

Conference for Food Protection – Committee Progress Report

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Approved 7/13/21

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COMMITTEE NAME:

DATE OF REPORT: Initial fall progress report Spring progress report Second fall progress report
Date submitted: 04.01.2022 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: Susan Quam and Justin Daniel

COMMITTEE CHARGE(S):

Issue # **2020 II-001**

1. Food Protection Manager Certification Committee (FPMCC) is to carry out charges assigned via the Conference Issue process and from the Conference Executive Board relating to food protection manager certification and to adopt sound, uniform accreditation standards and procedures that are accepted by the Conference while ensuring that the conference Standards for Accreditation for Food Protection Manager Certification programs and the accreditation process are administered in a fair and responsible manner.
- 2.

Issue # **2020 II-004**

1. The Food Protection Manager Certification Committee is to review the impact and feasibility of changing the frequency of required certification examination to a time period not to exceed four years from date of issuance, aligning knowledge demonstration by examination with the routine four-year update and publication of the FDA Retail Food Code.
- 2.

COMMITTEE WORK PLAN AND TIMELINE: It is anticipated that this Committee will meet regularly via virtual platform and, if possible, in-person.

COMMITTEE ACTIVITIES:

1. Dates of committee meetings or conference calls:

The following are our scheduled virtual meeting dates. All meetings are from 2:00-4:00 p.m. Eastern time. All meetings have been virtual so far. We are still considering a face to face meeting in late summer/early fall

December 1, 2021

February 2, 2022

April 6, 2022

June 1, 2022

August 3, 2022

October 5, 2022

December 7, 2022

2. Overview of committee activities:

The committee held its first meeting on December 1. Interim chair Hawley led the committee through an orientation session and reviewed the committee's charges. The committee elected Susan Quam and Justin Daniel as chair and vice chair respectively. Jeff Hawley was appointed chair of the Committee Bylaws workgroup and Kate Piche was appointed chair of the Standard workgroup. Volunteers for both groups were also recruited.

At the February 2 meeting, the committee reviewed Issue II-004 and identified potential impacts and feasibility issues related to changing the validity of certification from 5 years to 4 years.

The committee will begin discussing each of the impacts/feasibility issues at its April 6 meeting. We anticipate it will take at least two meetings to fully vet all points, and possibly discover any that were missed in the initial discussion.

3. Charges **COMPLETED** and the rationale for each specific recommendation:
 - a. No charges completed at this time
 - b.

4. Status of charges still **PENDING** and activities yet to be completed:
 - a. 2020 II-001 Both the Bylaws and Standard workgroups have just begun their work reviewing their respective committee documents
 - b. 2020 II-004 As reported above, the committee will begin discussion on the 4-year vs 5-year certification at its April meeting

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

X Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.

Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.

1.

2.

ATTACHMENTS:

1. Content Documents:

a. **Committee Member Roster:** See changes noted above under "requested action" **X 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): X No draft content documents submitted at this time**

2. Supporting Attachments (OPTIONAL): Not applicable

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