

Conference for Food Protection – Committee Periodic Report

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Approved 4/20/2016

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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: 3/24/2017

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: **Sean Dunleavy and Sharon Wood**

COMMITTEE CHARGE(S):

Issue: 2016 II-023

Charge 1, Issue II-012 - Continue work with the CFP Executive Board and the American National Standards Institute (ANSI)-CFP Accreditation Committee (ACAC) to maintain the Standards for Accreditation of Food Protection Manager Certification Programs in an up-to-date format; including, but not limited to, recommending language for items that could be made less prescriptive without a negative effect on security.

Charge 2, Issue II-015 - Determining the process and requirements for potential acceptance of the International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) 17024-2012 for food protection manager certification as an additional option to and without impact on the existing CFP Standards for Accreditation of Food Protection Manager Certification Programs, with the input of standards development expertise from American National Standards Institute (ANSI).

Charge 3, Manger Certification Programs - Report back its findings and recommendations to the Executive Board and the 2018 Biennial Meeting of the Conference for Food Protection.

Conference for Food Protection: Committee Activities and Timelines:

This committee began addressing charges in October 2016. A face to face meeting was held in Denver, CO on October 19 – 20. The initial meeting in October reviewed the charges and included much education to new committee members. Workgroups were formed and key focus areas and goals were established for each of these workgroups to include expectations for report out to the entire FPMCC at the March 22 - 23 face to face meeting in Nashville, TN. The goal was to have clear and demonstrable progress made on all charges in order to include in this FPMCC CFP Periodic Report.

COMMITTEE ACTIVITIES: Dates of committee (or sub-committee) meetings and/or conference calls:

- October 19 – 20 Face to face FPMCC meeting - Denver
- November 10 Conference call – Standards Sub-committee
- December 1 Conference call - Bylaws Workgroup
- December 12 Conference call – Standards Sub-committee
- January 9 Conference call – Standards Sub-committee
- January 17 Conference call – Standards Sub-committee
- February 24 Conference call – Bylaws Workgroup
- February 27 Conference call – Standards Sub-committee
- March 22 – 23 Face to face FPMCC meeting – Nashville
- Fall 2017 Face to face FPMCC meeting - TBD

1. Overview of committee activities:

In order to address all committee charges, four workgroups were formed to address the following topics: CFP FPMC Standard Maintenance, Bylaws, Communications and Logistics. The FPMCC Standards Workgroup was divided into 2 sub-committees to address Charge 1 of Standard Maintenance and Charge 2 to Study the ISO17024 Standard. An entire ½ day was dedicated to break out sessions of these workgroups during the October meeting in Denver. The committee met in Nashville on March 22-23. Each workgroup and subcommittee reported on the progress made on all goals and assignments.

The standing Bylaws Workgroup completed a comprehensive review of the current Bylaws and presented a list of recommended changes. Each edit was reviewed with the committee and consensus was reached on the changes. Next Steps will be for this workgroup to finalize the changes based on the committee feedback and present at the next FPMCC meeting in fall of 2017.

The Communication Workgroup developed draft communication venues and tools to assist in building the CFP membership, education on Food Manager Certification and regulatory outreach. All of these efforts are in support of Charge #2. The committee gave detailed feedback. Next

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steps will be for the workgroup to finalize the tools and bring back to the committee for final approval at the next FPMCC meeting in fall of 2017.

The standing Logistics Committee has continued to work hard to assist in arranging cost conscious facilities, lodging and meeting space.

2. Charges COMPLETED and the rationale for each specific recommendation:

- a. All charges are still in progress

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

- a. The Standards Workgroup sub-committee on the maintenance of CFP Standards for Accreditation of Food Protection Manager Certification Programs did a thorough review of the Standards and presented the sections where there may be opportunity for edits or changes to the Standards. Each section was reviewed by the committee and consensus was achieved with how the workgroup should move forward on the changes for presentation to the committee at the fall FPMCC meeting. Changes were discussed to include language that provided content with improved clarity, was less prescriptive, and more legally defensible. The FPMCC consulting psychometrician played a key role in guiding these suggested improvements. As next steps, the workgroup will review the areas where the committee has approved changes, will incorporate draft wording that captures the spirit of the committee agreements and will come back with revisions at the fall FPMCC committee meeting.
- b. The Standards Workgroup sub-committee was assigned to begin assessing Charge 2. Much was accomplished around the clear understanding of the charge as written, review of both the ISO17024 and the CFP Standards, alignment on and identification of concerns with ANSI and ISO standards / expectations, presentation of potential requirements, proposing the use of a normative document and identification of potential venues for communication. The workgroup summarized potential processes and requirements that would need to be considered for potential acceptance of the ISO Standards without impact to the CFP Standards. Next steps include the FPMCC generating an outline and providing recommendations for the ISO17024 normative document content. Based on these recommendations, the sub-committee will develop a draft normative document for distribution to the FPMCC no later than 2 weeks prior to the fall FPMCC meeting. The requirements outline was discussed and finalized by the committee.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: *No requested action at this time*

1. Make any comments here on our committee roster changes etc.

See yellow highlights for new members for approval.

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*