

Item 3.1.4 (1)

Template approved: 07/13/20/21

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COMMITTEE NAME: Food Protection Manager Certification Committee

DATE OF REPORT: *Initial fall progress report* *Spring progress report* *Second fall progress report*

Date submitted: 10/7/2021

Date amended (if applicable): [Click here to enter a date.](#)

Date accepted by Executive Board: [Click here to enter a date.](#)

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

REPORT SUBMITTED BY: Jeff Hawley and Susan Quam

COMMITTEE CHARGE(S):

Issue # 2020 II-001

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

2.

Issue # 2020 II-004

1. The Food Protection Manager Certification Committee is to review the impact and feasibility of changing the frequency of required certification examination to a time period not to exceed four years from date of issuance, aligning knowledge demonstration by examination with the routine four-year update and publication of the FDA Retail Food Code.

2.

COMMITTEE WORK PLAN AND TIMELINE:

It is anticipated that this Committee will meet regularly via virtual platform and, if possible, in-person. Our initial call, following Executive Board approval, will be to review assigned Issues and their Recommended Solution.

COMMITTEE ACTIVITIES:

1. *Dates of committee meetings or conference calls:*

Unknown at this time.

2. *Overview of committee activities:*

Prior to the end of the 2018-20 biennium the Committee elected Sharon Wood to service as chair and Susan Quam to service as vice-chair for the next biennium. Sharon Wood retired in spring 2021 so Jeff Hawley was asked to serve as interim chair until a new chair can be elected. A new chair will be elected at the first Committee meeting. Chair Jeff Hawley and vice-chair Susan Quam had a virtual meeting on 9/30/21 to finalize the Committee roster. Roster of voting members, at-large members and consultants will be submitted by end of day on 10/8/21 for Executive Board approval.

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

a.

b.

4. *Status of charges still PENDING and activities yet to be completed:*

a.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.

Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.

1. Approval of proposed committee roster;
2. Acknowledgement of the committee's periodic report

ATTACHMENTS:

1. Content Documents:

- a. **Committee Member Roster:** See changes noted above under "requested action" No changes to previously approved roster
"Committee Members Template" (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.
- b. **Committee Generated Content Documents (OPTIONAL):** No draft content documents submitted at this time

2. Supporting Attachments (OPTIONAL): Not applicable