

**Conference for Food Protection  
Executive Board Meeting Committee Report**

**COMMITTEE NAME:** ANAB/CFP Certification Committee

**COUNCIL (I, II, or III):** Standing Committee - Executive Board

**DATE OF REPORT:** August 7, 2020

**SUBMITTED BY:** Joyce Jensen and Julie Albrecht, ACAC Members

**COMMITTEE CHARGE(S):**

The ACAC charge is to provide ongoing support and serve as liaison between the Conference for Food Protection, the CFP Food Protection Manager Certification Committee and the ANSI National Accreditation Board (ANAB).

**COMMITTEE'S REQUESTED ACTION FOR BOARD (If Applicable):**

ACAC requests the Executive Board adopt a motion to appoint Sheri Moris to replace Joyce Jensen as one of the CFP representatives to ACAC effective September 2, 2020. This appointment would end at the close of the 2026 Biennial Meeting.

ACAC requests the Executive Board adopt a motion to reappoint Julie Albrecht to ACAC with the term ending at the conclusion of the 2022 Executive Board Meeting (scheduled for April 2023).

**PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:**

The ANAB-CFP Accreditation Committee (ACAC) held its last in-person meeting on December 11, 2019. At this meeting, ACAC discussed potential changes impacting the Conference for Food Protection (CFP). Such changes included potentially renaming the CFP (from Conference for Food Protection to Congress for Food Protection), proposing clean-up/changes to the standard, and included the ISO/IEC 17024 normative pathway.

Additionally, ACAC reviewed updates to ANAB that could impact ACAC and CFP. Ultimately, the Credentialing programs at ANAB (this includes ISO/IEC 17024, ASTM E2659, and CFP) are forming their own strategic business unit (SBU). The SBU will have more autonomy over its accreditation decisions, policies, budget, internal audit, management review, and procedures. This will require the Credentialing SBU to update many of the current policies and procedures, but doing so will be a good opportunity to reflect on what is working for us and what could be improved.

Finally, ACAC also reviewed its membership. Current ACAC Chair, Dr. Sharon Goldsmith, and ACAC Vice Chair, Dr. Richard Bertin, will hold their leadership roles for the 2020 year. ACAC member Louise Wehrle completed her last term on ACAC and will be replaced by Steven Peluso. The committee also discussed the need to have a new representative from CFP to serve on ACAC.

At the December 11, 2019 ACAC meeting the committee made the following decisions:

ACAC approved the assessors' findings for the Prometric (PROM) 2019 Year 1 Annual Surveillance. In regards to PROM's remote proctoring pilot, ACAC accepted the assessors' recommendation to extend the pilot and review it at the December 2020 ACAC meeting. Additionally, ACAC voted to have PROM submit a sixth month report with an update on the remote proctoring pilot.

ACAC voted to grant 360Training.com (T360) an extension to close the nonconformities cited in its 2019 Year 2 Annual Surveillance. ACAC also reinstated T360's remote proctoring pilot and voted to review it at the December 2020 ACAC meeting. Additionally, ACAC voted to have T360 submit a sixth month report with an update on the remote proctoring pilot.

ACAC voted for continued accreditation for Abovetraining/Statefoodsafety.com (ATINC) based on the results of its 2019 Year 3 Annual Surveillance.

ACAC voted for continued accreditation for the National Registry of Food Safety Professionals (NRFSP) based on the results of its 2019 Year 1 Annual Surveillance.

ACAC voted for continued accreditation for the National Restaurant Association (NRAS) based on the results of its 2019 Year 1 Annual Surveillance.

ACAC did not make a decision on accreditation of The Always Food Safe Company, LLC (SFG) 2019 Initial Accreditation Assessment. ACAC determined it required additional information from the assessors in order to make its decision.

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The ANAB-CFP Accreditation Committee (ACAC) held a virtual meeting on February 6, 2020. At this meeting, ACAC reviewed the initial accreditation application for The Always Food Safe Company, LLC (SFG). ACAC agreed with the assessors' recommendations to close the citations and voted to grant initial accreditation to the SFG Food Protection Manager Certification.

ACAC also reviewed the Prometric (PROM) 2019 Year 1 Annual Surveillance. ACAC agreed with the assessors' recommendations to close the citations and voted for continued accreditation for PROM.

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The ANAB-CFP Accreditation Committee (ACAC) held a virtual meeting on April 4, 2020. At this meeting, ACAC discussed the implications of the ongoing COVID-19 pandemic on organizations. Three major challenges were identified:

First Challenge: Individuals who have certified are struggling to recertify. As we see it, typically a 2 month extension is acceptable and still complies with the CFP standard. The CB should be sure to thoroughly document the process.

Second Challenge: Exam booklets and handling/disposing of them raises sanitation concerns. CBs have been advised to give permission to training providers to dispose of these materials. Once again, the CB should be sure to thoroughly document the process.

Third Challenge: Testing individuals is difficult as test centers worldwide have closed down. Remote proctoring is now very popular. CFP has several CBs who are approved to do remote proctoring and more

are likely to follow. ANAB created a remote proctoring pilot process which enables CBs to get expedited review and approval to use remote proctoring for their accredited certifications.

ANAB and ACAC recognize these challenges and will continue to monitor them in the upcoming months.

ACAC voted to grant 360Training.com (T360) an additional extension to close the citations cited in its 2019 Year 2 Annual Surveillance.

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The accredited bodies are listed on the ANAB public directory:

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