except as provided in these Bylaws.

Section 4.   The Chair shall coordinate the arrangement of meetings and conference calls and ensure that meeting dates and locations are posted in advance on the Conference web site.

Section 5.   The Chair shall be responsible for distributing to Committee members and other meeting participants an agenda for the meeting or conference call. This agenda may be distributed by email, fax, mail, or other suitable means.

Section 6.   The Chair may assign a Committee member, using a rotation basis or other appropriate means among all Committee members, to take minutes during designated meetings and conference calls.

Section 7.   The Chair shall be responsible for distributing minutes of all Committee meetings or conference calls in a timely manner, usually within three weeks of the event.

Section 8.   The Chair may designate ad hoc workgroups to conduct research, study proposals, and develop procedures or recommendations related to complex issues and/or charges to address the charges of the Board and complete the duties of the Committee.

Article IX. Duties of the Committee Vice-Chair

Section 1.   In the event the Chair is unable to perform the duties of the Chair, the Vice-Chair shall act as Chair.

Section 2.   When acting as Chair, the Vice-Chair shall perform all the necessary duties for the Committee as outlined in these Bylaws.

Section 3.   The Vice-Chair shall perform all duties assigned by the Chair.

Article X. Duties of Committee Members/Alternates

Section 1.   Committee members shall have the responsibility to notify the Committee Chair of their inability to attend a meeting or participate on a conference call at least fifteen (15) days prior to the scheduled meeting or conference call. For any committee member that is unable to attend a scheduled meeting or conference call, an alternate will be assigned. Selection of the designated alternate will be agreed upon by the Committee Chair and the absent member and chosen to best represent the constituency of the absent member. This designated alternate may vote on issues before the committee only during the specified meeting or conference call.

Section 2.   Committee members and alternates shall have the responsibility to review for comment standards, reports, recommendations, issues or other Committee documents distributed within the time frames designated by the Committee.

Section 3.   Committee members and alternates shall have the responsibility to complete work assignments within time frames designated by the Committee.

Section 4.   Committee members and alternates shall have the responsibility to notify the Committee Chair or the Chair's designee of their inability to complete a work assignment.

Section 5.   Committee members that do not participate for three (3) consecutive meetings and/or conference calls shall have their continued participation as Committee member assessed by the Committee Chair and evaluated by the Committee. The Committee member may be subject to being removed from their membership position. Removal of a Committee member for failure to perform duties as specified in these Bylaws, shall require the concurrence of two-thirds (2/3) of the voting members of the Committee.

Article XI.   Committee Advisors, Subject Matter Experts, Paid Consultants and Conference Appointments

Section 1.   Federal participants (FDA/USDA/CDC) may appoint an advisor and an alternate to serve as non-voting ex-officio members of the Committee. The alternate may act in the advisor's place if the advisor is unable to attend.

Section 2.   The Conference Chair, at the request of the Committee Chair, with approval of the Executive Board, may appoint a psychometrician advisor to serve as a non-voting ex officio member of the Committee.

Section 3.   The Chair and Vice-Chair may invite, with approval from the Committee, subject matter experts, external to the Committee, to participate in meetings and conference calls, or to work with an ad hoc workgroup, if it is determined that such individuals would provide additional information, insight, clarification,

guidance or other assistance to the Committee, for a specified purpose. These subject matter experts will be non-voting guests in meetings and conference calls.

Section 4.   The Committee may contract the services of a paid consultant for issues beyond the scope of the Committee's expertise, if deemed necessary or if charged by the Board. Contractual obligations for paid consultant services shall have the concurrence of two-thirds (2/3) of the voting members of the Committee and be approved by the Board.

Section 5.   Conference appointments to the ANSI-CFP Accreditation Committee (ACAC) shall serve as non-voting ex-officio members of the Committee.

Article XII.   Workgroups

Section 1.   Workgroups shall report to the Committee Chair and Vice-Chair as determined by the Committee Chair.

Section 2.   Each workgroup shall select a group leader who is responsible to report group activities to the Committee Chair and Vice-Chair.

Section 3.   Workgroups shall provide written reports and recommendations to the full Committee for deliberation.

Article XIII.   Committee Reports

Section 1.   The Committee Chair shall be responsible for preparing written or oral reports to the Board detailing the activities and expenditures of the Committee. Written reports of the Committee's activities shall be submitted as required by the Conference procedures.

Section 2.   The Committee Chair shall coordinate the development of a final report of the Committee activities to Council II with recommended actions. The final report shall be done as part of an Issue submission and shall comply with all Conference procedures.

Section 3.   The Committee Chair, Vice-Chair, or designee as specified in writing to the Council II Chair, shall be in attendance when Council II meets during the Conference meeting to present and discuss the Committee's report and any Issues submitted by the Committee.

Article XIV.   Amendments

The Food Protection Manager Certification Committee Bylaws may be altered, amended, or repealed by two-thirds (2/3) vote of the Committee and final concurrence from the Board, and then submitted as an Issue during the next biennial meeting.

Food Protection Manager Certification Committee (FPMCC)
Organizational Conference Call Meeting
September 18, 2018
Dial 669-900-6833 / meeting ID 210 249 8057

MINUTES OF THE MEETING

CONFERENCE CALL AGENDA

I. Roll Call
Vice Chair Sharon Wood called the meeting to order at 1:05 PM EST, roll was called and a quorum established. Vice Chair Wood referenced the anti-trust policy, and reminded the FPMCC members of the gravity of this issue. Members may access the statement in its entirety on the CFP website at CFP antitrust policy.

II. Introduction of Chair and Vice Chair
Chair Sean Dunleavy and Vice Chair Sharon Wood welcomed returning and new members and introduced themselves.

III. Review of Standing Charges for Food Protection Manager Certification Committee – Chair Dunleavy
Chair Dunleavy reviewed the FPMCC charges for the 2018-20 biennium and advised no additional charges have been assigned by the CFP Executive Board. A priority for this cycle will be consideration and development of a "normative document" and its utility.

Member George Roughan advised he may not make the Fall meeting and may ask Ryan McMIllion to present an agenda item. The Committee was invited to add agenda items for the Fall Meeting; none were offered.

Vice Chair Wood presented an overview of the methodology and focus for the Committee's work this cycle and advised the CFP Executive Board ahs requested the FPMCC consider a more formal process in how it interfaces and works together with ANSI.

Cynthia Woodley advised ANSI Vijay Krishna may be unavailable for the Fall meeting and indicated an alternate may need to designated; Vice Chair Wood offered to follow up on that.

IV. Review of proposed Agenda for Upcoming Face to Face meeting in San Diego – Vice Chair Wood
Vice Chair Wood presented expectations for committee activity this cycle, including an overview of the topics to be discussed such as orientation, past activity, consideration of focus and accomplishments for this biennium, the potential for some self-appointed goals, and the committee workgroup process.

Chair Dunleavy added work on the normative document would be a priority for the committee this biennium.

Cynthia Woodley requested that the ANSI re-accreditation application process be discussed.

A member asked that training and "remote location" CFPM delivery be discussed.

Vice Chair Wood advised that academic constituents are needed for the FPMCC and requested input.

V. Meeting in San Diego details
Geoff Luebkemann requested that anyone planning to attend the Fall Meeting and not staying at the HQ hotel advise him by email (gluebkemann@frla.org) for planning purposes.

VI. Adjourn
Chair Dunleavy adjourned the meeting at 1:30 PM EST.

FPMCC Fall Meeting
San Diego, CA
October 23-24, 2018
Minutes of the Meeting

TUESDAY 10/23/2018

Attendance – Voting Members Present, Present by Phone (*P*), or ~~Absent~~

1	Dunleavy, *Chair*	11	~~Derr~~	21	Paster
2	Wood, *Vice Chair*	12	Guzzle	22	Piche
3	Algeo	13	Halbrook	23	~~Quam~~
4	Borwegen	14	~~Hawley~~	24	~~Roughan~~
5	~~Brown~~	15	Hilton	25	~~Smith, C~~
6	Chapman	16	Hussein *(P)*	26	Smith, T
7	Corchado	17	Kender	27	~~Straughn~~
8	Daniel	18	Kramer	28	Tyjewski
9	Davis	19	Luebkemann	29	*Vacant - Academia*
10	Dela Cruz	20	McMillion	30	*Vacant - Academia*

Attendance – Alternates, Consultants, Others Interested Present or Present by Phone (*P*)

Alternates present, not activated
Mark Conley (National Restaurant Association), Michael Baker (National Registry of Food Safety Professionals), Emilee Follett (*P*) (StateFoodSafety) Harry Klein (Prometric), Renee Beckham (Regulatory – Local)

Consultants present
Beth Wittry (CDC), Laurie Williams (FDA), Julie Albrecht (ACAC), Katie Calder (ANSI, alt for Vijay Krishna)

Other Interested Parties present
Larry Lynch (National Registry), Thomas Larson (StateFoodSafety)

FOOD PROTECTION MANAGER CERTIFICATION COMMITTEE (FPMCC) MEETING AGENDA

1. Welcome & Introductions
2. CFP Anti-trust Statement, housekeeping
3. Orientation & Standards Workshop
4. Committee Administration
   a. Standing committee, reports to Executive Board
   b. Purpose of Committee
   c. Constituencies
      - Academia
      - Certification Providers
      - Consumer/Independent
      - Industry (Food Service, Retail)
      - Regulatory (Local, State, Federal)
      - Training Providers
   d. Voting, non-voting, alternates
   e. Advisors/consultants (ACAC, ANSI, FDA/USDA, Psychometrician) (non-voting)
   f. Meeting procedures
   g. Voting procedures
5. Review of Committee Bylaws
6. Review of FPMC Standards
7. Charges from CFP
8. ANSI-ACAC Report
9. Workgroup formation and tasking
10. Next "live" meeting - Spring 2019 (April, TBD)

1. **Welcome & Introductions, roll call, housekeeping**
   Chair Sean Dunleavy convened the meeting at 8:30 AM, members were welcomed and introduced themselves. Roll was called, a quorum of 20/30 voting members established, and 29 people total were in attendance.

2. **CFP Anti-trust statement** was read by Chair Dunleavey.

3. **Minutes of Sept. 18, 2018 conference call** were approved as corrected.

MOTION
Paster moved, **Dela Cruz** seconded that: The minutes of Sept 18, 2018 be approved with one typo corrected. Motion passed unanimously.

4. **FPMCC Orientation & Standards Workshop**
   Patrick Guzzle presented CFP orientation and an overview of the FPMCC and its work.

5. **FPMCC Committee Administration, Committee Bylaws review, and 2018-20 Charge**
   Vice Chair Sharon Wood reviewed the 2018-20 FPMCC charge; forecast the work of the current biennium, reviewed the FPMCC member composition and described the various stakeholder constituencies; the FPMCC Bylaws; and conveyed the expectation that members embrace the responsibility and obligation to engage and participate in the work of this FPMCC.

2018-20 FPMCC Charge The Food Protection Manager Certification Committee 2018-20 is charged: To carry out charges assigned via the Conference Issue process and from the Conference Executive Board relating to food protection manager certification and to adopt sound, uniform accreditation standards and procedures that are accepted by the Conference while ensuring that the Conference Standards for Accreditation for Food Protection Manager Certification programs and the accreditation process are administered in a fair and responsible manner.

6. **Food Protection Manager Certification Standards review**
   Vice Chair Sharon Wood reviewed the history and importance of the FPMC Standards, their purpose and importance, and the work FPMCC workgroups produced in support of these during the 2016-18 cycle, including the study of ISO Standard 17024 for harmonization with existing FPMC Standards.

   2016-18 Workgroup Chair Bryan Chapman reviewed the concept of a "normative document" that was developed last biennium.

   2016-18 Communications Workgroup Chair Tara Paster described the communications workgroup activity, and thanked Co-Chair Ryan McMillion for his efforts, and Cynthia Woodley for her edits.

   2016-18 Standards Workgroup Chair Kate Piche presented a review of the FPMC Standards and previous Committee work related thereto.

7. **American National Standards Institute (ANSI) and ANSI-CFP Certification Accrediting Committee (ACAC) reports**
   Katie Calder, ANSI representative (alternate for Vijay Krishna) is ANSI Senior Director of Accreditation Services and reported: her role and responsibilities with ANSI; that as ANSI celebrates its 100th anniversary in 2018 it is undergoing a "digital evolution;" that ANSI is the official US member body to the International Standards Organization (ISO), holds several permanent roles with ISO, and works extensively with federal agency members; ANSI's role in accreditations and conformity assessment and the diversity of these undertakings; the differentiation between "certificate" and "certification" and self- second- and third-party demonstrations of standards conformance; revisions to the ANSI ISO 17011 accreditation process; the ANSI certifying body accreditation application process; ACAC roles, members, and the contract between CFP and ANSI; that the FPMC Standards pre-date the existence of ISO 17024 and ANSI involvement in food safety; and ANSI 2019 initiatives.

8. **Workgroup Formation and Tasking**
   Workgroup Chairs and participants from the 2016-18 biennium recapped their activities and framed the work for the current biennium. These Workgroups were formed and action items assigned:

   Standards Workgroup – Kate Piche, Chair
   Members: Emily Follett, Susan Algeo, Liz Corchado-Torres, Hector Dela Cruz, Michael Baker, Sue Tyjewski, Beth Wittry
   1) Review ANSI's application for accreditation for alignment with the FPMC Standards.
   2) Review the "Normative Document" relative to FPMC Standards, ANSI application for accreditation, and alignment with any FPMC Standards revisions.

   Bylaws Workgroup – Jeff Hawley, Chair
   Members: Liz Corchado-Torres, Patrick Guzzle, Susan Quam, Hector Dela Cruz, DeBrena Hilton, Dawn Borwegen, Justin Daniel, Courtney Halbrook, Susan Algeo, Sharon Wood, K. Calder/V.Krishna, Sima Hussein
   1) Review the current CFP-ANSI contract and:
      a) consider whether it meets CFP needs, addresses rules of engagement for the parties, and establishes service expectations, and produce related recommendations for improvement.
      b) consider adding a clause that establishes coordination and alignment of ANSI accreditation application updates and the FPMC Standards.
      c) ensure current version of the FPMC Bylaws are posted on FPMCC web page.

   Communications Workgroup – Tara Paster, Chair
   Members: Terri Smith, Shana Davis, Laurie Williams, Bryan Chapman, Renee Beckham, Harry Klein, Gina Kramer, Mark Conley, Ryan McMillion, Patrick Guzzle
   1) Develop communication that clearly differentiates "food handler certificate" and "food protection manager certification," support correct characterization of these in regulators' information, and:
      a) create clarity in the differentiation of "ANSI accredited certification bodies" and "training providers," recommend methods to communicate that.
      b) create clarity in the differentiation of "food manager certification" and "food handler training," and recommend methods to communicate same.
   2) Review and update the "Regulatory Outreach" powerpoint presentation, and
      a) complete the speaker's notes for each slide, create user instructions.
   3) Develop a communication marketing/outreach plan that includes
      a) a social media strategy.
      b) methods to best engage and educate regulatory and industry stakeholders on the CFP; the FPMCC; the differentiation among training, certificate and certification activity.
      c) leveraging meetings of FDA Regionals, NACCHO, NEHA, AFDO and similar conferences; direct outreach to industry, health departments, and professional stakeholder groups.
      d) a promotion and distribution plan for the "Regulatory Outreach" powerpoint presentation.
   4) Review and revise FPMCC web page FAQs (circa 2005) for relevance and accuracy.

   Logistics Workgroup – Geoff Luebkemann, Courtney Halbrook, Co-Chairs
   1) Plan and support meetings for remainder of the 2018-20 biennium.

   FPMCC - all
   1) Provide feedback to the CFP Executive Board on its position statement re: ServSafe and National Registry as separate entities, for the sole purpose of judging the statement to be clear or unclear, without debate or discussion on the merits of the statement, and without revision thereto.

9. **Next "live" meeting - Spring 2019**
   Tentatively scheduled April 11-12, 2019, at a location to be determined.

MOTION
Chapman moved, and **Corchado** seconded that: The FPMCC adjourn, and the Workgroups meet during the remainder of the Fall Meeting time. Motion passed unanimously.

FPMCC Spring Meeting
Austin, TX
April 11-12, 2019
Minutes of the Meeting

THURSDAY 04/11/2019

Attendance – **Voting Members** Present, Present by Phone (*P*), or ~~Absent~~

1	~~Dunleavy~~, Chair	11	Dela Cruz	21	~~McMillion~~
2	Wood, Vice	12	~~Derr~~	22	Paster
3	~~Algeo~~	13	~~Guzzle~~	23	Piche
4	Anderson	14	~~Halbrook~~	24	Quam
5	Borwegen	15	Hawley	25	Roughan
6	~~Brown~~	16	Hilton	26	Smith, T
7	~~Chapman~~	17	~~Hussein~~	27	~~Straughn~~
8	~~Corchado~~	18	~~Kender~~	28	Tyjewski
9	Daniel	19	Kramer	29	Vacant - Academic
10	~~Davis~~	20	Luebkemann	30	Vacant - Academic

ATTENDANCE – ALTERNATES, CONSULTANTS, OTHER INTERESTED PARTIES

Alternates present and activated
Michael Baker (for Corchado); Renee Beckham (for Straughn); Emilee Follett (for Chapman); Harry Klein (for McMillion); Bridget Sweet (for Vacant – Academic)

Alternates present, not activated
Mark Conley; Jason Fine; Melissa Smith;

Consultants present
Vijay Krishna (04/11 only); Laurie Williams; Cynthia Woodley

Other Interested Parties present
Tom Larsen (State Food Safety)

I. Welcome and opening

Meeting called to order 8:30 AM; intros, roll call, anti-trust, sponsor thank-yous, quorum established. – Sharon.

Sponsor recognition:
1. Susan Quam   Wisconsin Restaurant Association
2. Kate Piche   National Restaurant Association
3. Larry Lynch   National Registry of Food Safety Professionals
4. Ryan McMillion Prometric
5. Tom Anderson 360 Training
6. Emilee Follett   State Food Safety
7. The Florida Restaurant and Lodging Association

II. Review and Approval of Fall 2018 FPMCC meeting minutes

MOTION

Hawley moved, **Dela Cruz** seconded that:
The minutes of Sept 18, 2018 be approved with one typo corrected. Motion passed unanimously.

III. Executive Board meeting updates – Sharon Wood reported for David Lawrence:
Next Executive Board meeting is Aug 13, 14 at Diversey headquarters; the 2022 Biennial Meeting location is Houston, TX; Vicki Everly was announced as the new CFP Executive Assistant, succeeding Aggie Hale. Nomenclature for CFP is under study and consideration being given to "Congress for Food Protection." Wood presented the FPMCC interim report to the Executive Board. New media (apps, social, etc) are under review for use by CFP to help promote the mission and general understanding of CFP activity.

IV. ANSI Updates – Vijay Krishna
Krishna reported on history and evolution of ANSI: over the last 100 years, over 200 professional societies have participated in developing ANSI standards in their respective industries; ANSI is the U.S. representative to ISO, which has over 120 member countries and covers over 30,000 standards.

Krishna further reported on ANSI's relationship with CFP: the CFP develops the FPMC standards, and ANSI audits and affirms conformity with the letter and intent of those standards; provides annual training to approximately 350 assessors across all content areas; in 2019 FPMC audits will be made against the 2018 revision of the associated standards, in addition to ISO 17024 plus the associated normative documents (the application for audit is under development); some FPMC providers will be dually audited and accredited. The history of harmonization and application of both FPMCC Standards and ISO 17024 was explained, along with the benefit of unifying assessment / reducing duplication in compliance auditing.

On May 29-30, 2019, ANSI will host an open workshop for understanding CFP FPMC accreditation at its Washington, DC, offices. The target audience is currently accredited organizations, those contemplating accreditation, and the various members of that organization that participate in the accreditation process.

Piche noted new items in the application appear to have been added and asked for explanation on the inclusion and benefit of those; Krishna responded that the 2018 Standards change invited an opportunity to revise the application and assure the appropriate evidence is being collected; in summary the changes were due to both the Standards change and the opportunity for ANSI to continually improve the process; development of the normative documents questions for the application are anticipated to follow.

Wood recognized Jeff Hawley, who explained the CFP process for benefit of newer members.

ACAC updates – no ACAC information was presented.

V. Workgroup Break-out time
Overviews – Wood called on each workgroup chair for a brief overview of their purpose and work for benefit of newer committee participants, then the workgroups convened.

VI. Workgroup reports, work product review, deadlines
A. Standards – Piche
Piche reported three task areas were assigned to the workgroup:
1 - "guidance document" discussion revealed it would have no requirement for conformity, and consensus was that the accrediting org is the appropriate entity to formulate any guidance and the ANSI CFP Workshop will fill some of that need.

2 - ISO 17024 "normative document" – the workgroup recommended that this be added as a stand-alone Appendix B to the Standards

3 – Look at the Standards as relates to "remote proctoring;" provide recommendations related thereto to the FPMCC.

MOTION

Piche moved, **Dela Cruz** seconded that:
The ISO 17024 normative document be added to the FPMC Standards as a new Appendix A and be required for compliance with the FPMC Standards, and the current Appendix A be relabeled Appendix B. Motion passed with unanimous consent.

- The workgroup reviewed the ANSI application for accreditation, based on the 2018 changes to the Standards and ANSI continual improvement opportunities: some semantic changes to application questions were developed with consensus support; the matter of application questions regarding "alternate non-traditional proctoring" was discussed and Krishna offered characteristics on how this would be acceptably deployed and recommends not creating specific additions to the Standards for this type of proctoring; Anderson suggested there is a need to assess whether the current Standards are sufficient to address alternate, non-traditional proctoring; Woodley suggested consideration of reference adoption of standards currently under development by NCTA-NTPA regarding non-traditional proctoring; discussion ensued regarding a number of questions – derived directly from the Standards – that bear opportunity for improved clarity and potential for improvement; the workgroup will follow those opportunities and continue developing recommendations to the Committee.

B. Communications – Paster
The workgroup was tasked with developing communication tools and content for public dissemination to foster understanding among the regulatory and industry communities of the work and mission of the CFP, and formed 4 teams:

1) Food Handler vs. Food Manager – a document was developed to describe and clarify these two roles and their differences; the Committee reviewed the content and developed consensus on the final version.

2) FAQs document – last updated in 2005, the team focused on making these brief and less technical; the Committee reviewed the content and developed consensus on the final version.

3) User guide document for the "FPMCC explainer powerpoint" – after deliberation and feedback, the team decided to eliminate this document and incorporate the relevant content directly into the previously developed "FPMCC explainer powerpoint."

4) Information Outreach Plan – need to catalog organizations, events, conferences, and meetings where the target audience that would benefit from these communications tools gather; this plan will incorporate social, links, blogs, and the direct communication channels of relevant organizations; need to develop communication tools for the target audiences.

Wood recessed the Committee at 4:30 PM to allow additional workgroup time.

Attendance – Voting Members Present, Present by Phone (***P***), or ~~Absent~~					
1	~~Dunleavy~~, Chair	11	Dela Cruz	21	~~McMillion~~
2	Wood, Vice	12	~~Derr~~	22	Paster
3	~~Algeo~~	13	~~Guzzle~~	23	Piche
4	Anderson	14	~~Halbrook~~	24	Quam
5	Borwegen	15	Hawley	25	Roughan
6	~~Brown~~	16	Hilton	26	Smith, T
7	~~Chapman~~	17	~~Hussein~~	27	~~Straughn~~
8	~~Corchado~~	18	~~Kender~~	28	Tyjewski
9	Daniel	19	Kramer	29	Vacant - Academic
10	~~Davis~~	20	Luebkemann	30	Vacant - Academic

ATTENDANCE – ALTERNATES, CONSULTANTS, OTHER INTERESTED PARTIES
Alternates present and activated Michael Baker (for Corchado); Renee Beckham (for Straughn); Emilee Follett (for Chapman); Harry Klein (for McMillion); Bridget Sweet (for Vacant – Academic)
Alternates present, not activated Mark Conley; Jason Fine; Melissa Smith;
Consultants present Laurie Williams; Cynthia Woodley
Other Interested Parties present Tom Larsen (State Food Safety)

Wood reconvened the Committee at 830 AM; attendance taken; a quorum established.

   C. Bylaws – Hawley
Hawley explained the Committee composition, the role of alternates and the importance of their attendance to remain informed and ready to serve as needed.

Hawley explained two proposed Bylaw revisions, to Sections 2 and 5, both of which codify and clarify current operating practice.

The recommended revisions proposed:
Article VI, Section 2 - (underlined section is new text)
The Committee Chair and Vice-Chair will select committee members and alternates from the list of volunteers <u>from the most recent biennial meeting</u> […]
Article VI, Section 5 - (underlined section is new text)
<u>In the event a Committee member resigns or is no longer able to serve the remainder of their term the Chair shall select an alternate from the affected constituency to fill the open seat.</u>

MOTION

Hawley moved, **Sweet** seconded that:
The FPMCC Bylaws be revised as follows in underlined text:
>   Article VI, Section 2 - (underlined section is new text)
>   The Committee Chair and Vice-Chair will select committee members and alternates from the list of volunteers <u>from the most recent biennial meeting</u> […]
>   Article VI, Section 5 - (underlined section is new text)
> <u>In the event a Committee member resigns or is no longer able to serve the remainder of their term the Chair shall select an alternate from the affected constituency to fill the open seat.</u>

Motion passed with unanimous consent.

Hawley then explained the current Bylaws certification organization fractionalized voting formula, and recommended this be revised. Discussion ensued regarding capping the certification organization members at the current 5, and if additional providers become accredited, then the 5 voting attendees be selected for each meeting.

Anderson suggested that the certification organization voting members could be capped at a percentage of the voting memberships, and / or establish term limits for the certification organization voting members. He further suggested the constituency vote weighting be capped. Additional discussion ensued.

MOTION

Hawley moved, **Hilton** seconded that:
the Bylaw Workgroup be authorized to develop language to cap voting certification organization members at 9. Motion passed, with one sideways (Roughan) based on the importance that certification organizations not be limited in their voice.

Discussion ensued regarding meeting attendance, regulator commitment and challenges to attendance, use of technology to facilitate meetings and help for travel-challenged regulators, obstacles for regulators to access technology (i.e., federal prohibitions on certain web applications). More discussion will be raised at future meetings.

Hawley advised the Executive Board requested the FPMCC review the ANSI contract, executed in 2002, for recommendations. Among the topics to review: deliverables and reporting expectations (currently scant); expiration date; performance review function (none currently exists); ANSI attendance at FPMCC meetings (none currently exists); provision for an alternate to the primary ANSI attendee (none currently exists); any other expectations to consider.

Discussion took place and a number of recommendations were generated for reporting to the CFP Executive Board.

Hawley then raised the matter of nominating a successor to ACAC representative Joyce Jensen, whose term expires in 2020, and encouraged the Committee to immediately begin considering candidates due to the difficulties presented by experience requirements and avoiding conflicts of interests. It was suggested that nominee qualifications be communicated to the FPMCC members for dissemination and recruiting purposes.

Hawley then covered items in the CFP Master Calendar:
-    June 5, 2019   Council application deadline
-    Nov. 1, 2019   FPMCC Final report deadline; Committee Issues submission deadline

- Dec. 31, 2019   Issue submission deadline

    D. Logistics – Luebkemann
- Logistics was asked to save Oct. 15 & 16, 2019, for the FPMCC Fall meeting
- Discussion ensued regarding meeting logistics, i.e., is F&B important, whether the current schedule pattern (Tuesday all day, Wednesday half day) meets the FPMCC needs.
- the members expressed desire to allocate workgroup break out time during meetings
- volunteers were sought to complete a meeting logistics survey: Daniel, Hilton, Beckham, Anderson, Smith M, Wood, Roughan, Woodley, Paster, Williams, Dawn, Gina, Hawley

VII. Committee Housekeeping
These items were covered in other sections of the agenda.

Wood adjourned the meeting at 10:25 AM, encouraging the workgroups to use that time as needed.

Food Protection Manager Certification Committee (FPMCC)
Austin, TX | April 11- 12, 2019
Accepted by the Committee April 11, 2019

Thursday 8:30 a.m. Meeting Call to Order

I.   Welcome and opening procedures
   A. Chair welcome and comments
   B. Committee member and guest introductions
   C. Reading of the CFP Anti-trust Statement
   D. Attendance, quorum, and alternate activations
   E. Review of Bylaws requirements for membership and voting alternates – Sharon Wood

II. Review and approval of FPMCC Fall 2018 Meeting minutes – Geoff Luebkemann

III. Board Meeting Update – Notes from David Lawrence

IV. ANSI, ACAC Updates – Vijay Krishna

V.   Workgroup Breakout Sessions – 2 hours

VI. Workgroup reports, work product review, deadlines
   A. Standards
   B. Communications

Friday 8:30 Meeting Call to Order

Continue Workgroup reports, work product review, deadlines
   C. Bylaws
   D. Logistics

VII. Committee housekeeping
   A. Member roster review, vacancies, contact info verification
   B. CFP 2020 Biennial Meeting Reports and Deadlines
   C. Fall 2019 meeting dates

Adjournment
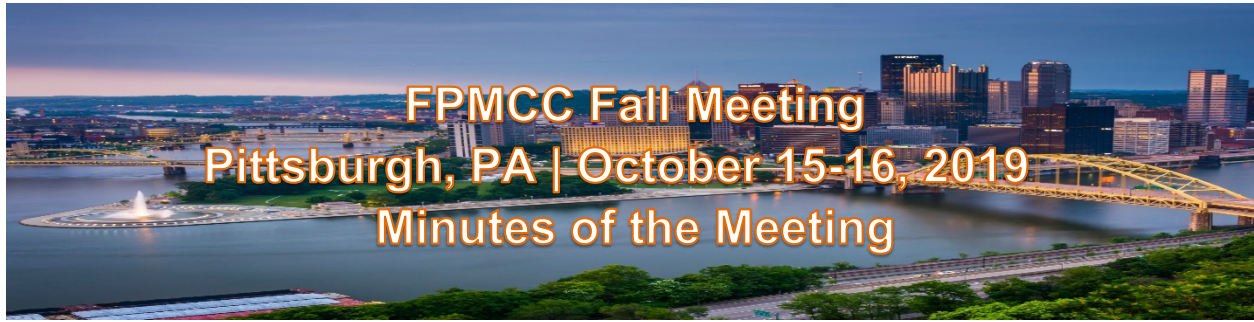
TUESDAY 10/15/2019

Attendance – Voting Members Present or ~~Absent~~

1	Dunleavy, Chair	11	Dela Cruz	21	McMillion
2	Wood, Vice	12	~~Derr~~	22	Paster
3	~~Algeo~~	13	~~Guzzle~~	23	Piche
4	Anderson	14	Halbrook	24	Quam
5	~~Borwegen~~	15	Hawley	25	Roughan
6	~~Brown~~	16	~~Hilton~~	26	~~Smith, T~~
7	Chapman	17	~~Hussein~~	27	~~Straughn~~
8	Corchado	18	~~Kender~~	28	~~Tyjewski~~
9	~~Daniel~~	19	~~Kramer~~	29	Vacant - Academia
10	Davis	20	Luebkemann	30	Vacant - Academia

ATTENDANCE – ALTERNATES, CONSULTANTS, OTHER INTERESTED PARTIES

Alternates present and activated
Renee Beckham (for Hilton)

Alternates present, not activated
Michael Baker, Mark Conley, Jason Fine, Samantha Montalbano

Consultants present
Vijay Krishna (04/11 only), Laurie Williams; Beth Wittry, Cynthia Woodley

Other Interested Parties present
None.

I.   Welcome and opening procedures

Meeting called to order at 8:30 AM by Chair Sean Dunleavey and Vice Chair Sharon Wood. Member introductions were made, roll called, and the CFP anti-trust statement was read and explained. A quorum of 15 voting members of 28 filled seats was established.

Meeting Sponsors recognized for their generous support:
1. Wisconsin Restaurant Association, Susan Quam
2. National Restaurant Association, Kate Piche
3. National Registry of Food Safety Professionals, Larry Lynch
4. Prometric, Ryan McMillion
5. 360 Training, Tom Anderson
6. State Food Safety, Bryan Chapman
7. The Florida Restaurant and Lodging Association

II. Review and Approval of Spring 2019 FPMCC meeting minutes

MOTION
HAWLEY moved, **PASTER CAMMARATA** seconded that: The minutes of the Spring 2018 minutes be approved. Motion passed unanimously.

III. Executive Board updates – Chair Sean Dunleavey

Hawley was recognized and reported he presented suggested revisions to the ANSI contract to the Executive Board. These will be available in the Executive Board minutes, which will be posted to the CFP website soon. The CFP Biennial Meeting begins March 30, 2020 in Denver, and the FPMCC will meet onsite at that time for its last meeting of the cycle.

It was also reported that the FPMCC must nominate to the Executive Board an ACAC representative to succeed Joyce Jensen, as well as leaders for FPMCC 2020-22.

Wood asked the FPMCC members to consider persons for Chair and Vice Chairs for the 2020-22 biennium. Dunleavey declined to be considered, and Wood stated she would accept consideration.

IV. ANSI, ACAC Updates

ANSI – Krishna
Krishna provided an overview of ANSI, including its activities in approving standards as American National Standard (ANS) and explained ANSI's role as the U.S. member body to the International Organization for Standardization (ISO). Krishna explained how ANSI was created, and that it performs work typically undertaken by government bodies outside the US. ANSI maintains over 10,000 US standards and works with over 30,000 international standards.

Krishna updated the committee about ANSI National Accreditation Board (ANAB), a wholly owned subsidiary of ANSI. All accreditation services previously offered by ANSI including the CFP program are now offered through ANAB. WorkCred in an ANSI affiliate whose mission is to strengthen workforce by improving the credentialing system. Additional information about ANAB and WorkCred are available at www.anab.org and www.workcred.org respectively.

Krishna provided details about the publication of the application for meeting CFP Normative Requirements for certification bodies applying under ISO/IEC 17024 and CFP-PR-817: ANSI-CFP accreditation under the ISO 17024 pathway. This document is available on the ANSI website at https://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/DocumentDetail?DRId=20927.

Lastly, ANSI offered a workshop on the CFP 2018 standard in Washington, D.C. on May 29-30, 2019. Approximately 15 participants attended the workshop

ACAC – no ACAC representative present
Jeff Hawley reported that Sheri Morris, PA Dept. of Agriculture, is willing to serve as ACAC representative, which will be further discussed later in the meeting.

V. Workgroup Break-out time
Wood tasked the workgroups to break out and finalize work products.

VI. ACAC Representative for FPMCC 2020-22 – Hawley
[covered earlier and later]

VII. Workgroup reports, work product review, deadlines

A. Standards – Piche
   Piche thanked the members for their extensive participation and input and presented the workgroup's proposed revisions. The FPMCC reviewed each, provided comment and discussion, and expressed consensus support for the revisions as submitted. Upon final approval of the revised Standard content, the entire document will be reviewed for proper formatting.

MOTION
CORCHADO moved, **QUAM** seconded that: The Standard workgroup revisions be accepted as presented. Motion passed unanimously.

B. Bylaws - Hawley
   Jeff Hawley reviewed the FPMCC Bylaw revisions previously approved by the FPMCC at the 2019 Spring Meeting Austin. No additional revisions were proposed by the FPMCC. Additional Bylaw revisions could be necessitated by any associated, subsequent changes to the CFP-ANSI contract.

   Hawley additionally reported on proposed revisions to the CFP-ANSI contract - which has been in effect without revision since May 15, 2002 - undertaken by request of the Executive Board. Hawley was asked to lead that review, and presented at the August 2019 CFP Executive Board meeting. The revisions were developed in consultation with ANSI representative Katie Calder, and accepted by the Executive Board with minor edits. The Executive Board will next seek outside legal review of the proposed revised contract for sufficiency and efficacy.

   In the revised contract, the term "ANSI" is replaced by "ANSI National Accreditation Board (ANAB)", a wholly owned subsidiary of ANSI.

C. Communications – Tara Paster Cammarata
   Paster Cammarata provided an overview of four elements to the workgroup's Outreach Plan:
   1) CFP FAQs and an integrated Food Handler - Food Manager Comparison Chart
   2) CFP Communication Outreach PowerPoint 2019
   3) Workgroup sub-team content areas
   4) Targeting elements of the Outreach Plan:
       a) organizations to contact
       b) specific communication channels to deploy
       c) need for a CFP statement of authority to replicate and disseminate the outreach material
       d) a survey tool to shape the tactical aspects of the Outreach Plan

   The documents were reviewed at length, in depth, and finalized with comments and edits from the FPMCC. Some recommended revisions may require CFP Executive Board approval which Sharon Wood will pursue.

MOTION
LUEBKEMANN moved, **ROUGHAN** seconded that: The documents and elements of the Outreach Plan prepared by the Communications Workgroup and finalized by consensus of the FPMCC, be transmitted to the Executive Board for approval and execution. Motion passed unanimously.

D. Logistics
   The Logistics Workgroup planned and executed the Fall Meeting Pittsburgh, and circulated a survey to FPMCC members to further refine and improve meetings. Results will be compiled and reported to the FPMCC.

Vice Chair Wood recessed the meeting at 4:30 PM, to reconvene October 15, 2019 at 8:30 AM.

Attendance – Voting Members Present or ~~Absent~~

1	~~Dunleavy, Chair~~	11	Dela Cruz	21	McMillion
2	Wood, Vice Chair	12	~~Derr~~	22	Paster
3	~~Algeo~~	13	~~Guzzle~~	23	Piche
4	Anderson	14	Halbrook	24	Quam
5	~~Borwegen~~	15	Hawley	25	Roughan
6	~~Brown~~	16	~~Hilton~~	26	~~Smith, T~~
7	Chapman	17	~~Hussein~~	27	~~Straughn~~
8	Corchado	18	~~Kender~~	28	~~Tyjewski~~
9	~~Daniel~~	19	~~Kramer~~	29	Vacant - Academia
10	Davis	20	Luebkemann	30	Vacant - Academia

ATTENDANCE – ALTERNATES, CONSULTANTS, OTHER INTERESTED PARTIES

Alternates present and activated
Renee Beckham (for Hilton)

Alternates present, not activated
Michael Baker, Mark Conley

Consultants present
Laurie Williams

Other Interested Parties present

Vice Chair Wood reconvened the FPMCC at 8:35 AM. Roll was called and a quorum of 15 voting members of 28 filled seats established.

Communications – Tara Paster Cammarata
Wood recognized Tara Paster Cammarata to continue workshopping the Communication Workgroup Outreach Plan. The FPMCC reviewed and provided comments on a survey document that Paster Cammarata produced overnight, to be used to gauge CFP members' communication preferences. The FPMCC provided comments and suggestions, and the survey document was accepted by consensus as edited. Paster Cammarata will circulate the final product.

ACAC representative
Wood returned the FPMCC to discussion of ACAC representation, and directed the members attention to the resume of Sheri Morris, PA Dept. of Agriculture. Jeff Hawley explained Morris' background and qualifications and advised she expressed willingness to serve.

MOTION
HAWLEY moved, **PASTER CAMMARATA** seconded that:
Sheri Morris be nominated to the Executive Board for approval as ACAC representative. Motion passed with unanimous consent.

Discussion then moved to selecting FPMCC leaders for the 2020-22 biennium. Nominations were made from the floor that Sharon Wood be selected Chair, and Susan Quam Vice Chair. In Chair Dunleavey's absence, Wood passed the gavel to past Chair Jeff Hawley and the candidates left the room. No additional nominations were advanced, and discussion closed.

MOTION
HAWLEY moved, **HALBROOK** seconded that: Sharon Wood be nominated to the Executive Board for FPMCC 2020-22 Chair and Susan Quam for FPMCC 2020-22 Vice Chair. Motion passed unanimously.

The candidates returned to the room and were congratulated on their nominations.

VIII. Committee Housekeeping and Final Comments

Wood recognized Hawley to review deadlines and dates for reports and issues submission leading into the 2020 Biennial Meeting, which are posted on the CFP website (browse foodprotect.org, click conference administration, click calendar). Vice Chair Wood is authorized to prepare the necessary FPMCC documents and reports for submission, and will circulate them to the FPMCC members for informational purposes.

A final meeting of this FPMCC is scheduled 5-6 PM Sunday, March 29, 2020 in conjunction with the CFP Biennial Meeting in Denver.

The FPMCC members then discussed ideal length and format for the FPMCC meetings, with consensus that these could be shorter, could use distance meeting technology, should be driven by the FPMCC workload and charges, and determined by the Chair and Vice Chair as needs dictate.

Tom Anderson of 360Training, an accredited certification body, stated his organization had employees conduct more than twenty "audits" using prohibited practices to test CFPM exam security.

Discussion ensued regarding the general state of exam security and related technology, with consensus emerging that this be considered in the next biennium.

The meeting was adjourned at 10:00 AM.

October 15, 2019
8:30 a.m. Meeting Call to Order - Sharon Wood, Vice Chair
   I.   Welcome and opening procedures
      o   Chair welcome and comments
      o   Committee member and guest introductions
      o   Reading of the CFP Anti-trust Statement
      o   Attendance, quorum, and alternate activations
      o   Review of Bylaws requirements for membership and voting alternates
   II. Review and approval of FPMCC Fall 2018 Meeting minutes – Geoff Luebkemann
   III. Board Meeting Update – Sean Dunleavy
   IV. ANSI, ACAC Updates – Vijay Krishna
   V.   ACAC Representative for FPMCC 2020 - 2022
   VI. Workgroup Breakout Sessions – 1 hour
   VII. Begin Workgroup reports, work product review, deadlines
         A.   Standards
         B.   Bylaws
         C.   Communications
         D.   Logistics

October 16, 2019
8:30 Meeting Call to Order

       Continue Workgroup reports, work product review, deadlines
          o   Standards
          o   Bylaws
          o   Communications
          o   Logistics

   VIII. Committee housekeeping
       o   Member roster review, vacancies, contact info verification
       o   CFP 2020 Biennial Meeting Reports and Deadlines
   •   Adjourn

ANSI-CFP Accredited Food Protection Manager Certification Programs

Education Outreach

Benefits of the ANSI-CFP Accredited Certification Programs

ANSI-CFP Accredited Food Protection Manager Certification Programs
Education Outreach

Agenda

Welcome and thank you for your commitment to the global food supply!

Section 1:   **C**onference for **F**ood **P**rotection (**CFP**), **A**merican **N**ational **S**tandards **I**nstitute (**ANSI**), and ANSI-CFP Accredited Food Protection Manager Certification Exam Providers

Section 2:   Legally defensible, Certification vs. Certificate, and Test Development Principles

Section 3:   FDA, 2013 FDA Food Code, and FDA Risk Factor Study

Section 4:   Benefits, Security Solutions, and Call To Action

Section 5:   Resources, Conclusion, and Invitation

Section 1:

CFP, ANSI, and ANSI-CFP Accredited Food Protection Manager Certification Programs

What is CFP?

- The Conference for Food Protection (CFP) http://www.foodprotect.org/ is an organization that brings together representatives from the food industry, government, academia, and consumer organizations to identify and address emerging problems of food safety and to formulate recommendations.

- The CFP has been actively working to standardize Food Protection Manager Certification across the United States and Maintains the Standards for Accreditation of Food Protection Manager Certification Programs

- The CFP meets biennially to collaboratively discuss the issues submitted to it.

What is ANSI?

- As the voice of the U.S. standards and conformity assessment system, the American National Standards Institute (ANSI) https://www.ansi.org/ empowers its members and constituents to strengthen the U.S. marketplace position in the global economy while helping to assure the safety and health of consumers and the protection of the environment.

- ANSI maintains a conformity assessment division that conducts conformity assessment (accreditation) activities.

- ANSI is the body selected to conduct accreditation activities on behalf of CFP.

Did you know there are currently five ANSI-CFP Accredited Certification Programs?

- 360training.com https://www.360training.com/

- National Registry of Food Safety Professionals http://www.nrfsp.com/

- Prometric https://www.prometric.com/

- ServSafe https://www.servsafe.com/

- State Food Safety https://www.statefoodsafety.com/

Competency and Competency Examination

- **Competency** means a defined combination of *knowledge, skills and abilities* (KSAs) required in the satisfactory performance of a job.

- **Competency examination** means an instrument that assesses whether an individual has attained at least a minimum level of *competency* that has been determined to be necessary to perform effectively and safely in a particular occupation or job. It shall be based on a thorough analysis of requirements for safe and effective performance. [1]

Section 2:

Legally Defensible
Certification vs. Certificate
CFP Standards for Exam Development

Legally Defensible

It is important that certification programs adopted for use by regulatory bodies be *legally defensible.*

Legally defensible means the ability to withstand a legal challenge to the appropriateness of the examination for the purpose for which it is used.

Accreditation by a third party such as ANSI adds to the legal defensibility of the certification programs by ensuring the certification programs adhere to best practice standards such as the CFP Standards for Accreditation of Food Protection Manager Certification Programs.

Certification vs. Certificate

- There is a difference between Certification Programs and Certificate Programs.

- The CFP Standards for Accreditation of Food Protection Manager Certification Program is designed to be a set of voluntary unifying national standards providing a mechanism for the universal acceptance of food protection managers *certification* programs.

- The CFP national Standards for universal acceptance of *Certified Food Protection Manager*s provide regulatory authorities reliable and *legally defensible criteria* for ANSI-CFP Accredited Certification Programs.

Certification vs. Certificate

Certification Programs	Certificate Programs
Credential awarded to candidates based on a third-party assessment of competence by a credentialing body.	Credential awarded to candidates based on successful completion of a training or educational program. It may include an assessment of learning.
The content of certification is based on a job or practice analysis that identifies the tasks and associated knowledge, skills and attributes (KSAs) required for competent performance	The content of a certificate program is based on the required learning objectives for the course curriculum.
Certification is time limited and must be regularly renewed as the candidate demonstrates continued competence	Certificates from certificate programs generally do not have to be renewed.

Certification vs. Certificate

Certification Programs	Certificate Programs
Certificate is "owned" by the Certification Body and may be taken away from the certified person.	Certificates from certificate programs are owned by the graduate and are not taken away even if the person eventually forgets what he or she has learned.
Accreditation involves looking at how the scheme was developed and how competence is assured (i.e. how the assessment and examinations are developed).	Accreditation involves looking at how the curriculum is developed, delivered and evaluated and how learning is developed.

The Food Protection Manager Certification Programs are designed to be Certification Programs and not Certificate Programs. Seat time and completion of educational or training do not meet the definition of certification programs.

The *CFP Standards for Accreditation of Food Protection Manager Certification Programs* require accredited food manager programs to meet best practice standards

Best practice standards apply to:

- Examination development
- Examination administration
- Security of confidential information

Examination Development

CFP Standards associated with examination development include:

- A *Job-Task Analysis (JTA)* that identifies the tasks that a Food Protection Manager would be responsible for doing and the knowledge, skills and attributes (KSAs) that are associated with those tasks. (Clause 4.4)

- Involvement of a representative sample of subject matter experts in the development of the JTA. (Clause 4.4)

- *Examination Specifications* that include a percentage or number of items for each content area. (Clause 4.6)

Examination Development

CFP Standards associated with examination development include:

- Requirements associated with *how the test items are written, reviewed and evaluated*. The certification body must use a fair, valid, reliable and legally defensible method for the development and maintenance of examinations. (Section 4.0)

- Requirements associated with the *qualifications of the experts* who write, review and evaluate test items. The certification body must maintain records on the qualifications of the Subject Matter Experts (SMEs) who participate in the development of the program. (Clause 4.7)

- Translation of examinations. *Equivalency* of translated examinations must be demonstrated. (Clause 4.14)

Examination Administration

CFP Standards associated with examination administration include:

- Test site requirements including requirements associated with the *physical location*. (Clause 5.2)

- Scoring considerations that include *how, when and where examinations will be scored*. (Clause 5.4)

- Test Administrator/Proctor requirements including information pertaining to their qualifications, training, roles and responsibilities and the *test administrator/proctor to candidate ratio*. (Clauses 5.5, 5.6, 5.7, 5.8 and 5.9)

Security of Confidential Information

Standards requirements associated with security of confidential information include:

- Examination booklet security (Clause 5.1)
- Examination security (Clause 5.11)

Section 3:

U.S. Food & Drug Administration (FDA)

2013 Food Code
Risk Factor Study

FDA Risk Factor Study and how it relates to the ANSI Accredited Food Protection Manager Certification Exam

- "The FDA Trend Analysis Report on the Occurrence of Foodborne Illness Risk Factors in Selected Institutional Foodservice, Restaurants, and Retail Food Store Facility Types (1998-2008) presents the results of the examination of data from three collections over the ten-year period. The analysis focuses on the **detection of trends** over the study timeframe to determine what progress has been made toward the goal of reducing the occurrence of foodborne illness risk factors at retail."

FDA Risk Factor Study and how it relates to the ANSI Accredited Food Protection Manager Certification Exam

- "A study was needed to determine the **effectiveness of the nation's retail food protection system** and to establish performance measures."

- "FDA will also continue to **promote adequate training and certification of facility personnel**, including a deliberate move towards increased use of certified food protection managers as common practice."

Why should Regulators require FPM Certifications?

- FDA encourages food regulatory authorities and others evaluating credentials for food protection managers to recognize the ANSI-CFP Food Protection Manager Certification Accreditation Program.

- The ANSI-CFP Accreditation Program provides a means for universal acceptance of certified individuals who successfully demonstrate knowledge of food safety.

- ANSI-CFP Accreditation provides officials assurance that food safety certification is based on valid, reliable, and legally defensible criteria.

- In addition, universal acceptance eliminates the inconvenience and unnecessary expense of repeating training and testing when managers work across jurisdictional boundaries."

FDA 2-102.12 Certified Food Protection Manager

- (A) <u>The PERSON IN CHARGE shall be a certified FOOD protection manager who has shown proficiency of required information through passing a test that is part of an ACCREDITED PROGRAM</u>.

- *(B) This section does not apply to certain types of FOOD ESTABLISHMENTS deemed by the REGULATORY AUTHORITY to pose minimal risk of causing, or contributing to, foodborne illness based on the nature of the operation and extent of FOOD preparation.*

FDA Definition: Person in Charge (PIC)

"Person in charge" means the individual present at a FOOD ESTABLISHMENT who is responsible for the operation at the time of inspection."

FDA 2-102.20 Food Protection Manager Certification

- (A) A PERSON IN CHARGE who demonstrates knowledge by being a FOOD protection manager that is certified by a FOOD protection manager certification program that is evaluated and listed by a Conference for Food Protection-recognized accrediting agency as conforming to the Conference for Food Protection Standards for Accreditation of FOOD Protection Manager Certification Programs is deemed to comply with §2-102.11(B).

- (B) A FOOD ESTABLISHMENT that has an EMPLOYEE that is certified by a FOOD protection manager certification program that is evaluated and listed by a Conference for Food Protection-recognized accrediting agency as conforming to the Conference for Food Protection Standards for Accreditation of FOOD Protection Manager Certification Programs is deemed to comply with §2-102.12.

25

Section 4:

Benefits
Security Solutions
Call To Action

Benefits

- The ANSI-CFP Accreditation Program to the CFP Standards provides regulatory authorities with a valid, reliable, and legally defensible method for evaluating Food Protection Manager Certification Programs.

- A fair, valid, reliable, legally defensible, credible and objectively evaluated Food Protection Manager Certification Program is important to ensure food safety and ultimately for consumer protection.

- Regulatory authority universal acceptance of Certified Food Protection Managers in accordance with the CFP Standards for Accreditation benefits all stakeholders.

What are the benefits to Regulatory Jurisdictions?

Regulatory Jurisdictions benefits include:

- savings on human and financial resources required to evaluate and administer Food Protection Manager Certification Programs;

- limits of legal liability resulting from a lack of the required expertise on staff to develop, administer or evaluate Food Protection Manager Certification Programs (such as the lack of an individual with expertise in the psychometric development of written examinations);

- assurance by a third-party accreditor (ANSI) that all accredited certification programs meet the CFP Standards; and

- opportunities for regulatory agencies to devote their limited resources to their retail food protection program rather than the credentialing of Food Protection Managers.

What are the benefits to Industry?

Industry benefits include:

- increased reciprocal acceptance of certification across jurisdictional lines;

- increased value of the Food Protection Manager Certification;

- third party quality assurance conducted on the certification programs that are offered;

- a consistent meaning for certification within the profession; and

- enhanced confidence that the certification process is fair, valid, reliable, and legally defensible.

Security Solutions

- The charge to the Food Protection Manager Certification (FPMC) Committee is to maintain the Standards to enhance the **integrity** of the entire examination process, which includes identification and analysis of root causes of security violations and implementation of **solutions**.

Security Solutions in the Standard

- All examinations shall be delivered and administered in a format that ensures the security of the examination (i.e. in a secured environment with a *test administrator/proctor*).

- Unproctored examinations are **not** acceptable regardless of the mode of administration.

ANSI ACCREDITED PROGRAM
American National Standards Institute
and the Conference for Food Protection ®

ANSI ACCREDITED

Security Solutions Call To Action – We need You!

If you see something, say something!

Please notify the appropriate ANSI Accredited Food Protection Manager Certification Exam Provider:

- 360training.com https://www.360training.com/
- National Registry of Food Safety Professionals http://www.nrfsp.com/
- Prometric https://www.prometric.com/
- ServSafe https://www.servsafe.com/
- State Food Safety https://www.statefoodsafety.com/

Section 5:

Conclusion

Invitation

Conclusion

- Currently, there are **five choices** for Food Manager Certification in the industry.
    - **Regulators:** ANSI has accredited five Food Protection Manger Certification Programs!
    - **Industry:** You have options! Choose the specific certification that meets or exceeds your business needs but always follow your regulatory requirements!
- **Bottom line:** Regardless of the provider, the examination, or the delivery method, the outcome will be the **same!**

Invitation – ALL are welcome!

Join us at the next Biennial Meeting!

Make A Difference! Get Involved Today! www.foodprotect.org

Identify and address emerging food safety issues and make recommendations!

Conference for Food Protection
Standards for Accreditation of Food Protection Manager Certification Programs
Frequently Asked Questions
Updated 10.24.2019

Q1. What is the Conference for Food Protection (CFP)?

A1. CFP is an independent, national, and voluntary nonprofit organization with a purpose that includes identifying food safety problems, adopting fair and workable procedures to address those problems, maintaining a working relationship among government, industry, academia, professional and consumer groups, and promoting uniformity of regulation in food protection. In order to support those goals, CFP encourages active participation by representatives of diverse stakeholder groups and seeks to produce high quality standards by consensus.

Q2. Why did the Conference for Food Protection develop the Standards for Accreditation of Food Protection Manager Certification Programs (Standard)?

A2. The Standard for Food Protection Managers was developed to assist regulatory authorities in identifying organizations who have valid, reliable and legally defensible certification programs. The Standard was developed to assess the competence of certification organizations to administer certification exams based on industry defined competence requirements. This assessment of the competence of certification organizations is conducted by a third-party accreditation body American National Standards Institute (ANSI) National Accreditation Board.

Q3. How did CFP develop the Standard?

A3. The Standard was developed by the CFP Food Protection Manager Certification Committee through a consensus-based process and approved by CFP. The CFP Food Protection Manager Certification Committee includes representatives of food industry stakeholders including Federal, State, and local regulatory agencies, academia, foodservice and retail food store industries, trade associations, operators, consumer groups, certifying organizations, and test providers. The Committee's approach provides for balanced decisions arrived by collaboration and consensus.

Q4. How can I obtain a copy of the CFP Standard?

A4. The Standard may be obtained from the CFP website **www.foodprotect.org.**

Q5. What is a Certified Food Protection Manager?

A5. A Certified Food Protection Manager is an individual who has demonstrated by means of passing a food protection manager certification examination from an accredited certifying organization that he/she has the knowledge, skills and abilities required to protect the public from foodborne illness. The duties of a Certified Food Protection Manager could include but are not limited to:

- identifying hazards in the day-to-day operation of a food establishment that provides food for human consumption;

- developing and implementing specific policies, procedures or standards aimed at preventing foodborne illness;

- coordinating training, supervising food preparation activities, and taking corrective action as needed to protect the health of the consumer; and

- completing in-house self-inspections of daily operations on a periodic basis to see that policies and procedures concerning food safety are being followed.

Q6. What is the difference between Certified Food Protection Manager and Food Handler?

    A6. The differences between a Certificate Food Protection Manager and Food Handler are illustrated in the table below:

	Certified Food Protection Manager	Food Handler
Role	Someone who is responsible for a food establishment operations and/or processes, has direct authority over food employees at the time of an inspection, and has been certified by an ANSI-accredited certification.	Someone who handles unpackaged food, food equipment or utensils or food contact surfaces but does not manage/supervise employees, processes, or operations.
Title	May be called Food Safety Manager, Food Service Manager, Food Manager or equivalent. The regulatory term is Person-In-Charge (PIC).	May be called Food Employee, Food Worker, or equivalent.
Responsibilities	Responsible for following Food Code requirements which include: • Overseeing operation and Food Employees • Reporting certain illnesses to the local regulatory authority and restricts/excludes Food Employees as required • Ensuring that Food Employees are trained in food safety standards and practices and that those standards and practices are followed • Answering food safety questions during regulatory authority inspections	Responsible for following Food Code requirements which include: • Reporting to PIC • Reporting symptoms and illnesses to the PIC, and comply with restriction/exclusion as required • Maintaining cleanliness and personal hygiene • Following food preparation standards and practices set in place by PIC
ANSI-Accredited Programs	ANSI-CFP Accredited Food Protection Manager Programs	ANSI Accredited Food Handler Programs

Q7. What is the difference between a certificate program and certification?

    A7. There are significant differences between a "certificate program" and "certification".

    A certificate program is a non-degree-granting education or training program consisting of:

    (1) a learning event or series of events designed to educate or train individuals to achieve specified learning outcomes within a defined scope, and

    (2) a system designed to ensure individuals receive a certificate only after verification of successful completion of a program.

On the other hand, certification is a time-limited, revocable, renewable credential awarded by an independent, third-party certification organization.

The differences between a Certificate Program and Certification are illustrated in the table below:

Certificate Program	Certification
The certificate is awarded by an education or training organization	The certificate is awarded by an independent, third party certification organization
The assessment is knowledge based and intended to measure learning objectives and outcomes	The assessment measures competencies (knowledge, skills and abilities) related to a specific job in an occupation or profession
The individual owns the certificate. It may not be revoked	Certification organization owns certificate and can revoke it

Q8. What is accreditation?

A8. Accreditation is third party verification by an independent organization (such as ANSI National Accreditation Board) confirming a certification organization's competence to carry out a certification program according to a standard (in this case the CFP Standard).

Q9. Who accredits Food Protection Manager Certification organizations according to the Standard developed by CFP?

A9. ANSI National Accreditation Board is under agreement with CFP to accredit certification organizations administering Food Protection Manager Certification programs. The final decision to accredit is determined by the ANSI-CFP Accreditation Committee (ACAC). CFP has two representatives on ACAC.

Q10. Who is eligible to enter the ANSI-CFP accreditation process?

A10. All Food Protection Manager Certification organizations will be eligible to apply for the accreditation if they meet ANSI National Accreditation Board's eligibility requirements.

Interested organizations can contact ANSI National Accreditation Board at **www.ansi.org** for more information.

Q11. How does a certification organization achieve ANSI-CFP accreditation?

A11. The certification organization must provide documented evidence through the ANSI-CFP accreditation process that it meets the CFP Standard. ANSI National Accreditation Board will review the evidence provided and evaluate the entire certification program, using specific criteria to verify compliance with the CFP Standard.

Q12. What Food Protection Manager Certification Organizations are currently accredited?

A12. ANSI National Accreditation Board maintains a current listing of accredited Food Protection Manager Certification Organizations on their website **www.ansi.org.**

Q13. Why should a regulatory agency adopt the CFP Standard and recognize the ANSI National Accreditation Board accreditation process?

A13. Beginning with the 2009 FDA Food Code, the FDA has recommended that states adopt the Food Protection Manager Certification as one way to demonstrate knowledge. In many states, persons-in-charge (PIC) are required to obtain a Food Protection Manager Certification.

Adopting this requirement provides regulatory agencies with a valid, reliable, and legally defensible mechanism to ensure that PICs who have passed a Food Protection Manager Certification exam have the knowledge, skills, and abilities required to protect the public from foodborne illness.

Q14. What confidence can regulatory agencies have in the Food Protection Manager Certification?

A14. The ANSI-CFP accreditation process includes a third-party assessment from qualified professionals at ANSI National Accreditation Board who measure and monitor each certification organization to ensure conformity with the CFP Standard. Therefore, regulatory agencies can confidently assume that any Food Protection Manager Certificate issued by an accredited Certification Organization has been issued according to the CFP Standard.

Q15. Is one Food Protection Manager Certification exam better than another?

A15. Passing an exam from *any* certification organization accredited to the CFP Standard by ANSI National Accreditation Board will satisfy the requirement for certification. While the examinations may be different (different number of questions, different passing score, etc.) being certified by any of the accredited certification organizations implies that the certified person has met the requirements for competence.

Q16. Do all Food Protection Manager certificates satisfy the requirement for certification?

A16. Certificates satisfy the requirement for certification only if they have been awarded by a certification organization that has been accredited to the CFP Standard by ANSI National Accreditation Board. Certificates that satisfy the requirement will bear the ANSI-CFP accreditation mark: