Conference for Food Protection

Standards for Accreditation of Food Protection Manager Certification Programs

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

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

The professionals involved in the credentialing process for Certified Food Protection Managers shall recognize that the justification for regulating entrance to the occupation of Certified Food Protection Manager is to:

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

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

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

The CFP Standards are 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 Standards.

To earn accreditation, the certification organization shall meet the following CFP Standards 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 Standards 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 Standards for Accreditation of Food Protection Manager Certification Programs and assumed its duties in January 2003. The CFP FPMC Committee continues to work within the Conference structure to monitor the criteria and selection process for the organization serving as the accrediting body for Food Protection Manager Certification Programs.

The CFP strongly encourages regulatory authorities and other entities evaluating credentials for Food Protection Managers to recognize and endorse these Standards and the accreditation process. The CFP Standards 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 2-102.11.

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

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Modifications and Improvements

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

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

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

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

Annex

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

Annex A provides guidance to regulatory authorities that incorporate Food Protection Manager Certification as part of their requirements to obtain or retain a permit to operate. The CFP Standards for Accreditation of Food Protection Manager Certification Programs is designed to be a set of voluntary unifying national standards providing a mechanism for the universal acceptance of food protection managers who obtain their 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 national Standards for universal acceptance of Certified Food Protection Managers provide regulatory authorities reliable and legally defensible criteria for

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evaluating *certification* programs. In addition, they eliminate duplication of testing and additional cost for the industry.

*Regulatory authorities* that may not be in a position to eliminate their existing programs are encouraged to recognize food protection managers certified in accordance with these Standards as fulfilling their program requirements. Annex A provides additional guidance, developed through the CFP, for the implementation of these regulatory *certification* programs.
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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 (a review of a certification organization by an independent organization using specific criteria, to verify compliance with the Food Protection Management Certification Program Standards).

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

1.3  Accredited certification program means a Food Protection Manager Certification Program that has been evaluated and listed by an accrediting organization accepted by the CFP and has met the CFP Standards for such programs.

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

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

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

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

1.6  Certification means the process wherein a certificate is issued.

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

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

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

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

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

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

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

1.14 **Demographic data** means the statistical data of a population, especially the data concerning age, gender, ethnic distribution, geographic distribution, education, or other information that will describe the characteristics of the referenced group.

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

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

1.17 **Equivalency** (in “equivalent examinations”) means that there is specific *psychometric* evidence that various forms of an examination cover the same content and their respective passing scores represent the same degree of competence.

1.18 **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.

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

1.20 **Examination Developers** means the individuals involved in the process of creating the Food Safety *Certification* Examination.

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1.21 **Examination forms** means alternate sets of examination questions (with at least 25% alternate questions) to assess the same competencies, conforming to the same examination specifications.

1.22 **Examination Materials** means all paper (ex. Examination booklet) or electronic versions and/or forms of the food safety certification examination and associated examination documents.

1.23 **Examination specifications** means the description of the specific content areas of an examination, stipulating the number or proportion of items for each area of competency and the level of complexity of those items. The specifications are based on the job analysis and its verification.

1.24 **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.

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

1.26 **Exposure Plan** means the policies and procedures in place to ensure that examination items are not exposed to examinees or other people that may result in an examination item being memorized and/or shared.

1.27 **Food establishment**

A. Food establishment means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption:

1) such as a restaurant, satellite or catered feeding location, catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people, market, vending location, conveyance used to transport people, institution, or food bank; and

2) that relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.

B. including:

1) an element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the regulatory authority; and

2) an operation that is conducted in a mobile, stationary, temporary or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.

C. not including:

1) an establishment that offers only prepackaged foods that are not potentially hazardous;

2) a produce stand that only offers whole, uncut fresh fruits and vegetables;

3) a food processing plant;

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

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

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

7) a private home that receives catered or home-delivered food.

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

1.29 **Instructor** means an individual who teaches a course that includes competencies in prevention of foodborne illness.

1.30 **Item** means an examination question.

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

1.32 **Item sequence** means the presentation order of examination *items* in an examination.

1.33 **Job 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.

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

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

1.36 **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.

1.37 **Overexposure** means the relative frequency in which an examination *item* is presented across test forms to the extent that it may undermine the integrity of the examinations.

1.38 **Potential examinee** means a person capable of taking an examination.

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

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

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

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

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

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

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

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

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

1.48 **Validity** means the extent to which an examination score or other type of assessment measures the attributes that it was designed to measure. In this instance, does the examination produce scores that can help determine if *examinees* are competent to protect the public from foodborne illness in a *food establishment*?
SECTION 2.0 – PURPOSE OF CERTIFICATION ORGANIZATIONS

2.0 Purpose of Certification Organizations.

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

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

2.3 A certification organization for Food Protection Manager Certification Programs shall not be the accrediting organization nor shall the certification organization have any conflict of interest with said accrediting organization.
SECTION 3.0 – STRUCTURE AND RESOURCES OF CERTIFICATION ORGANIZATIONS

3.0 Structure and Resources of Certification Organizations.

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

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

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

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

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

B. that staff possesses the knowledge and skills necessary to conduct the certification program or has available and makes use of non-staff consultants and professionals to sufficiently supplement staff knowledge and skills.
SECTION 4.0 – FOOD SAFETY CERTIFICATION EXAMINATION DEVELOPMENT

4.0 Food Safety Certification Examination Development.

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

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

B. has been developed from secure item bank that is of adequate size and composition to assemble and support a valid, legally defensible examination and

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

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<th>Scaling Factor of Bank vs. Blueprint</th>
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<td>Linear Examination Forms (paper or computer-based)</td>
<td>Minimum of 3 times the number listed in the blueprint</td>
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<td>Computer Adaptive Testing</td>
<td>Minimum of 6 times the number listed in the blueprint</td>
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C. Certification organizations must have a policy that supports the monitoring and controlling of item exposure rates, use of an appropriate and defensible number of concurrent, equivalent linear examination forms (for print-based or computer-based), or an item bank of sufficient size and composition to support and deliver computer adaptive testing.

4.2 The certification organization shall apply acceptable psychometric standards to:

a. examination development, maintenance, and delivery;
b. certification decisions;
c. examination materials and data storage;
d. reporting;
e. resolution of complaints and appeals;
f. impartiality; and
g. examination security.

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

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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 analysis task list, with knowledge, skills, and abilities (KSAs);
C. examination specifications;
D. evidence that the number of active items in the item bank is (1) aligned with the weight specified in the examination blueprint, (2) appropriate for the format of the examination, with special consideration for computer-adaptive testing, and (3) meets the requirements of the item exposure plan;
E. statistical performance of each item in the bank;
F. number of examination forms and evidence of their equivalence to each other;
G. description of method used to set passing score;
H. copies of all logs, diaries, and personnel lists and descriptions kept as required in the development process;
I. appropriate summary statistics for each examination form, regardless of assembly or delivery method; and
J. names, credentials, and demographic information for all persons involved in the job analysis, item writing and review, and setting the passing score.

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

4.5 The job 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.

4.6 Detailed food safety certification examination specifications shall be derived from a valid study of the job analysis tasks and their accompanying knowledge, skills, and abilities (KSAs) and shall be appropriate to all aspects of the retail food industry. The job analysis shall include consideration of scientific data concerning factors contributing to foodborne illness and its epidemiology. The examination specifications, consisting of percentage
weights or number of *items* devoted to each content area, shall be available to *examinees* and to the public.

4.7 The *certification organization* is required to systematically evaluate practices in the *retail food industry* to ensure that the *job analysis* on which an examination is based remains appropriate for the development of *food safety certification examinations* on which the universal credential is awarded. The maximum length of use for any *job analysis* is five years from the date of validation.

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

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

4.10 The *food safety certification examination* shall be based on psychometrically valid procedures to ensure the relative equivalence of scores from various *examination forms*. The *certification organization* shall provide evidence of such equivalence as public information.

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

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

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

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

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

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

4.16 Periodic Review. At least semiannually, each certification organization shall report to the accrediting organization, providing a review of its food safety certification examination(s). The report will include at minimum the following summary information for all examinations (for each examination used) administered during the preceding six months, as well as other information that may be reasonably requested by the accrediting organization.

A. number of food safety certification examinations administered;
B. mean, corresponding standard deviation, and range of candidate scores;
C. A measure of form-level reliability;
D. A measure of decision consistency;
E. Passing rates (both number and percentage of examinees that passed the examination in the given 6-month period); and
F. Item statistics, including but not limited to a summary of item difficulty, discrimination, and exposure for all items presented during the reporting period.

4.17 Requirements for Examination Standardization. Certification organizations shall specify conditions and procedures for administering all food safety certification examinations in a standard manner to ensure that all examinees are provided with the opportunity to perform according to their level of ability and to ensure comparability of scores. Examination booklets shall be of high quality printing to ensure ease of reading.
SECTION 5 – FOOD SAFETY CERTIFICATION EXAMINATION ADMINISTRATION

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

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

B. Packaging by 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 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:

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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 qualified examinees.

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

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

1) accessibility in accordance with the requirements of the Americans with Disabilities Act, shall be reasonably available for all qualified examinees, whether the examination administration occurs at the main examination location site, or at an alternative examination location site that meets the same location requirements as the main examination location site;

2) conformity to all fire safety and occupancy requirements of the jurisdiction in which they are located;

3) sufficient spacing between each examinee in the area in which the actual examination is conducted, or other appropriate and effective methods, to preclude any examinee from viewing another examinee’s examination;

4) acoustics allowing each examinee to hear instructions clearly, using an electronic audio system if necessary;

5) lighting at each examinee’s workspace adequate for reading;

6) ventilation and temperature appropriate for generally recognized health and comfort of examinees;

7) use of private room(s) where only examination personnel and examinees are allowed access during the examination administration; and

8) no further admittance into the test site once examination administration has begun.
5.3 Test Site Language Translation.
A certification organization shall have a published, written policy regarding test site language translation of food safety certification examinations. If a certification organization allows test site language translation of a food safety certification examination when an examination version is not available in the examinees’ requested language, the certification organization shall have a published, formal application process available to all potential examinees. Procedures shall include but not be limited to:

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

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

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

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

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

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

C. Examinee scores will be confidential, available only to the examinee 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

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

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

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

A. signed Application;

B. non-Disclosure Agreement (NDA);

C. training program for test administrators/proctors; and

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

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

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

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

A. Schedule examinations. Food safety certification 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

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

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

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

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

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

C. Where reasonable accommodations shall be made for otherwise qualified examinees under provisions of the Americans with Disabilities Act, care shall be taken to ensure that security of the examination is maintained. Arrangements shall be such that the food safety certification examination contents are not revealed to any test administration personnel with any conflict of interest. A written affirmation to that effect and a written nondisclosure statement from the individual who was chosen to assist the otherwise qualified examinee shall be provided to the certification organization.

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

A. Included shall be, at a minimum, specific procedures for handling and for reporting to the certification organization, any suspected or alleged:
   1) cheating incidents;
   2) lost or stolen examination materials;
   3) intentional or unintentional divulging of examination 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.

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

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

A. controls for item and examination exposure;

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

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

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

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

5.14 Certification Organization’s Responsibility to Test Administrators/Proctors.

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

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

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

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

A. provisions that relate to code of conduct;
B. conflicts of interest; and

C. consequences for breach of the agreement.

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

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

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

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

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

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

A. Introduction to the Examination Process
   1) composition of the examination (number of questions, multiple choice, etc.);
   2) time available to complete the examination;
   3) role of the test administrator/proctor;
   4) process for restroom breaks; and
   5) process for responding to examinee comments and questions.
B. Copyright and Legal Responsibilities
   1) description of what constitutes cheating on the examination;
   2) penalties for cheating; and
   3) penalties for copyright violations.

C. Examination Process
   1) maintaining test site security;
   2) description of examination components unique to the certification organization
      (examination booklet, answer sheet completion, computer process in testing
      centers, etc.);
   3) instructions for proper completion of personal information on answer
      sheets/online registration and examination booklets;
   4) instructions on properly recording answers on answer sheets or online; and
   5) instructions on post-examination administration process.
SECTION 6.0 – COMPUTER-BASED TESTING (CBT)

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

6.1 Computer-Based Test Development. Examination specifications for computer-based testing shall describe the method for development, including the 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.

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

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

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

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

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

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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.
SECTON 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 of the process to potential examinees and examinees to obtain certification;

B. a notice to potential examinees and examinees 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 potential examinees and examinees questioning eligibility or any part of the accredited certification program.

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

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

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

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

7.5 **Continued Proficiency.** An accredited certification program shall include a process or program for assessing continued competence that includes an examination component at an interval of no more than five years. The outcome of the process or program shall demonstrate that the person has maintained the minimum competencies as determined by the current 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. Any title or credential awarded by the certification organization shall appropriately reflect the Food Protection Manager’s daily food safety responsibilities and shall not be confusing to employers, consumers, related professions, and/or other interested parties.

7.7 Each accredited certification program shall have a published protocol for systematically investigating problems presented by users of the Program, including specific concerns about examination items, administration procedures, treatment of examinees and potential examinees, or other matters involving potential legal defensibility of the examination or program. The protocol will include a published time frame for reporting findings to the User.

7.8 **Misrepresentation.** Only Food Protection Manager Certification Programs that conform to all requirements of Standards for Accreditation of Food Protection Manager Certification Programs and are accredited by the agent selected by the CFP as the accrediting organization for such programs are allowed to refer to themselves as being accredited. Those programs may not make any other reference to the CFP in their publications or promotional materials in any medium.
SECTION 8.0 – CERTIFICATION ORGANIZATION RESPONSIBILITIES TO THE ACCREDITING ORGANIZATION

8.0 Certification Organization Responsibilities to the Accrediting Organization.

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

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

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

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

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

8.2 Summary Information. A certification organization shall:

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

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

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

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

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

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

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

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

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

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

B. advise 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

Guidelines for Regulatory Authorities Implementing Food Protection Manager Certification Programs

A1. 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.

A2. 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.

A3. 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.

A4. 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.

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