

Conference for Food Protection Executive Board Meeting Committee Report

This report must be submitted to your Council Chair for review so that it can be approved and submitted to the Executive Board via the Executive Director 30 days before each Executive Board Meeting (held in April and August of each year). The report must be accompanied by an updated committee roster on the Excel spreadsheet provided.

COMMITTEE NAME: Food Protection Manager Training, Testing, and Certification Committee

COUNCIL (I, II, or III): Council II

DATE OF REPORT: March 24, 2009

SUBMITTED BY: Joyce Jensen, REHS, CP-FS, Committee Chair

COMMITTEE CHARGE(S):

2008 CFP Issue II-037

The Conference recommends this standing committee be charged to continue working with the CFP Executive Board and the American National Standards Institute (ANSI)-CFP Accreditation Committee (ACAC) to maintain the standards in an up-to-date format.

2008 CFP Issue II-039

To evaluate Annex B Section B3, to consider incorporating the training recommendations suggested by the committee as shown below.

Annex B Section B3: Qualifications for Certification. In order to become a Certified Food Protection Manager an individual must pass a food safety certification examination from an accredited certifying program recognized by the CFP. To prepare for certification, it is recommended that the individual obtain training based on the content of the areas of knowledge prescribed in Paragraph 2-102.11 (C) of the FDA Food Code and content outlined based on job task analyses developed by accredited certification organizations.

Bylaw Revision – As submitted by Committee Chair Jensen in the August 2008 Committee Report.

BOARD ACTION REQUESTED:

Committee Membership

Committee Chair is asking for the approval of the following new members to the Committee:

Ed Zepeda, Prometric, as one of the vacant provider member positions.

Laurie Williams, FDA, replacing Veronica Moore as a Federal regulatory member.

Kristina Barlow, USDA, as an additional alternate to the Federal regulatory members.

Dr. Rose Mary Ammons, as an alternate for the National Registry provider member.

These four names and their contact information have been added onto the roster as submitted, pending CFP Executive Board approval.

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

Committee Conference Call - September 10, 2008

The Food Protection Manager Training, Testing and Certification Committee (FMTTC) had their first conference call on September 10, 2008 with 20 members and 3 alternates as guests participating on the call. It was decided that a face to face meeting in early 2009 would be the best way to address the charges and the revisions to the committee bylaws. It was decided that it would be beneficial to have a committee member orientation as over half of the committee were new.

An online survey for the best date and location for the meeting was conducted by committee member Larry Lynch. Through this process it was decided to meet in Orlando, Florida on January 14-15, 2009 and that the meeting would be hosted by Dr. Cynthia Woodley at Professional Testing.

December 2008 – Response to Proposed Legislation in the State of Kentucky

It was brought to the chair's attention by several committee members that Kentucky was proposing legislation to "accredit" examinations developed and administered by local Health Departments. Executive Director Jeff Lineberry sent a timely and well written response regarding Food Protection Manager Accreditation urging them to use the ANSI-CFP accreditation process.

Committee Meeting - January 14-15, 2009 in Orlando Florida

The committee met on January 14 and 15, 2009. An orientation was presented by Dr. Woodley to 16 members and 2 alternates the first morning of the meeting. The new PowerPoint program will be provided to the CFP to be available on the CFP Website.

The committee meeting began the afternoon of January 14th with 18 members present, including the Chair and Vice Chair, and 5 non-voting committee alternates/guests. During the course of this meeting the committee developed alternate language for Annex B Section B3, which will be submitted as an issue to the 2010 CFP.

In addition, the committee discussed issues brought up by ANSI and the ACAC Committee. This certification process is different from most if not all because it was developed to allow one person to do the training and the testing. The concern is how can there be an assurance of a firewall between the training and testing components when both are being done by the same individual. The committee decided that Dr. Swift needed to be a part of further committee discussion on this issue, and although he was able to join this discussion by conference call, this will be added to the agenda for the next face to face meeting.

George Roughan volunteered to develop language for the Standard to help address this concern for discussion at the next conference call.

There were a few typos found in the Standard as found on the CFP website that Committee Chair Jensen will correct and provide to CFP.

The committee addressed the committee bylaws when the meeting resumed on January 15th.

Summary of the proposed bylaw revisions include:

- Shortening the name to "Food Protection Manager Certification Committee."
- Adding the committee name as Article I and renumbering following articles accordingly.
- Remove contingencies on the chair and vice chair holder to open these roles to any committee member.
- Keep the same number of committee members but to create a category for Training Providers.
- Change the number for a quorum to the presence of one more than half of the filled committee positions.
- Change the Article 5 title to include Meetings.

The committee discussed and recommended that FDA should be allowed to continue to participate as a voting member of the committee if that person fills one of the Federal regulatory positions.

Committee Conference Call - March 12, 2009

A conference call was held on March 12, 2009 with 20 voting members and 2 alternates/guests participating.

The language proposed by George Roughan was wordsmithed by the committee and will be submitted as an issue to be added to the Standards creating a new subsection in Section 5.

An additional issue had come to light concerning the amount of time that unused test forms were being held by trainer/proctors. Proposed clarifying language was discussed and wordsmithed. The committee will submit this as an issue to the 2010 CFP as an additional subsection in the Standards Section 5.

It was also suggested that the word "Monitor" be removed from the Standards as it is outdated and no longer used by the industry. This will be submitted as another issue to the 2010 CFP.

It was recommended that the proposed committee name change be submitted as a separate issue from the other bylaw revisions.

There was committee discussion on clarifying the "training providers" as a contingency as many of the regulatory, industry and academia members also are trainers. This will be added to the agenda for the next face to face meeting.

The committee decided that it would be best to have the next committee meeting in conjunction with the CFP Executive Board meeting in Chicago, as many committee members will attend that meeting as well. The committee meeting was scheduled for August 11 and 12, 2009. Chair Jensen will contact Jeff Lineberry on logistics.