

*INTRODUCTION TO*

**The Conference For Food Protection  
Food Protection  
Manager Certification  
Committee**

***New Member Orientation***  
*revised August 1, 2014*



# CFP BASICS

- Evolved from a 1972 meeting sponsored by the American Public Health Association (APHA) and the US Food and Drug Administration
- A Not-for-Profit, volunteer-member lead organization
- Comprised of individual members representing:
  - Regulatory
  - Academia
  - Industry
  - Professional Organizations
  - Consumers
  - Certification Organizations



# CFP BASICS

- Primary focus is retail food protection improvement
- Develops recommendations for model food safety regulation - the FDA Food Code - and promotes uniform application of food safety regulation
- Identifies and advocates improvements to food safety in production, processing, packaging, sale, distribution and service
- Advocates science-based, uniform food safety procedures



# CFP BASICS

- Provides a forum to foster cooperation and share information among government agencies, industry, consumer groups, academic institutions and professional associations concerned with food safety
- Coordinates with appropriate federal agencies to disseminate information regarding food safety matters.
- Highly values solutions based in member consensus



# CFP ORGANIZATION STRUCTURE

- Executive Board – day-to-day governance
- Staff – Executive Director, Executive Assistant, Executive Treasurer
- Councils – deliberate “Issues” at the Biennial Meeting
  - I - Laws and Regulations
  - II - Administration, Education and Certification
  - III - Science and Technology
- Standing Committees – operate continually
- Ad hoc Committees – operate for a 2 year term, unless re-created
- Assembly of Delegates – state and territory delegates consider and act on Issues at culmination of Biennial Meeting



# CFP ACTIVITY

- The Biennial Meeting occurs every other year in even numbered years, and rotates locations nationwide.
- The CFP Executive Board, standing committees, and ad hoc committees work on “Charges” throughout the two year term between Biennial meetings, to result in “Issues” for deliberation at Biennial meeting
- Food Protection Manager Certification Committee (FPMCC) is a standing CFP committee that reports to the Executive Board



# THE FPMC COMMITTEE

- Stakeholder composition:
  - Industry, Retail
  - Industry, Restaurant
  - Consumer
  - Regulatory, all levels
  - Academia
  - Trade Associations
  - Certification Organizations
- Meets “live” and by conference call, makes interim progress reports to Executive Board throughout the two year term
- Formulates Issues assigned to Council II



# INITIAL CHARGES

- Develop Standards for Accreditation of Food Protection Manager certifying bodies and certification programs
- Identify, Select and Coordinate with a “Third Party” accrediting body, currently ANSI
- Recommend modification and clarification of the Accreditation Standards





# COMMITTEE HISTORY

- Emerging recognition of need for formalized manager food safety knowledge
- Absence of national model standard, best practices
- Duplicative certification costs imposed on industry
- Regulators lacked sound criteria to evaluate:
  - psychometric validity of examination programs
  - equivalence of examinations
  - legal defensibility of certification programs
  - fairness to examinees seeking the credential



# COMMITTEE ACTIVITY

- Propose and consider ideas to improve and clarify the Standards
- Encourage wide adoption of Food Protection Manager Certification using the Standards
- Consult with the CFP accrediting organization, currently ANSI, to advance objective, practical, effective implementation of the Standards



# ROLE OF CERTIFICATION

- Food Protection Manager Certification serves as licensure in some jurisdictions
- Certification objective is to measure knowledge needed to be “minimally competent”
- Intended to provide third party verification of knowledge to be minimally competent
- Provides consistent standards and process nationwide, facilitating reciprocal acceptance



# ROLE OF ACCREDITATION

## Three Key Objectives:

- Create and maintain a valid, reliable and legally defensible process.
- Facilitate an accessible, flexible, cost effective certification system.
- Establish National Standards that foster universal acceptance.



# THE STANDARDS

- Commonly referred to simply as the Standards, the formal name is “Standards for Accreditation of Food Protection Manager Certification Programs”
- Establish essential components for CFP accreditation of a Food Protection Manager Certification program
- Have evolved over many years of debate and input from the FPMCC; current version is dated 2014
- Accessible on CFP Website at [www.foodprotect.org](http://www.foodprotect.org)



# THE STANDARDS

Developed using

- The National Commission for Certifying Agencies (NCCA), Standards for Accreditation of Certification Organizations
- The Standards for Education and Psychological Testing (AERA, APA and NCME)
- Other nationally recognized psychometric standards
- Execution is audited and monitored by ANSI



# THE STANDARDS

- The Standards document is adopted by the CFP, and is the basis of exam provider accreditation
- Revisions have occurred over the years to reflect changes in practice and strengthen the certification process
- Revisions typically emerge as issues originating from the FPMCC
- FPMCC and Standards issues are deliberated in Council II, during the Biennial Meeting



# THE STANDARDS

The Standards include and apply to:

- Purpose, Structure, and Resources of Certification Organization
- Food Safety Examination Development and Administration
- Computer Based Testing
- Responsibilities to Examinees, the Public, and the Accrediting Organization
- Exam Security and Management Systems
- They *do not* address or apply to training programs





# MANAGING ACCREDITATION

- CFP selected a third-party accrediting organization in 2001 through competitive bid
- The American National Standards Institute (ANSI) has been the accrediting organization since then
- Implementation and oversight of the CFP-ANSI agreement occurs within the ANSI-CFP Accreditation Committee (ACAC)
- ACAC is comprised of 6-10 members, appointed by CFP (2) and ANSI (remainder)



# ACAC RESPONSIBILITIES

- Oversight of accrediting personnel certification bodies that certify food protection managers
- Determining final decisions on accreditation matters
- Creating and maintaining operational policies and procedures for the ANSI-CFP program
- Assuring that necessary due process and public notice procedures are met
- Marketing the program to promote understanding, recognition and acceptance of the program
- Receiving first-level appeals relating to accreditation decisions



# ACCREDITATION PROGRAM GOALS

- Ensure accredited Food Protection Manager Certification Programs meet CFP Standards
- Facilitate a self-assessment process that increases certification program quality
- Increase recognition and confidence in the quality of Food Protection Manager Certification Programs



# TERMINOLOGY

- **Certificate** – recognition of completing a specific course or course offerings or passing an exam based on a specific course
- **Certification** – implies individual possesses a validated set of competencies based on an occupational analysis
  - Educational Requirements – courses, degree
  - Graduation from an Accredited Program
  - Employment Experience e.g., internship
  - Formal Examination or Assessment
- **License** – government regulated credential
- **Accreditation** – third party validation of the certification and/or certificate program and process



# ACCREDITATION MODEL

- ANSI/CFP accredits Food Protection Manager Certification programs
- ANSI/CFP accreditation *does not* cover any training
- Accredited Food Protection Manager Certification Programs must ensure training and examination activities are appropriately separated
- All exam security and best management practices are properly implemented



# ACCREDITATION MODEL



# BENEFITS FOR REGULATORS

- Eliminates cost for psychometric expert resources or staff to develop and evaluate programs
- Eliminates cost to audit and verify accredited program compliance with the Standards
- Assures legal obligations to managers are met and due process rights protected



# BENEFITS FOR REGULATORS

- Migrates compliance failure costs (disciplinary and corrective action) from regulator to accreditation organizations
- Fosters national uniformity among certification programs, facilitating reciprocity
- Allows resource and effort shift from credentialing to food safety operations





# BENEFITS FOR EXAMINEES

- Reciprocity of certification across regulatory jurisdictions reduces duplicating exams
- Assurance of certification program quality
- Competitive market means more options - locations, price, value, testing platforms
- Ensures examinees' due process and legal rights and certification is valid, reliable, and legally defensible
- Provides employees with a professional credential that is attractive to hiring managers and can lead to higher wages, promotions or bonuses.



# BENEFITS FOR INDUSTRY

- Reciprocity of certification across regulatory jurisdictions reduces exam costs, facilitates certification of more people
- Value of the credential is enhanced
- Quality and value of the certification program is assured, provides a meaningful certification.
- Assures the process is valid, reliable and legally defensible
- Protects businesses and patrons by validating food safety knowledge of employees, reduces potential for foodborne illness outbreak, prevents damage to brand



# BENEFITS FOR CERTIFICATION ORGANIZATIONS

- Ensures all certification organizations (COs) invest in quality, leveling the playing field
- COs know they will be assessed against a valid, recognized set of uniform standards
- Audits and re-accreditation are performed by an objective, independent third party
- System encourages continual quality improvements
- Eliminates the need for COs to seek regulatory acceptance in thousands of jurisdictions nationwide



# ACCREDITED CERTIFICATION ORGANIZATIONS

- National Restaurant Association - ServSafe
- National Registry of Food Safety Professionals
- Prometric
- 360Training



# 2014 FPMCC CHARGES

**Issue:** 2012 II-017 *continued by action of the 2014 Biennial Meeting*

**Charge:** The Conference recommends the following charges be assigned to the Food Protection Manager Certification Committee (FPMCC) for the 2012-2014 biennium:

1. Continue working 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.

2. Revise/Update as needed the *Standards for Accreditation of Food Protection Manager Certification Programs* Preamble and Annexes.

3. By July 1, 2012, the FPMCC chair will request approval of the formation of a Security Evaluation Workgroup for the purpose of initiating the exam security evaluation process; workgroup representation will include:

ANSI representative

CFP ACAC representative

FPMCC Chair and Vice-Chair

One regulatory representative

ANSI field research design (data) subject matter expert

One representative from each Certification Organization

One food industry representative



# 2014 FPMCC CHARGES

4. Evaluate the results of the exam security evaluation process and Standards revisions approved by the 2012 CFP Biennial Meeting to ensure that they are resulting in substantial improvement of exam security. The FPMCC is proposing a plan to:

- work with ANSI to update the ANSI accreditation application to incorporate the final Standards changes as approved at the 2012 Biennial Meeting;
- develop surveillance document;
- establishment an analysis framework and research plan for data collection and evaluation of improvement in exam security;
- complete a preliminary study to ensure that the evaluation tool works; and
- develop a timeline for continued improvement.

5. Report back to the Executive Board and the 2014 Biennial Meeting of the Conference for Food Protection.



# 2014 FPMCC CHARGES

## 2014/ II-015

Title: FPMCC 4- ISO/IEC 17024-2012 as an Option to CFP Standards

The Conference recommends the Food Protection Manager Certification Committee (FPMCC) determine 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 and report back its findings at the 2016 Biennial Meeting.



# COMMITTEE MEMBER DUTIES

- Communicate! Respond timely to emails, let Chair know if you are unable to participate or have schedule conflicts.
- Review meeting materials in advance of meetings and conference calls.
- Be prepared, then participate.
- Your input is critical to the formulation of well-informed, effective consensus building.
- Consensus building is essential to the CFP culture. Be deliberate, considerate, and look for common ground.
- Make the effort to get to know your CFP colleagues – they can be an invaluable resource and network for you.





# ***Questions & Discussion***

***PRESENTATION ACKNOWLEDGMENTS***

Initially developed by Cynthia D. Woodley, 2006

Revised by Joyce Jensen, May 2013

Revised by Geoff Luebke, August 2014

