

Conference for Food Protection - Committee FINAL Report

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

DATE OF FINAL REPORT: **November 10, 2017**

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

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

COMMITTEE CHARGE(S):

2016-11-023: 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 objectives 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.

Charge 1, Issue II-012 - *Continue work with the CFP Executive Board and the American National Standards Institute (ANSI)-CFP Accreditation Committee (ACAC) to maintain the Standards for Accreditation of Food Protection Manager Certification Programs in an up-to-date format; including, but not limited to, recommending language for items that could be made less prescriptive without a negative effect on security.*

Charge 2, Issue II-015 - *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).*

Charge 3, Manager Certification Programs - *Report back its findings and recommendations to the Executive Board and the 2018 Biennial Meeting of the Conference for Food Protection.*

COMMITTEE WORK PLAN AND TIMELINE:

1. This committee began addressing charges in October 2016. The initial meeting in October reviewed the charges and included much education to new committee members. Workgroups listed below in #2. were formed in order address the charges and for report out to the entire FPMCC at the March 22 - 23 face to face meeting in Nashville, TN. Clear and demonstrable progress was made on all charges.
2. Four workgroups were formed to address the following topics: CFP FPMC Standards Workgroup, Bylaws Workgroup, Communications Workgroup and Logistics Workgroup. The FPMCC Standards Workgroup was divided into 2 sub-committees to address Charge 1 of CFP FPMC Standards Maintenance and Charge 2 to Study the ISO17024 Standard as an option to CFP Standards for Accreditation.
3. The FPMCC used advisors from ANSI and ACAC as resources.
4. The committee met all the goals outlined in the charges listed above as described below.

COMMITTEE ACTIVITIES:

1. Dates of committee meetings or conference calls:

- Various work group calls were held over the past 1.5 years.
- Face to face meeting - October 19 - 20, Denver, Colorado
- Face to face meeting - March 22 - 23, Nashville, Tennessee
- Face to face meeting - October 25 - 26, San Antonio, Texas

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2. Overview of committee activities: (See also Meeting Minutes attached for all FPMCC Meetings)

- The CFP FPMC Standards Maintenance Sub-Committee did a thorough review of the CFP FPMC Standards and made edits and changes in order to improve the language and provide the most up to date formatting and verbiage. All changes were made without any negative effect on security. These proposed changes can be found in **Attachment III: CFP Food Protection Manager Certification Standards Version 1.8.**
- The CFP FPMC ISO17024 sub-committee assessed the ISO 17024 Standard and completed a comprehensive review of both the ISO17024 and the CFP FPMC Standards. An ISO17024 Normative Document was created which includes relevant food safety sections of the CFP Standard. The Normative Document serves as a model with ideal concepts behind the use of ISO17024 as an option to and without change to the CFP FPMC Standards. ANSI also reviewed the Normative Document. These activities were performed in support of Charge #1. The Normative Document can be found in **Attachment V: FPMCC - Normative Draft Committee Approved 2018.**
- The Communication Workgroup developed a PowerPoint communication deck to assist in building the CFP membership, educate on Food Manager Certification and be used for regulatory outreach. The PowerPoint deck can be found as **Attachment VI: FPMCC CFP Communication Outreach PowerPoint 2018.** This deck is being submitted as a content document as a part of Issue #4 and the committee is working to gain Board approval of its use. All of these efforts were in support of Charge #2.
- The standing Bylaws Workgroup completed a comprehensive review of the current Bylaws and presented a list of recommended changes. Each edit was reviewed with the committee and consensus was reached on the changes. The proposed changes to the Bylaws can be found in **Attachment IV: Revised FPMCC Bylaws 2017-2018.**
- The Logistics Workgroup has continued to assist in arranging cost conscious facilities, lodging and meeting space.

3. Work Plans, Timelines and Committee Activities

a. The ByLaws Workgroup reviewed the FPMCC Bylaws and a summary of the proposed revisions include:

- Change in the preamble to remove "training and";
- Change in Article VI, Section 3 to add "voting members of";
- Change in Article VI, Section 3, Subsection 3 to address votes of certification organizations;
- Change in Article VII, Section 2 to add "in-person";
- Change in Article VII, Section 4 to add requirement that presentations for in-person meetings be submitted to the Committee Chair and Vice-Chair at least 2 weeks prior to the meeting;
- Changes in Article XI to clarify roles and responsibilities of Committee Advisors, Subject Matter Experts, Paid Consultants, and Conference Appointments;
 - Change to footer to reflect: "Revised Bylaws pending approval at 2018 Biennial Meeting";
 - Change article, section, and subsection numbers are necessary.

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- b. The CFP FPMC Standards Maintenance sub-committee on the maintenance of CFP Standards for Accreditation of Food Protection Manager Certification Programs completed a thorough review of the CFP FPMC Standards and presented the sections where there may be opportunity for edits or changes to the Standards. Each section was reviewed by the committee and consensus was achieved. A summary of the major tasks, assigned responsibilities and due dates are summarized below.

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Major Tasks for 2016 - 2018 Biennium	Assigned Responsibility	Target Due Date	Comments
Meet with Standards Workgroup to determine next steps/timeline	Workgroup members	5/16/17 1pm CST	Met with team to determine next steps, and agree upon a timeline
Small work group assignments	Workgroup members	6/30/17	Small workgroups assigned to each Standard we determined needed revising.
Meet to discuss and finalize work group recommendations related to Standards revised wording	Workgroup members	8/1/17	Meeting scheduled to discuss/finalize recommended wording before it goes to the full committee
Final approval of CFP FPMC Standards Updates	FPMCC	10/25/17	Completed

- c. As a part of Charge 2, the CFP FPMC ISO17024 sub-committee completed a comprehensive review of both the ISO17024 and the CFP Standards. Alignment on and identification of concerns with ANSI and ISO standards / expectations, presentation of potential requirements, proposing the use of a Normative Document and identification of potential venues for communication were achieved. The FPMCC generated an outline and provided recommendations for the ISO17024 Normative Document content. Based on these recommendations, the sub-committee developed a draft Normative Document. A summary of the major tasks, assigned responsibilities and due dates are summarized below.

Major Tasks for 2016 - 2018 Biennium	Assigned Responsibility	Target Due Date	Comments
Discuss pathway forward with workgroup vice-chair Chef Kender	Alternative generation	5/2/2017	Agreed we don't have expertise in standards writing. No perfect pathway forward. Acknowledged first step is identifying the food safety relevant expertise for potential inclusion in Normative Document.
Identify food safety relevant sections of the CFP standard for potential inclusion in Normative Document	Workgroup members	6/8/17	Emailed to Bryan individually. Bryan compiled them for use during conference call.
Conference call to discuss food safety expertise items for potential inclusion in Normative Document	Workgroup members	6/20/17	Conference call with about half of the workgroup. Consensus achieved
	Workgroup members	6/21/17	Conference call for the other half of

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Conference call to discuss food safety expertise items for potential inclusion in Normative Document	Workgroup members	6/27/17	the workgroup. Consensus achieved No changes received
Sent document of agreed upon food safety expertise to workgroup	Bryan	6/21/17	1 st draft of Normative Document sent to Chair Dunleavy, Vice-Chair Wood, Kate Piche.
Drafted 1 st version of Normative Document using food safety expertise as agreed upon by workgroup	Dr. Vijay Krishna	7/13/2017	ANSI provided input. Changes were to terminology and for clarity.
ANSI review of 1 st draft of Normative Document	Kate Piche	7/24/2017	Kate Piche suggestions minimal. Changes were to terminology and for clarity. *Bryan thought it important to have NRA buy-in prior to sending to the rest of the workgroup since NRA was driver behind food safety expertise items. Was seeking a smoother process with larger workgroup and committee.
Kate review of 2 nd draft (included ANSI changes)	Workgroup	8/9/2017	
Workgroup review of Normative Document draft 3	Workgroup	8/22/2017	Individual reviews sent to Bryan
Conference Call to discuss Normative Document	Chair Dunleavy	8/25/2017	Goal is to achieve consensus on Normative Document
Send Normative Document to Chair Dunleavy for distribution	CFPMCC	9/15/2017	Done
Full committee review of Normative Document	CFPMCC	9/24/2017	Send individual feedback to Bryan
Penultimate Normative Document draft review	CFPMCC	10/25/2017	Send to full committee 30 days in advance of October meeting
Normative Document approval			Presented to FPMCC for approval - Approved

4. **Charges COMPLETED and the rationale for each specific recommendation:**

- a. **Charge 1, Issue II-012** - Work was completed in partnership with the American National Standards Institute (ANSI)-CFP Accreditation Committee (ACAC) to maintain the Standards for Accreditation of Food Protection Manager Certification Programs in an up-to-date format. The FPMCC is recommending language for items that could be made less prescriptive without a negative effect on security. All recommended changes can be found in **Attachment III: CFP Food Protection Manager Certification Standards version 1.8**.
Key changes included:

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- a. Verbiage updates for clarity and understanding and formatting to accommodate changes
 - b. Clarification on Examination Adaptation and Examination Blueprint
 - c. Addition of definitions for Examination Materials and Linear Examination Form
 - d. Edits for clarity on the definition of a Psychometrician
 - e. Changes to Food Safety Certification Examination Development to include specific guidance on Linear Examination Forms, Computer Adaptive Testing, exposure rate policies, psychometric standards and examination development and analysis information necessary for accreditation
 - f. Requirements on examination materials
 - g. Test Administrator / Proctor responsibilities
 - h. Clarity on a certification organization's responsibilities to potential examinees, examinees and the public
- b. **Charge 2, Issue II-015** - A 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 was completed in the form of a Normative Document. This was done with the input of standards development expertise from American National Standards Institute (ANSI). The Normative Document titled: '**Conference for Food Protection Requirements for Certification Organizations to Provide Food Protection Manager Certifications using the ISO17024 Personnel Certification Standard**' represents the process and requirements for CFP to recognize a certification body that is accredited by ANSI under the ISO 17024 Standard and includes requirements that shall be applied in conjunction with the ISO17024 Standard. This proposed document provides supporting criteria to the ISO17024 Standard for certification bodies that want to be recognized by the CFP. See **Attachment V: FPMCC - Normative Draft Committee Approved**.
- c. **Charge 3, Manager Certification Programs** - All findings and recommendations as described above are being reported back to the Executive Board and the 2018 Biennial Meeting of the Conference for Food Protection by way of this final report and related attachments.

5. **Charges to be continued to next biennium (standing):**

2016 - II - 023: 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 objectives 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 REQUESTED ACTION FOR EXECUTIVE BOARD:

- As a part of Issue #4, the FPMCC requests that the Board review and approve **Attachment VI: FPMCC CFP Communication Outreach PowerPoint 2018**. The Committee would like to post this on the CFP website as well as to allow stakeholders to use this deck for educational outreach to the industry, academia and the regulatory stakeholders.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

1. **Issue 1: FPMCC Report - Food Protection Manager Certification Committee**

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Food Protection Manager Certification Committee requests the acknowledgment of the final committee report and to recognize the committee members for their work. (This committee is a standing committee and will continue its work for the next biennium on the maintenance of the CFP Standard for Food Protection Manager Certification.)

*See Issue titled: **FPMCC Report - Food Protection Manager Certification Committee**; Attachments titled:

Attachment I FPMCC Committee FINAL Report 2018

Attachment II FPMCC ROSTER OFFICIAL - Nov2017

2. Issue #2: FPMCC Standards for Accreditation of Food Protection Manager Certification

The Food Protection Manager Certification Committee requests approval of the recommended changes to the CFP Standard for Food Protection Manager Certification and posting on the CFP website.

*See Issue titled: **FPMCC Standards for Accreditation of Food Protection Manager Certification**; Attachment titled: **Attachment III CFP Food Protection Manager Certification Standards version 1.8 2018**.

3. Issue #3: FPMCC - Bylaw Revisions

The Food Protection Manager Certification Committee requests approval of the recommended changes to the Committee Bylaws and posting on the CFP website.

*See Issue titled: **FPMCC Bylaw Revisions**; Attachment titled: **Attachment IV Revised FPMCC Bylaws 2017-2018**

4. Issue #4: FPMCC - Normative Document - ISO17024 as option to CFP FPMC

The Food Protection Manager Certification Committee requests the approval of the Normative Document titled: '*Conference for Food Protection Requirements for Certification Organizations to Provide Food Protection Manager Certifications using the ISO17024 Personnel Certification Standard*'. In addition, the Committee requests approval of the ANSI Food Protection Manager Examinations Education Outreach communication deck as a tool to provide education and information to the industry and the regulatory community.

*See Issue titled: **FPMCC - Normative Document - ISO17024 as option to CFP FPMC**; attachments titled:

Attachment V FPMCC - Normative Draft Committee Approved 2018

Attachment VI FPMCC CFP Communication Outreach PowerPoint 2018