

The Conference For Food Protection
Food Protection
Manager Certification
Committee

New Member Orientation

November 29, 2023



CFP BASICS

- Primary focus is retail food safety improvement
- Identifies and advocates improvements to food safety in production, processing, packaging, sale, distribution and service
- Develops and transmits recommendations to FDA for Model Food Code
- Promotes uniform application of food safety regulation
- Advocates science-based food safety systems



CFP BASICS

- In a forum based on consensus building and mutual respect, stakeholders deliberate and advance food safety standards among regulatory, industry, consumer, academic, and professional association constituencies
- Member consensus is a CFP core value and central tenet in debate and decision making
- Coordinates with federal agency stakeholders to advance and promote a uniform, effective food safety framework



CFP ORGANIZATION STRUCTURE

- Executive Board: day-to-day governance
- Staff: Executive Director, Executive Assistant, Executive Treasurer
- Standing Committees: operate continually
- Ad hoc Committees: operate for one biennium, unless re-created
- Councils: deliberate and act on “Issues” at the Biennial Meeting
 - I - Laws and Regulations
 - II - Administration, Education and Certification
 - III - Science and Technology
- Assembly of Delegates: state and territory delegates consider and act on “Issues” at culmination of Biennial Meeting



CFP ACTIVITY

- The Biennial Meeting is typically an in-person multi-day meeting, culminates each biennium, varies locations
- CFP Executive Board, standing committees, and ad hoc committees work on “Charges” during a two-year biennium, develop “Issues” to deliberate at Biennial Meeting
- Food Protection Manager Certification Committee (FPMCC) is a standing CFP committee reporting to the Executive Board



THE FOOD PROTECTION MANAGER CERTIFICATION COMMITTEE (FPMCC)

- Stakeholder composition:
 - Regulatory, all levels
 - Food Industry
 - Academic
 - Consumer
 - Certification Organizations
- Meets virtually and F2F, establishes workgroups
- Develops, maintains, and revises content of the “Standard for Accreditation of Food Protection Manager Certification Programs” (“the Standards”)
- Submits Issues for consideration by Council II



FPMCC HISTORY

- Emerged to fill needs for
 - formalized PIC food safety knowledge
 - national model standard and best practices
- Harmonize and reduce duplicative certification costs
- Create sound criteria and a system to evaluate:
 - psychometric validity of examination programs
 - equivalence of examinations
 - legal defensibility of certification programs
 - fairness to examinees seeking the credential



FPMCC ACTIVITY

- Maintains the Standard, the “rule book” for Food Protection Manager certification bodies and programs
- Identifies, selects, coordinates a “Third Party” accrediting body, currently ANSI National Accreditation Board (ANAB)
- Deliberates and recommends revisions to improve, modify, and clarify the Standards



FPMCC ACTIVITY

- Encourages wide adoption of Food Protection Manager Certification using the Standard
- Consults with ANAB the CFP accrediting organization, to advance objective, practical, effective implementation of the Standard
- Submits interim progress reports to Executive Board throughout biennium



ROLE OF CERTIFICATION

- Food Protection Manager Certification serves as licensure in some jurisdictions
- Certification objective is to measure knowledge needed to be “minimally competent”
- Intended to provide third party verification of knowledge to be minimally competent
- Provides consistent standards and process nationwide, facilitating reciprocal acceptance



ROLE OF ACCREDITATION

Three Key Objectives:

- Create and maintain a valid, reliable and legally defensible process
- Facilitate an accessible, flexible, cost-effective certification system
- Establish national standards that foster universal adoption and acceptance



THE STANDARD

- Formally known as “Standards for Accreditation of Food Protection Manager Certification Programs,” commonly referred to simply as “the Standard”
- Contain the essential components for certification programs to achieve CFP accreditation
- Basis for ANAB audits to maintain CFP accreditation
- Revised through Biennial Meeting Issues to reflect changes in practice, protect certification process integrity
- Posted on CFP Website, www.foodprotect.org



THE STANDARD

Developed using best-practice reference sources

- The National Commission for Certifying Agencies (NCCA), Standards for Accreditation of Certification Organizations
- The Standards for Education and Psychological Testing (AERA, APA and NCME)
- Other nationally recognized psychometric standards



THE STANDARD

The Standard includes and applies to:

- Purpose, structure, and resources of Certification Organization (aka Certification Body or Provider)
- Food Protection Manager exam development and administration
- Computer based testing
- Responsibilities to examinees, the public, and the accrediting organization
- Exam security and management systems
- The Standard does not apply to training/exam preparation



ACCREDITATION OVERSIGHT

- CFP selected a third-party accrediting organization in 2001 through competitive bid
- ANAB (formerly ANSI) has been the accrediting organization since then
- Implementation and oversight of the CFP-ANAB agreement is conducted by the ANAB-CFP Accreditation Committee (ACAC)
- ACAC is comprised of 6-10 members, 2 appointed by CFP and remainder by ANSI



ACCREDITATION PROGRAM GOALS

- Verify accredited certification program compliance with the Standard (audits)
- Facilitate self-assessment processes to improve certification program quality
- Promote recognition and confidence in certification program quality



ACAC RESPONSIBILITIES

- Oversight of food protection manager certification body accreditation under the Standard
- Create, implement and maintain policies and procedures for certification body compliance with the Standard
- Receive first-level appeals related to accreditation decisions
- Final authority on Standard accreditation and compliance, in accordance with due process and notice procedures
- Promote understanding and recognition of the certification program among industry, regulators, and the public



TERMINOLOGY

- **Certificate** – recognition of completing a specific course or course offerings or passing an exam based on a specific course
- **Certification** – implies individual possesses a validated set of competencies based on a job task analysis; can include
 - Educational requirements – courses, degree
 - Graduation from an Accredited Program
 - Employment or practical experience, e.g., an internship
 - Formal examination or assessment
- **License** – government regulated credential
- **Accreditation** – third-party validation of a certification and/or certificate program and process



ACCREDITATION MODEL

- The CFP, via ANAB, accredits Food Protection Manager Certification programs
- Accredited certification programs are responsible for compliance with the Standard, including audits
- Training activity is outside the scope of CFP accreditation and the Standard
- Entities conducting exam prep services that also administer exams are termed “dual role” and along with the associated exam provider are responsible for exam security (Standard compliance)



ACCREDITATION MODEL



BENEFITS FOR REGULATORS

- Avoids agency need to “reinvent the wheel”
- Eliminates agency costs to develop a psychometrically valid exam, and subsequent costs of accreditation, compliance, and audit
- Provides framework of legal defensibility and assurance exam candidate due process rights are protected



BENEFITS FOR REGULATORS

- Migrates compliance failure costs (disciplinary and corrective action) from agency to accredited organizations
- Fosters national uniformity in certification programs, facilitates reciprocal recognition
- Allows reallocation of resources and effort from credentialing to food safety operations



BENEFITS FOR EXAMINEES

- Reciprocity of certification across regulatory jurisdictions reduces duplicating exams
- Assurance of certification program quality
- Competitive market means more options - locations, price, value, testing platforms
- Assures examinee legal and due process rights
- Assures certification is valid, reliable, legally defensible
- Provides a reputable industry professional credential attractive to employers



BENEFITS FOR INDUSTRY

- Reciprocity across regulatory jurisdictions reduces credentialing costs, facilitates more certifications
- Rigorously validated credential carries enhanced value
- Quality and value of the certification program is assured through audit, resulting in a meaningful credential
- Provides a valid, reliable and legally defensible process
- Provides regulatory compliance, brand protection, and risk management benefits
- Enhances operational food safety to the benefit of patrons



BENEFITS FOR CERTIFICATION ORGANIZATIONS

- Ensures certification organizations meet national standards for quality, “levels the playing field”
- Audited under a recognized set of uniform standards fosters operational consistency and predictability
- Oversight and compliance performed by an objective, independent third party
- System encourages continual quality improvements
- Eliminates costs of gaining acceptance in thousands of regulatory jurisdictions nationwide



ACCREDITED CERTIFICATION ORGANIZATIONS

- **AAA Food Safety (AAA Food Safety, LLC)**
- **APS Culinary Dynamics (DBA: World Food Safety Organization)**
- **Certus/StateFoodSafety**
- **Learn2Serve**
- **My Food Service License**
- **National Registry of Food Safety Professionals**
- **National Restaurant Association Solutions ServSafe®**
- **Relish Works, Inc. (DBA: Trust20)**
- **Responsible Training / Safeway Certifications, LLC**
- **The Always Food Safe Company, LLC**

Source: ANAB website, 11-29-2023

<https://anabpd.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4>



FPMCC MEMBER DUTIES

- Communicate! Please respond timely to emails, let Chair know of inability to participate and schedule conflicts.
- Review materials in advance of meetings and conference calls – *BE PREPARED!!*
- Participate in workgroups and committee meetings - your input is critical to formulating well-informed, effective consensus building.
- Consensus building is essential to CFP culture - be deliberate, considerate, respectful, and seek common ground.
- Make an effort to get to know your CFP colleagues – many long-lasting friendships and professional connections started at CFP.



FPMCC's ONGOING CHARGE

The Committee shall receive its direction from the Board. The Board shall assign the Committee its charges as approved during the biennial Conference meeting. The Board may assign additional charges to the Committee to ensure that the Conference Standards for Accreditation of Food Protection Manager Certification Programs and accreditation process are administered in a fair and responsible manner.



Questions & Discussion

PRESENTATION ACKNOWLEDGMENTS

2006 - initially developed by Dr. Cynthia Woodley

May 2013 - revised by Joyce Jensen

August 2014 and November 2021 - revised by Geoff Luebke

November 2023 – Revised by Susan Quam

