

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 this Standard. The CFP Standard for *Accreditation* of Food Protection Manager *Certification* Programs is intended for all *legal entities* that provide *certification* for this profession. The Standard 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 Standard 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

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ensure the highest possible degree of validity in the Certified Food Protection Manager credentialing process by carefully determining the competencies necessary to prevent foodborne illness, implementing standardized testing processes, and

promoting the appropriate interpretation and use of test results 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 master of the competence

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

The CFP Standard 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.

To earn *accreditation*, the *certification organization* shall meet the following CFP Standard 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 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 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 this Standard and the *accreditation* process. The CFP Standard 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 *certificates* 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, Standard 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, Standard 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 Standard 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 Standard 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 the Standard to eliminate duplication and align with purpose;
3. modifies or creates the Standard 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 Standard 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.

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

Annex B 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 Standard for *Accreditation* of Food Protection Manager *Certification* Programs is designed to be a voluntary unifying mechanism for the universal acceptance of Food Protection Managers who obtain their *certificates* 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 standards for *certification* programs. The CFP Standard for universal acceptance of *Certified Food Protection Managers* provide regulatory authorities consistent 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 this Standard as fulfilling their program requirements. Annex B provides additional guidance, developed through the CFP, for the implementation of these regulatory *certification* programs.

TABLE OF CONTENTS

			Page
I.	Section 1.0	Definitions	7
II.	Section 2.0	Purpose of <i>Certification Organizations</i>	13
III.	Section 3.0	Structure and Resources of <i>Certification Organizations</i>	14
IV.	Section 4.0	Food Safety <i>Certification Examination</i> Development	15
		Examination Development	15
		<i>Job Task Analysis</i>	17
		<i>Psychometric Standards</i>	17
		Examination Development Security	19
		Periodic Review	19
		Requirements for Examination Standardization	19
V.	Section 5.0	Food Safety <i>Certification Examination Administration</i>	20
		Security for <i>Examination Materials</i>	21
		Test Site Requirements	22
		Test Site Language Translation	23
		Scoring	23
		<i>Test Administrator/Proctor(s) Role</i>	23
		<i>Test Administrator/Proctor Requirements</i>	23
		<i>Test Administrator/Proctor Renewal</i>	23
		<i>Instructor/Educator/Trainer as Test Administrator/</i>	
		<i>Proctor</i>	23
		<i>Test Administrator/Proctor Responsibilities</i>	24
		Examination Security	26
		<i>Item and Examination Exposure</i>	26
		<i>Certification Organization's Responsibility to Test</i>	
		<i>Administrators/Proctors</i>	26
		<i>Certification Organization's Test Administrator/Proctor</i>	
		Agreements	27
		Examination Administration Manual	27
		Examination Scripts	28
VI.	Section 6.0	<i>Computer-Based Testing (CBT)</i>	29
		Computer-Based Test Development	29
		<i>Computer-Based Testing Administration</i>	29
		Due Process	30

TABLE OF CONTENTS (continued)

Page

VII.	Section 7.0	<i>Certification Organization Responsibilities to Potential Examinees, Examinees and to the Public</i>	31
		<i>Responsibilities to Potential Examinees and Examinees for Certification</i>	31
		<i>Qualifications for Initial Certification</i>	31
		<i>Individual Certification Certificates</i>	32
		<i>Discipline of Certificate Holders and Examinees</i>	32
		<i>Continued Proficiency</i>	32
		<i>Responsibilities to the Public and to Employers of Certified Personnel</i>	32
		<i>Misrepresentation</i>	32
VIII.	Section 8.0	<i>Certification Organization Responsibilities to the Accrediting Organization</i>	34
		<i>Application for Accreditation</i>	34
		<i>Summary Information</i>	34
		<i>Responsibilities to the Accrediting Organization</i>	35
VIII.	Section 9.0	Management Systems	36
IX.	Annex A	Guidelines for Regulatory Authorities Implementing Food Protection Manager Certification Programs	37
		<u>Programs</u>	
		<u>Programs</u>	
		<i>Qualifications for Certification</i>	37

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.
- 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 the CFP Standard for such programs as set forth in this document. This 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* 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 the minimum level of *competency* necessary to perform effectively and safely in a particular occupation or job.
- 1.11 **Computer-adaptive testing (CAT)** means a method of *computer-based testing* that uses *algorithms* to select *items* at various difficulty levels to determine an *examinee's* proficiency.
- 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* of *Certified FoodProtection Managers*.
- 1.14 **Demographic data**, in this context, means the geographic distribution, education, credentials, stakeholder representation, and other relevant characteristics of the referenced group.
- 1.15 **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.
- 1.16 **Equivalency** (in “equivalent examinations”) means that two or more versions of a test measure the same constructs in the same ways and are built to the same content and statistical specifications .
- 1.17 **Examination 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 **Examination 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 **Examination developers** means the individuals involved in the process of creating the Food Safety *Certification Examination*.
- 1.20 **Examination forms** means equivalent, alternate, and differing sets of *items*, compiled according to the same *examination blueprint* and conforming to the same *examination specifications*.

- 1.21 Examination Materials** means all materials necessary for creating, disseminating, retrieving, administering, and grading examination items and forms.
- 1.22 Examination specifications** means the description of the specific content areas of an examination, stipulating the number or proportion of *items* for each 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.
- 1.23 Examination version** means an examination in which the exact set of *items* in an *examination form* is presented in another order, language, manner, or medium.
- 1.24 Examinee** means a person who takes an examination.
- 1.25 Exposure plan** means the policies and procedures in place to ensure that examination *items* and forms are not made available to such a degree that their discrimination value is diminished.
- 1.26 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.
- 1.27 Food safety certification examination** means an examination in food safety approved in accordance with the provisions of this program.
- 1.28 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 Item** means an examination question.
- 1.30 Item bank** means all of the *items* that have been developed for the several forms of an examination. It includes all the *items* available to create *examination forms*.
- 1.31 Item sequence** means the presentation order of examination *items* in an examination.
- 1.32 Job Task Analysis** 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 abilities (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 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 Legally defensible** means the ability to withstand a legal challenge to the appropriateness of the examination for the purpose for which it is used.
- 1.35 Linear Examination Form** 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 Overexposure** refers to an *item* that has been selected or viewed to such a degree that its discrimination value is diminished.
- 1.37 Exam Candidate** means an individual who may be reasonably expected to take a *food safety certification* examination.
- 1.38 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*.
- 1.39 Psychometric** means scientific measurement or quantification of human qualities, traits, or behaviors.
- 1.40 Psychometrician** means a professional with specific education and training in development and analysis of examinations and other assessment techniques and in statistical methods.
- 1.41 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 Reliability** means the degree to which test scores for a group of test takers are consistent over repeated applications of a measurement procedure and, hence, are inferred to be dependable and consistent for an individual test taker.
- 1.43 Remote proctoring means** supervision of an examinee during testing by a proctor who is in a different location. Examinee behavior is monitored by a human proctor using online monitoring software and artificial intelligence software.
- 1.443 Retail food industry** means those sectors of commerce that operate *food establishments*.
- 1.454 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*.
- 1.465 Validity** means the degree to which accumulated evidence and theory support a specific interpretation of test scores for a given use of a test

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 on 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.
- 3.4** **Resources of *Certification Organizations*.** A *certification organization* shall demonstrate.
- A. the availability of financial resources to effectively and thoroughly conduct regular and ongoing *certification* program activities.
 - B. that 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 the size and composition to assemble tests that will support the intended use and interpretation of test scores, as well as the legal defensibility of test scores 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
<i>Linear Examination Forms</i> (paper or computer-based)	Minimum of 3 times the number listed in the blueprint
<i>Computer Adaptive Testing</i>	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 *computer adaptive testing*.

4.2 The certification organization must demonstrate to the accreditation agency the appropriateness of the policies, procedures, processes, and decisions regarding the following :

- 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.

- 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* 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.** A food safety certification examination shall be based on a 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.
- 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 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. 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 follow 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 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 *certification organization* shall ensure relative equivalence and reliability across its various *examination forms* and administration methodologies (e.g., paper-pencil, CBT).
- 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. .
- 4.12** When any *food safety certification examination* is translated or adapted into another language, the *certification organization* shall demonstrate comparability between the source examination and the translated or adapted examination. 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** *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 *items* and of the full examination. Those materials shall be provided to the *accrediting organization* on demand.
- 4.14 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, test answer sheets and examinee scores are and remain secure. 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 Periodic Review.** At least 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 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. ~~p~~Passing rates (both number and percentage of examinees that passed the examination in the given 12-month period); and
 - F. ~~s~~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.
 - 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 Requirements for Examination Standardization.** *Certification organizations* shall specify conditions and procedures for administering all *food safety certification examinations* in a standardized manner 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 Sections 5.1, and 5.4B. All sections of these Standards apply to *remote proctoring* except Sections 5.4B, 5.11B, 5.13 C & D.

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) ~~t~~The type of test materials (i.e., electronic or paper);
 - 2) ~~t~~The locations of the test materials (i.e., transportation, electronic delivery, disposal, storage, examination center (when applicable));
 - 3) ~~t~~The steps in the examination process (e.g., development, administration, results reporting);
 - 4) ~~t~~The threats arising from repeated use of examination materials.
- B. Packaging by *certification 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 *certification 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~~ have 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 *certification 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 *certification 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 examinations* shall conform to all legal requirements for safety, health, and accessibility for all *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) reasonable accommodation requests, in accordance with the requirements of the Americans with Disabilities Act, shall be fulfilled for *examinees*;
 - 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 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 nationally accepted scoring methods ~~approved by the accrediting organization~~. No official scoring is to be done at the test site for paper-pencil based examinations.
- B. *Food safety certification examination* scores for paper-pencil based examinations will not be released as ~~being~~ official until verified and approved by the *certification 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 and the test administrator/proctor* will be so informed and an approximate date for release of the scores will be announced.

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 as Test Administrator/Proctor.

When a person acts as an *instructor* and a *test administrator/proctor*, that person relinquishes the role of *instructor* 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 examinations* 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. For test site/testing center administered examinations, ~~a~~All *examinees* shall begin taking the examination at the same time. No *examinee* shall be admitted into the test site/testing center once examination administration has begun.
- C. Where reasonable accommodations ~~is~~ are provided for *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.

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 *items* 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 *items*.
- 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* clearly indicating their responsibilities for these roles. The *certification organization* shall demonstrate how it ensures *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 activities of *test administrator/proctor*; and
 - 2) an assessment component that shall be passed before an *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* making such a claim, whether independently or as an employee of another organization making the claim, are not eligible to serve as *test administrators/proctors* for any *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) ~~(spacing)~~ 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 *algorithms* used for test *item* selection, the *item* response theory model employed (if any), and examination *equivalency* issues.
- 6.2** *Items* 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 *items* written for delivery via a paper/pencil medium are suitable for computer delivery nor should it be assumed that computer test *items* 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 *items* in the *item bank* from which the examination is generated shall ensure that the *items* are protected from *overexposure*. *Item* usage statistics shall be provided for all available *items* 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 examinees' scores.~~ The Computer-Based Test designer shall be accountable to assure that the visual representation of the exam questions, the answers, and the directions is clear and generally easy to interpret, allowing the examinee optimal chance to accurately select their desired response to the exam questions.
- 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. (Spacing issue with 6.9)
- 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 *items* for each *examinee* shall record the information necessary to recreate the sequence of *items* 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 *items*; ability to change responses; and instructions relating to specific types of *items*.

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 by which one obtains *certification*;
- B. a notice to *exam candidates* of non-discrimination.
- C. protocols for the periodic review of examination policies and procedures to ensure fairness;
- D. procedures for uniformly 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 *exam candidates* 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.

(space)

7.3 **Individual Certification Certificates:**

- A. Each *certification organization* will maintain a secure system with appropriate backup or redundancy to 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) *accrediting organization* 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 job task analysis.
- 7.6 Responsibilities to the Public and to Employers of Certified Personnel.** A *certification organization* shall maintain a registry of ~~individuals~~ certified individuals. Any title, credential, or certificate awarded by the certification organization shall 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 Complaints and Appeals.** Each *certification organization* shall have a published procedure addressing complaints and appeals. Such procedures shall include a stated timeframe for response from the *certification organization*. (spacing issue)
- 7.8 Misrepresentation.** Only *certification organizations* that conform to all requirements of the Standard 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* to the extent possible;
- ~~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~~
measures to the extent possible:
 - 1. Reliability
 - 2. Intended interpretation
 - 3. Use of test scores
- C. provide evidence that the pass/fail levels are established in a manner that is generally accepted in the *psychometric* community ;
- 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 examinations*;
- 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 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. 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 *certification organization* 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.

ANNEX A

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

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”);
- A1.2** And, the CFP recognizes *ISO/IEC 17024, Conformity assessment – General requirements for bodies operating certification of persons* (“ISO/IEC 17024 Standard”) 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:

A. FDA Food Code.

B. CFP Standard

C. ISO 17024.

ANNEX B

Guidelines for Regulatory Authorities Implementing Food Protection Manager Certification Programs

- B1.** 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.

- B2.** 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.

- B3.** **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.

- B4.** 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*.