Proposed Rev April 2010

Conference for Food Protection

Standards for Accreditation of Food Protection Manager Certification Programs

As Amended by the 2010 ~~2008~~ Biennial Conference for Food Protection

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 is 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 *certifying 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. *Certifying 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. *Certifying organizations* issue *certificates* to individuals who meet the required level of *competency*.

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* must meet the following CFP standards and provide evidence of compliance through the documentation requested in the application. In addition, the *certification organization* must agree to abide by *certification* policies and procedures which are specified by the CFP Food Protection Manager ~~Training, Testing and~~ Certification Committee, hereinafter referred to as the FPMC ~~MTTC~~ 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 ~~MTTC~~ 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 ~~MTTC~~ 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 Model Food Code, hereinafter referred to as the FDA Food Code, Section 2-102.11 20 recognizes Food Protection Manager *certificate*s issued by an *accredited certification program* as one means of meeting the FDA Food Code's "Demonstration of Knowledge" requirement, as prescribed in Paragraph 2-102.11(B).

Modifications and Improvements

The FPMC ~~MTTC~~ 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 2000 and 2002 Biennial Conferences under the title, Standards for *Accreditation* of Food Protection Manager *Certification* Programs.

The revision and reformatting of the document were made after a comprehensive FPMC ~~MTTC~~ Committee review of each section. 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. italicizes defined terms throughout the document;

3. eliminates ambiguities in the 1996 conference working document pertaining to test development and administration;

4. identifies *certification organization* responsibilities to candidates, the public and the *accrediting organization*;

5. adds computer-based test standards; and

6. clarifies demonstration of *continued proficiency*.

Annexes

The annexes located at the back of the document are NOT part of the standards, but provide information to guide those responsible for implementing or reviewing Food Protection Manager *Certification* Programs. Each of the annexes provides guidelines for specific responsibilities that impact the effective implementation of the Conference Standards for *Accreditation* of Food Protection Manager *Certification* Programs.

Annex A provides a "Code of Ethics" for *certification organization*s and test providers responsible for the design of the assessment tool used to measure a candidate's *competency*. *Certification organization*s have a responsibility to ensure that the *certification* process is fair to the candidates and protects their inherent rights.

Annex B provides some 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 *certificate*s from an *accredited certification program*.

Over the past 25 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 Manager*s provide regulatory authorities reliable and *legally defensible* criteria for 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 B 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 *certifying organization* by an independent organization using specific criteria, to verify compliance with 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 test 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 test questions on an exam.

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 demonstrated by means of a *food safety certification examination* to a *certifying organization* that he/she has the knowledge, skills and abilities required to protect the public from foodborne illness. Duties of such persons include but are not necessarily limited to:

a. responsibility for identifying hazards in the day-to-day operation of a *food establishment* that provides food for human consumption;

b. development or implementation of specific policies, procedures or standards aimed at preventing foodborne illness;

c. coordination of training, supervision or direction of food preparation activities, and responsibility for taking corrective action as needed to protect the health of the consumer; and

d. responsibility for completion of in-house self-inspection of daily operations on a periodic basis to see that policies and procedures concerning food safety is being followed.

1.9 **Competency** means a defined combination of knowledge, skills, and abilities 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 must 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 test 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 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 setting or on-the-job), 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 forms** means alternate sets of test questions (with at least 25% alternate questions) to assess the same *competencies*, conforming to the same *examination specifications*.

1.19 **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.

1.20 **Examination version** means a test in which the exact set of items in an *examination form* is presented in another order, language, manner or medium.

1.21 **Food establishment**

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

   i. 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

   ii. 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. Food establishment includes:

   i. 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

   ii. 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. Food establishment does not include:

   i. an establishment that offers only prepackaged foods that are not potentially hazardous;

   ii. a produce stand that only offers whole, uncut fresh fruits and vegetables;

   iii. a food processing plant;

iv. 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 that the food is prepared in a kitchen that is not subject to regulation and inspection by the *regulatory authority*;

v. an area where food that is prepared as specified in Subparagraph (c) (iv) of this definition is sold or offered for human consumption;

vi. 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 6, breakfast is the only meal offered, the number of guests served does not exceed 18, and the consumer is informed by statements contained in published advertisements, mailed brochures, and placards posted at the registration areas that the food is prepared in a kitchen that is not regulated and inspected by the *regulatory authority*; or

vii. a private home that receives catered or home-delivered food.

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

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

1.24 **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*.

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

1.26 **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 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 must possess in order to perform effectively and safely. They include information and understanding as well as learned behaviors and natural attributes.

1.27 **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.

1.28 **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. Candidates' 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 a candidate's knowledge, skills, and abilities required to protect the consumer from foodborne illness.

~~**1.29 Monitor** means the same as *Proctor* (See *Proctor.)*~~

1.29~~30~~Overexposure means the relative frequency in which a test item which is presented across all computerized tests has undermined the integrity of the tests. Whether a test item is overexposed or not is based upon the type of exam test item (pictorial vs. written) and its frequency of use.

1.30~~31~~Proctor means a person under the supervision of a *test administrator*, assisting 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 must have the ability to observe examinee behaviors, accurately distribute and collect test materials, and assist the *test administrator* as assigned. They must have training or documented successful experience in monitoring procedures and must affirm in writing an agreement to maintain test security and to assure that they have no conflict of interest.

1.31~~32~~ Psychometric means scientific measurement or quantification of human qualities**,** traits or behaviors.

1.32~~33~~ Psychometrician means a professional with specific education and training in development and analysis of tests and other assessment techniques and in statistical methods. Qualifications may vary but usually include at least a bachelor's degree and a minimum of two formal courses in test development and a minimum of two in statistical methods.

1.33~~34~~ Regulatory authority means a government agency that has been duly formed under the laws of that jurisdiction to administer and enforce the law.

1.34~~35~~ Reliability means the degree of consistency with which a test measures the attributes, characteristics or behaviors that it was designed to measure.

1.35~~36~~ Retail food industry means those sectors of commerce that operate *food establishments*.

1.36~~37~~ Test administrator means the individual at the test site who has the ultimate responsibility for conducting a *food safety certification examination*. *Test administrators* must have training, documented successful experience, or a combination of experience and training in test administration and security procedures. They must provide written assurance of maintaining confidentiality of test contents and of adherence to standards

and ethics of secure examination administration. Their responsibilities include but are not limited to:

a. verifying that the contents of the examination materials shipment matches the packing list,

b. assuring that the site conforms to requirements,

c. training and supervising ~~*monitor/*~~*proctors*,

d. assuring accurate identification of examinees,

e. adherence to all procedures and instructions in the examination administration manual,

f. maintaining security of test materials,

g. assuring compliance with procedures for handling any breaches of security that may occur,

h. proper handling of completed examinations,

i. confidentiality of candidate scores, and

j. such unspecified duties as may be required for safe and secure administration of the examination.

1.37~~38~~ Test encryption and decoding means the security aspects of a computer examination to prevent the test 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.

1.38~~39~~ Trainer, in this instance, means a professional with appropriate expertise who conducts a course in food safety for applicants for *certification* as Food Protection Managers.

1.39~~40~~ Validity means the extent to which a test score or other type of assessment measures the attributes it was designed to measure. In this instance, does the test 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 *certifying 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 may 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 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 certifying programs* must comply fully with all criteria set by the CFP and must meet explicit and implicit standards to protect the public from foodborne illness.

4.2 Each *certification organization* must provide evidence that it meets the following professional requirements:

a. ability to conduct or otherwise use a *legally defensible* and psychometrically valid *job analysis*;

b. demonstrated experience in the development of psychometrically valid *competency examinations*;

c. demonstrated capability to develop and implement thorough procedures for security of the *item bank*, printed, taped or computerized examinations, exam answer sheets, and candidate scores;

d. data handling capabilities commensurate with the requirements for effective processing, reporting, and archiving of candidate *food safety certification examination* scores; and

e. demonstrated evidence of an understanding of and willingness to abide by the principles of fairness and due process.

4.3 The *certification organization* must provide complete information about the *food safety certification examination*, including that related to procedures and personnel involved in all aspects of the examination development and analysis. 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. the number of unduplicated items in the *item bank*;

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. summary statistics (Section 4.16 Periodic Review) for each *examination form*;

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 must 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 must be sufficiently diverse as to avoid cultural bias and ensure fairness in content according to all federal requirements.

4.5 The *job analysis* must 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* must be derived from a valid study of the *job analysis* tasks and their accompanying knowledge, skills, and abilities (KSAs) and must be appropriate to all aspects of the *retail food industry*. The *job analysis* must 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, must be available to candidates and to the public.

4.7 The *certification organization* or its contracted test provider must maintain a log and diary of the procedures and a list of the qualifications, identities, and *demographic data* of the persons who participated in development of the *job analysis* and of the *food safety certification examination specifications*. Those materials must be provided to the *accrediting organization* on demand.

4.8 *Certifying organizations* are required to systematically evaluate practices in the *retail food industry* to assure 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.

4.9 *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* must 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.

4.10 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*.

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

4.12 When the *food safety certification examination* is administered in a medium other than the common pencil-and-paper format, evidence must be provided to assure 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* must be provided.

4.13 When any form and/or *item bank* of the *food safety certification examination* is translated into a language other than that in which it is originally developed and validated, the developer of the examination must provide evidence of content *equivalency* of the translated version with the original *examination form* and/or *item bank*. The developer must provide a detailed description of the translation method(s), including the rationale for selecting the translation method(s), and must demonstrate congruence of items and instructions with those of the *examination form* and/or *item bank* that was translated. To avoid potential problems in translation of terms specific or idiomatic to the *retail food industry*, translation should be accomplished with the consultation of food safety personnel competent in the languages of both the original and the translated version of the *food safety certification examination.*

4.14 *Food safety certification examination* developers must 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 test items and of the full examination. Those materials must be provided to the *accrediting organization* on demand.

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

4.15 **Security.** The *certifying organization* will demonstrate that procedures are developed and implemented to assure that individual items, *item banks, food safety certification examinations* presented in all media (printed, taped and computerized), test answer sheets and candidate scores are and remain secure. Demonstration shall include an overall examination security plan that covers each step in the examination development and administration process beginning with examination and item development and including, but not limited to, transportation, administration, personnel, physical security, and disposition of secure materials.

4.16 **Periodic Review.** At least semiannually each *certifying organization* must report to the *accrediting organization*, providing a review of its *food safety certification examination(s)*. The report will include the following summary statistics for all examinations (for each exam 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,

c. mode,

d. standard deviation,

e, range,

f. *reliability* coefficient,

g. number and percentage of candidates passing the examination, and

h. the statistics describing the performance of each item used on *food safety certification examinations* administered during the six-month period.

4.17 **Specific Procedures for Examination Administration.** *Certification organizations* must specify procedures for administering all *food safety certification examinations* in a standard manner in order to assure that all candidates are provided with the opportunity to perform according to their level of *competency* and to assure comparability of scores. Procedures must include, but not be limited to:

a. requirements for qualifications of *test administrators* and ~~*monitor/*~~*proctors* and a suitable training program for each,

b. a complete administration manual describing each step of the test administration process and the rationale for each,

c. clear instructions for candidates both printed for distribution to candidates and read by the *test administrator*,

d. high quality printing of examination booklets to assure ease of reading,

e. specification of security procedures to assure lack of exposure of test items to unauthorized persons during testing and to prevent theft of examination items or booklets,

f. clear criteria (with rationale) for physical facilities for examination administration,

g. clear criteria (with rationale) and procedures for adaptations necessary to accommodate qualified candidates with disabilities, and

h. clear criteria (with rationale) and procedures for adaptations necessary to accommodate qualified candidates with literacy limitations that may require a reader.

4.18 A *certification organization* must have a published, written policy regarding test-site interpretation of *food safety certification exams*. If a *certification organization* chooses to allow test-site interpretation of food safety exams when an exam is not available in the candidates' native language, the *certification organization* must have a published, formal application process available to all candidates. Procedures must include but not be limited to:

a. an application process for candidates that includes an evaluation and documentation component to determine the eligibility of the candidate for test-site interpretation,

b. an application process for interpreters that includes clear and precise qualifications that must include but not be limited to the following:

i. fluent in both languages,

ii. have a recognized skill in interpretation,

iii. trained in the principles of objective test administration,

iv. have no personal relationship with the candidate (may not be another candidate, may not be a relative or friend of the candidate and may not be a co-worker, employer, or an employee of the candidate),

v. may not be a *Certified Food Protection Manager* nor have any vested interest in Food Protection Manager certification or conflict of interest,

vi. provide references or other proof attesting to the interpreter's competencies and professional acumen, and

vii. agree in writing to maintain the security of the examination.

c. must be in a proctored environment where the interpreter and candidate are not a distraction to other candidates, and

d. must be in a proctored environment where the interpreter is not active as the *test administrator* or *proctor*.

SECTION 5 – FOOD SAFETY CERTIFICATION EXAMINATION ADMINISTRATION

5.0 ***Food Safety Certification Examination* Administration**

5.1 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 must be accomplished in a manner that ensures fairness to all candidates.

5.2 **Security of *Food Safety Certification Examination* Contents.** *Food safety certification examinations* must be presented in a manner that allows absolutely no one other than the examinees to see the contents of the booklet or alternative medium, both before and after the examination is administered.

5.3 **Proctoring *Food Safety Certification Examinations*** ~~***Instructor/Educator/Trainer* as *Test Administrator/Proctors***~~**.** An ~~When an~~ *instructor/educator/trainer* of food safety training shall not be a *test administrator* or *proctor* ~~administers, proctors or monitors~~ a *food safety certification examination*. ~~from an *accredited certification program*, the *accredited*~~ *Instructor/educator/trainer* and *test administrator/proctor* may exist in the same legal entity but shall be structurally and functionally separated to insure the confidentiality and security of the *examination*. The *certification organization* shall provide a *food safety certification examination* that:

a. conforms to all CFP standards,

b. has been developed from an *item bank* of at least 600 questions, and

c. minimally on a quarterly basis, is based on a new *examination form*.

~~The certifying organization must have a plan that demonstrates it has controlled for item and examination exposure. The exposure plan must take into account the number of times a test item and form/version is administered.~~

5.4 ~~**8**~~ ***Test Administrator* and ~~*Monitors/*~~*Proctor* Qualifications, Training and Duties**. *Certification* ~~Certifying~~ *organizations* must specify the responsibilities of *test administrators* and of ~~*monitors/*~~ *proctors*, set minimum criteria for approval of *test administrators* and for ~~*monitors/*~~ *proctors*, and provide suitable programs of training to enable persons to meet those criteria. Responsibilities, duties, qualifications and training of *test administrators* and ~~*monitors/*~~ *proctors* must be directed toward assuring standardized, secure examination administration and fair and equitable treatment of examinees. Policies and procedures for taking corrective action(s) when any *test administrator* or ~~*/monitors/*~~ *proctor* fails to meet job responsibilities must be implemented and documented. ~~Where *instructors/educators/trainers* are used as *test administrators/proctors*, the certifying organization shall enter into a formal contractual~~

~~relationship with the *test administrators/proctors* to ensure they follow all administrative procedures.~~

5.5 The *certification organization* shall define and provide descriptions for the roles of *test administrators*, *proctors*, and certification personnel that will clearly delineate the responsibilities of each role. The *certification organization* shall demonstrate how it ensures that all certification personnel, including *test administrators* and *proctors*, understand and practice the procedures identified for their roles.

5.6 The *certification organization* shall ensure that all *test administrators* and *proctors* meet the competency requirements established by the *certification organization*, comply with all requirements of the *certification organization*, and are not *instructors*, *educators*, or *trainers* participating in training for *Certified Food Protection Managers*.

5.7 The *certification organization* shall enter into a formal agreement with the *test administrators/proctors* and shall assess and monitor the performance of *test administrators* and *proctors* in accordance with all documented procedures and agreements. The formal agreement shall include, at a minimum, provisions that relate to code of conduct, conflict of interest and a statement of consequences for breach of the agreement.

5.8 **Item & Examination Exposure.** The *certification organization* must demonstrate it has controlled for item and examination exposure. An exposure plan must take into account the number of times a test item and *examination form*/version is administered, that no *examination form* is retained for any test administration or by any *test administrator/proctor* for more than 90 days; and that at all times it can account for all copies of all used and unused *examination forms* before being returned to the *certification organization*.

5.9 **4** Where special accommodations must be made for otherwise qualified candidates under provisions of the Americans with Disabilities Act, arrangements must 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 candidate must be provided to the ~~certifying~~ *certification organization*.

5.10 ~~5~~ The ~~certifying~~ *certification organization* must provide procedures to be followed in any instance where the security of a *food safety certification examination* is, or is suspected to be, breached. Included must be specific procedures for handling and for reporting to the *accrediting organization*, any suspected or alleged cheating incidents, lost or stolen booklets, intentional or unintentional divulging of test items by examinees or test administration personnel, or any other incidents perceived to have damaged the security of the examination or any of its individual items. Corrective actions to guard against future security breaches must be established and implemented. Documentation of corrective actions and their effectiveness must be made available to the accreditation body.

5. 11 ~~6~~ Examination Administration Manual. The ~~certifying~~ *certification organization* must provide each *test administrator* with a manual detailing the requirements for all aspects of the *food safety certification examination* administration process.

5. 12 ~~7~~ Packing, Shipping and Storage of Examination Materials. Security of the *food safety certification examination* materials must be maintained in shipments to and from the examination administration site, and must include but not necessarily be limited to the following requirements:

a. secure, tamper resistant packing is required for all materials in all phases of shipment; packing system must be designed to reveal any tampering or violation of the package's security;

b. shipping must be done by certifiable, traceable means so that its location can be determined at any given time; and

c. the packing list must show the number of packages in the shipment and the exact contents of each.

The package(s) of examination booklets must be placed in secure storage immediately upon delivery. They must be kept in secure storage both before and after they are used.

5. 13 ~~9~~ *Test administrators* are responsible for the organization and administration of all examination site activities and procedures, and for the accurate identification of each examinee. They are also responsible for supervision of the activities of ~~*monitors/*~~*proctors*. ~~When the *instructor/educator/trainer* also serves in the role of *test administrator*, it is important that the individual clearly recognizes the difference in those two roles.~~

5.14~~10~~ ~~*Monitors/*~~*Proctors* shall work under the direction of the *test administrator*. They have the responsibility and must have the ability to observe examinee behaviors, accurately distribute and collect test materials, and assist the *test administrator* as assigned.

5.15~~11~~ The number of approved ~~*monitors/*~~*proctors* assigned to a *test administrator* must be sufficient to allow each examinee to be observed and supervised to assure conformance to security requirements. There shall be no less than one *test administrator* for the first thirty-five examinees, plus one additional *test administrator* or *proctor* ~~or *monitor*~~ for each additional 35 examinees or fraction thereof.

5.16~~12~~ Site Requirements. Sites chosen for administering *food safety certification examination*s must conform to all legal requirements for safety, health, and accessibility for all qualified candidates. Additionally, the accommodations, lighting, space, comfort, and work space for taking the examination must allow all candidates to perform at their highest level of *competency*.

5.17~~13~~ Requirements at each site include but are not limited to:

a. accessibility in accordance with requirements of the Americans with Disabilities Act must be available for all qualified examinees, whether it be the main site for an administration or in an alternative site meeting all other requirements of the main site;

b. all sites must conform to all fire safety and occupancy codes of the jurisdiction in which they are located;

c. there must be sufficient spacing between each examinee in the area in which the actual testing is conducted, or other appropriate and effective methods, to preclude any examinee from viewing another examinee's test;

d. acoustics must allow each examinee to hear instructions clearly, using an electronic audio system if necessary;

e. lighting at each examinee's work space must be adequate for reading fine print; and

f. ventilation and temperature must be appropriate for health and comfort of examinees.

5.18~~14~~ Examination Scheduling. *Food safety certification examination*s must be scheduled far enough in advance to allow for timely shipment of supplies.

5.19~~15~~ Scoring and Reporting Requirements. Completed answer sheets and test booklets (used and unused) must be shipped by the *test administrator* according to the *certification organization*'s written security procedures.

5.20~~16~~ Scoring will be done only by means authorized by the ~~certifying~~ *certification organization* and approved by the *accrediting organization.*

5.21~~17~~ *Food safety certification examination* scores will not be released as being official until verified and approved by the ~~certifying~~ *certification organization*.

5.22~~18~~ Examinee scores will be confidential, available only to the examinee and to persons or organizations approved in writing by the examinee.

5.23~~19~~ Score reports will be available to examinees in a time frame specified in the application, which will not be later than fifteen business days following the administration of the *food safety certification examination*. If there is a delay due to problems in verification or authentication of scores, examinees will be so informed and an approximate date for release of the scores will be announced. The ~~certifying~~ *certification organization* will have ongoing communication with examinees and with the *test administrator* until the scores are verified and released.

SECTION 6.0 – COMPUTER-BASED TESTING (CBT)

6.0 Computer-Based Test Development and Administration

6.1 Computer-Based Test Development. *Examination specifications* for *computer-based testing* must describe the method for development, including the *algorithm*s used for test item selection, the item response theory model employed (if any), and examination *equivalency* issues.

6.2 Items must be evaluated for suitability for computer delivery, be reviewed in the delivery medium, and be reviewed in the presentation delivery medium. Assumptions must 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 assure that the items are protected from *overexposure*. Item usage statistics must 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 must be provided to demonstrate equivalence of the examinees' scores.

6.5 Tutorials and/or practice tests must 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 must be demonstrated. Data must be gathered and continually analyzed to determine if scoring methods are comparable.

6.7 Evidence of security in the *computer-based testing* environment must 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 must be provided.

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

6.10 Systems and procedures must be in place to address technical or operational problems in examination administration. For example, the examination delivery system must 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) must be developed.

6.11 **Due Process.** Candidates must 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.

SECTION 7.0 – CERTIFICATION ORGANIZATION RESPONSIBILITIES TO CANDIDATES AND THE PUBLIC

7.0 ***Certification Organizations*** **Responsibilities to Candidates and the Public.**

7.1 **Responsibilities to Applicants for *Certification*.** A certifying organization shall:

a. not discriminate among applicants as to age, sex, race, religion, ethnic origin, disabilities or marital status and shall include a statement of non-discrimination in announcement of the *certification* program;

b. make available to all applicants information regarding formalized procedures for attainment of *certification* and provide evidence to the *accrediting organization* of the implementation of the policy;

c. have a formal policy for the periodic review of application and examination procedures to ensure that they are fair and equitable and shall give evidence to the accreditation organization of the implementation of the policy (Section 4.17);

d. provide evidence that competently proctored testing sites are readily accessible (Section 5.10);

e. provide evidence of uniformly prompt reporting of *food safety certification examination* results to applicants (Section 5.19);

f. provide evidence that applicants failing the *food safety certification examination* are given information on general areas of deficiency;

g. provide evidence that each applicant's *food safety certification examination* results are held confidential (Sections 5.17 and 5.18); and

h. have a formal policy on appeals procedures for applicants 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 must pass a *food safety certification examination* from an *accredited certification program* recognized by the CFP. The *certificate* shall be valid for no more than 5 years.

7.3 **Effective Date of *Certificate*.** *Certificates* issued and electronic listing of *certificate* holders maintained by *accredited certification program*s shall identify the *food safety certification examination* form recognized by the *accrediting organization* and specify the date the examination was taken.

7.4 **Replacement or Duplicate *Certificate*.** Replacement or duplicate *certificate*s issued through an *accredited certification program* shall carry the same effective date as the original, with an expiration worded in such a manner that indicates the *certification* will be valid for no more than five years.

7.5 **Discipline of *Certificate* Holders and Applicants.** 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.

7.6 ***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 must demonstrate that the person has maintained the minimum competencies as determined by the current Job Task Analysis.

7.7 **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.

7.8 Each *accredited certification program* must have a published protocol for systematically investigating problems presented by users of the Program, including specific concerns about examination items, administration procedures, treatment of candidates, 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.

7.9 **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 ORGANIZAION RESPONSIBILITIES TO THE ACCREDITING ORGANIZATION

8.0 ***Certification Organization*** **Responsibilities to the** ***Accrediting Organization*****.**

8.1 Certifying organizations 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 certifying 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* (Sections 4.3 and 4.4);

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* (Sections 4.3, 4.4 and 4.6);

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 (Section 4.9);

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* (Sections 4.8 and 4.16);

e. provide evidence that appropriate measures are taken to protect the security of all *food safety certification examination*s (Sections 5.2 through and including 5.15)

f. publish a comprehensive summary or outline of the information, knowledge, or functions covered by the *food safety certification examination* (Section 4.6);

g. make available general descriptive materials on the procedures used in examination construction and validation and the procedures of administration and reporting of results (Section 4.7); and

h. compile at least semi-annually a summary of *certification* activities, including number of applicants, number tested, number passing, number failing, and number certified (Sections 4.16).

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 certifying 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 5 years.

ANNEX A

Responsibilities of the Professionals Involved in the Credentialing Process for Certified Food Protection Managers

Accepted June 1997

Recognizing that the justification for regulating entrance to the occupation of *Certified Food Protection Manager* is to protect the safety and welfare of the public; and

> recognizing that the responsibility and liability for overseeing the protection of safety and welfare of the public lies with those governmental jurisdictions at Federal, state and local levels having the power to set forth laws regulating entrance to and performance in occupations; and
>
> recognizing that the rights of the public at large and of those members of that public who wish to enter an occupation must 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
>
> recognizing that the *validity* of any credentialing process for *Certified Food Protection Manager*s is dependent on unbiased application of all aspects of that process, requiring careful determination of the competencies necessary to prevent foodborne illness, unbiased education and training for acquisition of those competencies, and fair assessment practices to assure that individuals have achieved mastery of the competencies;

therefore, professionals involved in the credentialing process for *Certified Food Protection Manager*s accept responsibilities based on those considerations.

Assessment tools will be developed to be free from bias due to characteristics that have no bearing on the competencies being measured. Such characteristics as gender, ethnicity, race, socioeconomic status, age, and any other concerns unrelated to ability to apply the required competencies will not be allowed to create differences in candidate scores.

Actual or potential conflicts of interest that might influence judgment or performance of examination developers, *test administrators or proctors~~/monitors~~, instructors/trainers/educators*, or other participants in the credentialing process will be disclosed.

Items for *competency* assessments will be selected to be a representative sample of the full spectrum of the competencies determined by the CFP and by federal guidelines to be necessary to protect the public from foodborne illness, regardless of the training/education program undertaken by the applicants being tested.

Training/education will be based upon the full spectrum of the competencies agreed upon as being necessary to protect the public from foodborne illness, unbiased by any knowledge of the contents of the *competency* assessment for the credential.

Administration of the assessment instrument will be done with professional attention to security of the *food safety certification examination* to assure current and continued *validity* of the examination and of the credential that is earned through its use.

Professionals and organizations will develop and implement full quality assurance procedures to ensure the accuracy of assessment decisions and the integrity of the entire credentialing process.

The rights of those who are assessed will be recognized and protected.

ANNEX B

Guidelines for Regulatory Authorities Implementing Food Protection Manager Certification Programs

B1. 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.

B2. A *Certified Food Protection Manager* is responsible for:

a. identifying hazards in the day-to-day operation of a *food establishment*;

b. developing or implementing specific policies, procedures or standards aimed at preventing foodborne illness;

c. coordinating training, supervising or directing food preparation activities and taking corrective action as needed to protect the health of the consumer; and

d. conducting in-house self-inspection of daily operations on a periodic basis to see that policies and procedures concerning food safety are being followed.

B3. **Qualifications for *Certification*.** To ~~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. 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. ~~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.~~

B4. 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*.