

Conference for Food Protection Manager Training, Testing, and Certification Committee Interim Report to the Board

Since the last Conference for Food Protection Board meeting, the Manager, Training, Testing, and Certification Committee has met once face-to-face in December, and once via teleconference in March. Both meetings were attended by a quorum of committee members. These meetings were the first in which the new subcommittee structure played a role.

<u>Subcommittee</u>	<u>Function</u>
Logistics	Arrange for meetings, conf. calls, minutes, etc.
Communication	Prepare communication re: standards, etc. to audiences
Education & Training	Develop guidelines for training necessary for certification
Standards	Maintain the Standards and the need for amendment as required

Each of these subcommittees conducts the business needed in their particular area and reports their progress at each meeting. The full committee then deliberates on items that need full committee input. This structure is working well with forward progress in all areas.

Logistics:

Arrangements are being made for future meetings in locations where a quorum of committee members can attend, and Conference funding constraints for meeting rooms can be met.

Communication:

A Frequently Asked Questions (FAQ) document is being developed for the Conference web site. In addition, a process for answering questions posed to the Conference regarding the Certification program is being created.

Education & Training:

Significant discussions are taking place with regard to education and training. The committee has committed to creating a guidance template to use for providing training for food managers seeking Certification. To facilitate this development, the full Committee voted unanimously to remove Annex B from the Standards and create a guidance document entitled "Recommendations of Knowledge for Training." The next step in this process involves a DACUM (Develop a Curriculum) meeting of knowledge base experts. This meeting graciously will be facilitated by Cynthia Woodley, and expert participants are being solicited currently. The results of this meeting will drive the development of the training guidance document that will become an issue submitted to the 2006 Conference for Food Protection meeting.

Standards:

The Standards subcommittee continues to work with ANSI, the accrediting body, to identify sections of the Standards that need clarification. Together with the ANSI-CFP Accrediting Committee (ACAC), the Standards subcommittee keeps the Standard current (i.e. foreign language requirements, corrective action requirements, computer testing, etc.). All recommended changes to the Standard will be properly presented to the full Conference for ratification at the 2006 meeting.

Other Business:

Julie Albrecht from the University of Nebraska has been suggested as a candidate to fill the vacant academia seat on the Committee. Her resume will be forwarded separately to the Board for consideration.

The Committee will also reach out to the USDA for increased participation in the Committee operation.

The committee continues to serve at the pleasure of the Board, and is happy to provide clarification to any point above or otherwise.

Respectfully submitted
on behalf of the Manager Training, Testing, and Certification Committee

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Albertsons, Inc.
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