

Manager Training, Testing, and Certification Committee Report to Executive Board and Conference

Date: December 7, 2007

Prepared by: Roger Hancock, Chair

Committee charge:

- Investigate what is needed to ensure comparability between the current Standards for Accreditation of Food Protection Manager Certification Programs and international standards that exist for personnel engaged in the food business;
- Make recommendations to the Conference Board at regular Board meetings;
- Submit issues to the next biennial meeting of the Conference containing any recommendations necessary to modify or enhance the Standards to attain such comparability;
- Develop a process to review public information (including the removed Annex B) related to food manager training for relevance, a process to make that information available through the Conference for Food Protection (i.e. web site or other appropriate means), and submit this information to the Executive Board for consideration and adoption.

Committee Members:

<u>Name</u>	<u>Affiliation</u>	<u>Phone #</u>
Roger Hancock	Albertsons	208-395-6740
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Jeff Hawley	Harris Teeter, Inc.	704-844-3098
Jon Costa	Applebee's	913-967-2866
Joyce Jensen	Lincoln-Lancaster Health Dept.	402-441-8033
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LeAnn Chuboff	Educ. Foundation of the NRA	800-765-2122 (374)
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Sandy Cecere	Prometric	800-786-3926 (3257)
Shirley Bohm	U.S. FDA	301-436-2096
Stephen Posey	Brinker International	972-770-1716
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Susan Quam	Wisconsin Restaurant Assoc.	608-270-9950
Tomeji Miller	Plano Environmental Health Dept.	972-941-7143
Vicki Everly	County of Santa Clara	408-918-3490

Consultants (non-voting):

Marsha Robbins	Marsha Robbins Consulting
John Marcello	ANSI-CFP Accreditation Committee
Roy Swift	ANSI

Progress Report:

Following the 2006 Conference for Food Protection biennial meeting, the Standing Committee met two times and had a number of conference calls to address the charges given to the Committee. The charges above all have been addressed successfully. The committee continued with its current structure of subcommittees.

Subcommittee

Function

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

Logistics: Fine work was done by the Logistics subcommittee to arrange for all meeting needs including location, facilities, equipment, reservations, scribes, etc. In addition, the Logistics subcommittee facilitated the maintenance of the committee roster and the nomination of new/replacement members to the committee.

Communication: A Frequently Asked Questions (FAQ) document was completed and posted on the CFP web site.

In addition, two communications were prepared for distribution to a wide audience that encourage adoption and use of the Standards.

Education & Training: Addressing the charge to review public information (including the removed Annex B) related to food manager training for relevance, and develop a process to make that information available through the Conference for Food Protection was the focus of this subcommittee.

The role of education and training in the certification process has been a matter of committee deliberation for years. Perhaps the biggest point of misunderstanding among the many stakeholders in food manager certification is the role that training plays. Time was spent reviewing the history of food manager certification within the Conference for Food Protection, and the rationale for a test-driven measure for certification.

The Committee deliberated at length the role of training in the certification process from the perspectives of the many different stakeholders involved. State and local regulators play a key role in directly training people who handle food, reviewing training programs for adequacy, and are being asked by candidates for referrals to training programs. Candidates want training curricula that will prepare them well for certification. Businesses involved in either training or testing want to maintain the integrity of their businesses and fit into the process outlined by the CFP Standards.

Training delivery methods range considerably, from classroom style to computer assisted to on-the-job to formal education. Regardless of style, the committee strongly endorsed the FDA Food Code as the authoritative guide for training content. The Committee also understands that the complexities of training do not lend themselves to a certification standard that can be accredited. Neither does a CFP endorsement of training programs resolve the training question for many reasons.

The Committee by consensus reaffirmed the following statement as foundational to the Conference position on training in the certification process:

The conference for Food Protection (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 task analyses, which may be of value in developing or evaluating training.

This consensus position recognizes that it leaves the training question open to evaluation by all of the stakeholders involved in the certification process. To assist with this evaluation, the committee has taken an additional step of providing access to content outlines for ANSI accredited certification programs through links on the Conference web site. These content outlines are based on Job Task Analyses that are practical applications of the FDA Food Code in the real world of managing a food business (receiving, storing, processing/preparing, serving/selling, etc.). These content outlines cover the knowledge base required to become certified, and point to the information needed in any training program used to prepare candidates for certification.

An Issue has been submitted to the Conference for Food Protection 2008 meeting that suggests this position as resolution for the fourth charge listed above.

Standards:

The Standards subcommittee worked with ANSI and the ANSI-CFP Accrediting Committee (ACAC) to identify sections of the Standards that need clarification. Based on input from both ANSI and accredited certification providers, revision to the Standard to tighten test security was discussed. Items of concern include over exposure of individual test items, teaching to the test, exam administration procedures, individuals who compromise one provider's test then being able to handle another provider's test, and maintaining test security when an individual acts as both a trainer and a test administrator.

Several changes to the Standard are recommended to enhance exam security.

An Issue has been submitted to the Conference for Food Protection 2008 meeting with the recommended changes to the Standard.

Other Business:

The entire committee deliberated the first charge listed above. The scope of exhaustively evaluating comparability between the CFP Standard and international standards for personnel engaged in the food business was deemed beyond the committee's ability. There are hundreds of standards that deal with food and persons engaged in the food business. Clarification from the Executive Board narrowed the scope of the charge to consider comparability (of only standards that are relevant for food managers).

When looked at from an International Organization of Standardization (ISO) standpoint, no Standard for food managers exist, though there are many food standards and two personnel standards. As stated on the ANSI web site

(http://www.ansi.org/conformity_assessment/personnel_certification/overview.aspx?menuid=4):

The American National Standards Institute (ANSI) administers two accreditation programs for personnel certification agencies. One accreditation is based on the new International Standard ANSI/ISO/IEC 17024 and the other is based on The Conference for Food Protection Accreditation Standards for certification agencies that certify food protection managers. Both programs are based on an internationally recognized process for accrediting organizations and it has been used by ANSI for many years. This process involves both a review of a paper application and the performance of an audit (on-site visit) to validate information provided by each applicant. The use of an onsite audit for accreditation of personnel certification agencies is unique to ANSI.

Based on this information, the Committee decided that there was no merit to pursuing this issue further. **An Issue has been submitted to the Conference for Food Protection 2008 meeting that recommends no further action on the third charge listed above.**

Requested Board/other actions:

Please accept/approve this report as submitted.

Recommendation(s) for future charge:

The committee needs to be charged as follows from the 2008 Conference meeting:

1. Continue to work with the Executive Board and the ANSI-CFP Accreditation Committee (ACAC) to maintain the standards in an up-to-date format.