

April 2012

Conference for Food Protection

Standards for Accreditation of Food Protection Manager Certification Programs

As Amended at the 2012 Biennial Meeting of the 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 *certification 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. *Certification 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. *Certification 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* shall meet the following CFP standards and provide evidence of compliance through the documentation requested in the application. In addition, the *certification organization* shall agree to abide by

certification policies and procedures which are specified by the CFP Food Protection Manager Certification Committee, hereinafter referred to as the FPMC 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 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 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 Food Code, hereinafter referred to as the FDA Food Code, Section 2-102.20 recognizes Food Protection Manager *certificates* issued by an *accredited certification program* as one means of meeting the FDA Food Code's "Demonstration of Knowledge" requirement in Section 2-102.11.

Modifications and Improvements

The FPMC 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 2012 Biennial Meeting of the Conferences for Food Protection under the title, Standards for *Accreditation* of Food Protection Manager *Certification* Programs.

The charge to the FPMC Committee from the 2010 Biennial Meeting of the Conference for Food Protection resulted in revisions to the *Standards* to enhance the integrity of the entire testing process, which includes identification and analysis of root causes of security violations and implement solutions.

The revision and reformatting of the document were made after a comprehensive FPMC Committee review of each section. This revision of 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. reorganizes *Standards* to eliminate duplication and align with purpose;
3. modifies or creates *Standards* to better address professional credibility and training of *test administrators/proctors*; handling of examination packages; shipping irregularities; location (site) irregularities; and breach of the *certification organization's test administrators/proctors* protocols and requirements;
4. uses “*test administrator/proctor*” in the *Standards* to indicate duties for both “*test administrator*” and “*proctor*,” and
5. adds a standard for management systems.

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 organizations* responsible for the design of the assessment tool used to measure an examinee’s *competency*. *Certification organizations* have a responsibility to ensure that the *certification* process is fair to the examinees 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 *certificates* 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 Managers* 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.

TABLE OF CONTENTS

			Page
I.	Section 1.0	Definitions	6
II.	Section 2.0	Purpose of <i>Certification Organizations</i>	12
III.	Section 3.0	Structure and Resources of <i>Certification Organizations</i>	13
IV.	Section 4.0	Food Safety <i>Certification Examination</i> Development	14
		Examination Development	14
		<i>Job Analysis</i>	15
		<i>Psychometric Standards</i>	16
		Examination Development Security	17
		Periodic Review	17
		Requirements for Examination Standardization	17
V.	Section 5.0	Food Safety <i>Certification Examination Administration</i>	18
		Security for <i>Examination Booklets</i>	18
		Test Site Requirements	19
		Test Site Language Translation	20
		Scoring	20
		<i>Test Administrator/Proctor(s) Role</i>	21
		<i>Test Administrator/Proctor Requirements</i>	21
		<i>Test Administrator/Proctor Renewal</i>	21
		<i>Instructor/Educator/Trainer as Test Administrator/</i> <i>Proctors.</i>	21
		<i>Test Administrator/Proctor Responsibilities</i>	21
		Examination Security	22
		<i>Item and Examination Exposure</i>	23
		<i>Certification Organization's Responsibility to Test</i> <i>Administrators/Proctors</i>	24
		<i>Test Administrator/Proctor Agreements</i>	24
		Examination Administration Manual	25
		Examination Scripts	25
VI.	Section 6.0	Computer-Based Testing (CBT)	27
		Computer-Based Test Development	27
		Computer-Based Testing Administration	27
		Due Process	28

TABLE OF CONTENTS (continued)

		Page	
VII.	Section 7.0	<i>Certification Organization Responsibilities to Candidates and to the Public</i>	29
		Responsibilities to Applicants for <i>Certification</i>	29
		Qualifications for <i>Certification</i>	29
		Individual <i>Certification Certificates</i>	29
		Discipline of <i>Certificate</i> Holders and Applicants	30
		Continued Proficiency	30
		Responsibilities to the Public and to Employers of Certified Personnel	30
		Misrepresentation	30
VIII.	Section 8.0	<i>Certification Organization Responsibilities to the Accrediting Organization</i>	31
		Application for <i>Accreditation</i>	31
		Summary Information	31
		Responsibilities to the <i>Accrediting Organization</i>	32
VIII.	Section 9.0	Management Systems	33
IX.	Annex A	Responsibilities of Professionals Involved in the Credentialing Process for Certified Food Protection Managers	34
X.	Annex B	Guidelines for Regulatory Authorities Implementing Food Protection Manager <i>Certification</i> Programs	36
		Qualifications for <i>Certification</i>	36

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 *certification 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 examination 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 questions on an examination.
- 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 *certification 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 are 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 shall 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 *algorithms* based on the statistics of the examination 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 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 Booklet** means the paper version of the *food safety certification examination*.
- 1.19 Examination forms** means alternate sets of examination questions (with at least 25% alternate questions) to assess the same *competencies*, conforming to the same *examination specifications*.
- 1.20 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.
- 1.21 Examination version** means an examination in which the exact set of *items* in an *examination form* is presented in another order, language, manner or medium.
- 1.22 Exposure Plan** means the policies and procedures in place to ensure that examination *items* are not exposed to examinees or other people that may result in an examination *item* being memorized and/or shared.
- 1.23 Food establishment**
- A. Food establishment means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption:
 - 1) 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
 - 2) 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. including:
 - 1) 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
 - 2) 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. not including:

- 1) an establishment that offers only prepackaged foods that are not potentially hazardous;
- 2) a produce stand that only offers whole, uncut fresh fruits and vegetables;
- 3) a food processing plant;
- 4) 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*;
- 5) an area where food that is prepared as specified in Subparagraph (c) (iv) of this definition is sold or offered for human consumption;
- 6) 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
- 7) a private home that receives catered or home-delivered food.

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

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

1.26 Item means an examination question.

1.27 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*.

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

1.29 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 shall possess in order to perform effectively and safely. They include information and understanding as well as learned behaviors and natural attributes.
- 1.30 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.
- 1.31 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. Examinees' 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 an examinee's knowledge, skills, and abilities required to protect the consumer from foodborne illness.
- 1.32 Overexposure** means the relative frequency in which an examination *item* which is presented across all computerized tests has undermined the integrity of the examinations. Whether a test *item* is overexposed or not is based upon the type of examination test *item* (pictorial vs. written) and its frequency of use.
- 1.33 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 shall have the ability to observe examinee behaviors, accurately distribute and collect examination materials, and assist the *test administrator* as assigned. They shall have training or documented successful experience in monitoring procedures and shall affirm in writing an agreement to maintain examination security and to ensure that they have no conflict of interest. There must be at least one *proctor* for every 35 examinees. The *proctor* can also be a *test administrator*.
- 1.34 Psychometric** means scientific measurement or quantification of human qualities, traits, or behaviors.
- 1.35 Psychometrician** means a professional with specific education and training in development and analysis of examinations 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 examination development and a minimum of two in statistical methods.
- 1.36 Regulatory authority** means a government agency that has been duly formed under the laws of that jurisdiction to administer and enforce the law.

- 1.37 Reliability** means the degree of consistency with which an examination measures the attributes, characteristics or behaviors that it was designed to measure.
- 1.38 Retail food industry** means those sectors of commerce that operate *food establishments*.
- 1.39 Test administrator** means the individual at the test site who has the ultimate responsibility for conducting a *food safety certification examination*. The *test administrator* can also be a *proctor*.
- 1.40 Test encryption and decoding** means the security aspects of a computer examination to prevent the examination 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.
- 1.41 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.
- 1.42 Validity** means the extent to which an examination score or other type of assessment measures the attributes it was designed to measure. In this instance, does the examination 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 *certification 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 certification organizations* shall comply fully with all criteria set by the CFP and shall meet explicit and implicit standards to protect the public from foodborne illness. The *accredited certification organization* shall provide a *food safety certification examination* that:
- A. conforms to all CFP Standards for Accreditation of Food Protection Manager Certification Programs;
 - B. has been developed from an *item bank* of at least 1000 questions; and
 - C. on a quarterly basis is provided in at least two new *examination forms* in the English language.
- 4.2** Each *certification organization* shall 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, examination answer sheets, and examinee scores;
 - D. data handling capabilities commensurate with the requirements for effective processing, reporting, and archiving of examinee *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* shall 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 for each *examination form*; and
 - 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 shall 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 shall be sufficiently diverse as to avoid cultural bias and ensure fairness in content according to all federal requirements.
- 4.5** The *job analysis* shall 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 shall be derived from a valid study of the *job analysis* tasks and their accompanying knowledge, skills, and abilities (KSAs) and shall be appropriate to all aspects of the *retail food industry*. The *job analysis* shall 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, shall be available to examinees and to the public.
- 4.7** The *certification organization* or its contracted examination provider shall 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 shall be provided to the *accrediting organization* on demand.
- 4.8** The *certification organization* is required to systematically evaluate practices in the *retail food industry* to ensure 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* shall 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* shall be based on psychometrically valid procedures to ensure the relative equivalence of scores from various *examination forms*. The *certification organization* shall 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 shall be provided to ensure 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* shall 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 shall provide evidence of content *equivalency* of the translated version with the original *examination form* and/or *item bank*. The developer shall provide a detailed description of the translation method(s), including the rationale for selecting the translation method(s), and shall 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 shall 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 examination *items* and of the full examination. Those materials shall be provided to the *accrediting organization* on demand.

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

- 4.15 Examination Development Security.** The *certification organization* will demonstrate that procedures are developed and implemented to ensure that individual *items, item banks, food safety certification examinations* presented in all media (printed, taped and computerized), test answer sheets and examinee scores are and remain secure. Demonstration shall include an overall examination security plan that covers each step in the examination development, culminating in the production of the examination.
- 4.16 Periodic Review.** At least semiannually each *certification organization* shall 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 examination 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 examinees 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 Requirements for Examination Standardization.** *Certification organizations* shall specify conditions and procedures for administering all *food safety certification examinations* in a standard manner to ensure that all examinees are provided with the opportunity to perform according to their level of ability and to ensure comparability of scores. *Examination Booklets* shall be of high quality printing to ensure ease of reading.

SECTION 5 – FOOD SAFETY CERTIFICATION EXAMINATION ADMINISTRATION

5.0 Food Safety Certification Examination Administration. All sections of these *Standards* apply to Computer Based Testing (CBT) Administration except Section 5.1.

5.1 Security for *Examination Booklets*.

A. Securing *examination booklets*

- 1) Each individual *examination booklet* shall be secured ~~in~~ by using one of the following methods both prior to and after administration:
 - a. enclosing in a sealed tamper-resistant package;
 - b. shrink-wrapping;
 - c. sealing on all three open sides with each seal of sufficient size to cover at least one square inch of the front side and to overlap and cover the same amount of space on the back side of the *examination booklet*; or
 - d. using any other technology that ensures that only the examinee can view the contents of the *examination booklet*.
- 2) Only the examinee is allowed to break open the *examination booklet* packaging or seals.

B. Packaging by *certification organization*.

- 1) Each individual *examination booklet* shall be securely sealed before packing.
- 2) Secure tamper-resistant shipping material, such as Tyvek envelopes or similar materials that are designed to reveal any tampering or violation of the package's security, is required for all shipment of materials in all phases.
- 3) Packaging must include a packing list that contains:
 - a. *examination form* language(s) or version(s) enclosed; and
 - b. quantity of examinations enclosed.

C. Shipping to the *test administrator/proctor* from the *certification organization*.

- 1) Shipping shall be done by certifiable, traceable means, with tracking numbers so that the location can be determined at any given time.
- 2) A signature is required upon delivery.
- 3) Only an individual authorized by the *test administrator/proctor* may sign for the package.

D. Storage by *test administrator/proctor*.

The package(s) of *examination booklets* shall be secured at all times immediately upon delivery. Under no circumstances may *examination booklets*, examinee used answer sheets, or other examination materials be kept where other employees or the public has access.

- E. Shipping to the *certification organization* from the *test administrator/proctor*
 - 1) After examination administration, *examination booklets* and answer sheets shall remain in secure storage until returned to *certification organization*.
 - 2) The following shall be in tamper-resistant shipping material:
 - a. all used and unused *examination booklets* for each examination administration;
 - b. examinees' used answer sheets; and
 - c. all required *certification organization* forms.
 - 3) Shipping shall be done within two business days following the examination date by certifiable, traceable means, with tracking numbers so that the location can be determined at any given time.

- F. Handling unused *examination booklets* that have been held for up to ninety days. The *test administrator/proctor* will:
 - 1) ensure that all *examination booklets* are accounted for;
 - 2) package *examination booklets* securely as described above; and
 - 3) ship to the certification organization securely packaged and according to these *Standards* and the *Certification Organization's* instructions.

5.2 Test Site Requirements.

Sites chosen for administering *food safety certification examinations* shall conform to all legal requirements for safety, health, and accessibility for all qualified examinees.

- A. Additionally, the accommodations, lighting, space, comfort, and work space for taking the examination shall reasonably allow examinees to perform at their highest level of ability.

- B. Requirements at each test site include, but are not limited to:
 - 1) accessibility in accordance with the requirements of the Americans with Disabilities Act, shall be reasonably available for all qualified examinees, whether the examination administration occurs at the main examination location site, or at an alternative examination location site that meets the same location requirements as the main examination location site;
 - 2) conformity to all fire safety and occupancy requirements of the jurisdiction in which they are located;
 - 3) sufficient spacing between each examinee in the area in which the actual examination is conducted, or other appropriate and effective methods, to preclude any examinee from viewing another examinee's examination;
 - 4) acoustics allowing each examinee to hear instructions clearly, using an electronic audio system if necessary;
 - 5) lighting at each examinee's work space adequate for reading
 - 6) ventilation and temperature appropriate for generally recognized health and comfort of examinees;
 - 7) use of private room(s) where only examination personnel and examinees are allowed access during the examination administration; and

- 8) no further admittance into the test site once examination administration has begun.

5.3 Test Site Language Translation.

A *certification organization* shall have a published, written policy regarding test site language translation of *food safety certification examinations*. If a *certification organization* allows test site language translation of a *food safety certification examination* when an *examination version* is not available in the examinees' requested language, the *certification organization* shall have a published, formal application process available to all potential examinees. Procedures shall include but not be limited to:

- A. An application process for potential examinees that includes an evaluation and documentation component to determine the eligibility of the potential examinee for test site language translation,
- B. An application process for translators that includes clear and precise qualifications that shall include but not be limited to the following:
 - 1) being fluent in both languages;
 - 2) have a recognized skill in language translation;
 - 3) trained in the principles of objective examination administration;
 - 4) have no personal relationship with the examinee (may not be another examinee, may not be a relative or friend of the examinee and may not be a co-worker, employer, or an employee of the examinee);
 - 5) not being a *Certified Food Protection Manager* nor having any vested interest in Food Protection Manager certification or conflict of interest;
 - 6) provide references or other proof attesting to the translator's competencies and professional acumen; and
 - 7) agree in writing to maintain the security of the examination.
- C. A proctored environment where the translator and examinee are not a distraction to other examinees, and
- D. A proctored environment where the translator is not active as the *test administrator/proctor*.

5.4 Scoring.

- A. Only the *certification organization* may score the examination by methods approved by the *accrediting organization*. No official scoring is to be done at the test site.
- B. *Food safety certification examination* scores will not be released as being official until verified and approved by the *certification organization*.
- C. Examinee scores will be confidential, available only to the examinee and to persons or organizations approved in writing by the examinee.

- D. Score reports will be available to examinees in a time frame specified in the application, which will not exceed 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 *certification organization* will have ongoing communication with examinees and with the *test administrator/proctor* until the scores are verified and released.
- 5.5 Test Administrator/Proctor(s) Role.** *Test administrators/proctors* shall have successfully completed the *certification organization's* specific training in examination administration and security procedures. They shall provide written assurance of maintaining confidentiality of examination contents, of adhering to the *certification organization's* standards and ethics of secure examination administration, and of agreeing to abide by the *certification organization's* policies, procedures, and rules.
- 5.6 Test Administrator/Proctor Requirements.** To serve as a *test administrator/proctor* for an accredited *certification organization* the qualified individual shall complete the *certification organization's*:
- A. signed Application;
 - B. non-Disclosure Agreement (NDA);
 - C. training program for *test administrators/proctors*; and
 - D. conflict of Interest Disclosure Agreement (can be a part of the NDA).
- 5.7 Test Administrator/Proctor Renewal.** *Test administrators/proctors* shall renew the training program for *test administrators/proctors* and Non-Disclosure Agreement with the *certification organization* every three (3) years.
- 5.8 Instructor/Educator/Trainer as Test Administrator/Proctor.** When a person acts as an *instructor/educator/trainer* and a *test administrator/proctor*, that person relinquishes the role of *instructor/educator/trainer* when acting in the role of *test administrator/proctor* and acts solely as a representative agent of the *certification organization*.
- 5.9 Test Administrator/Proctor Responsibilities.**
- A. Schedule examinations. *Food safety certification examinations* shall be scheduled far enough in advance to allow for timely shipment of supplies or pre-registration for computer-based examinations.

- B. Ensure no destruction of *examination booklet* materials or computer equipment;
- C. At all times:
 - 1) handle examination materials securely;
 - 2) ensure test site conformity;
 - 3) space examinees per protocol;
 - 4) ensure examinees' rights;
 - 5) ensure confidentiality of examinees' personal information;
 - 6) ensure standardized procedures are followed;
- D. Before the examination:
 - 1) check examinees' identification;
 - 2) check for and exclude unauthorized objects;
 - 3) distribute examination materials;
 - 4) read instructions to examinees verbatim;
 - 5) ensure examinees complete information section of answer sheet or online registration form.
- E. During the examination:
 - 1) supervise proctors;
 - 2) monitor examinees during examination;
 - 3) identify and document cheating incidents;
 - 4) check for and exclude unauthorized objects;
 - 6) identify and document environmental distractions.
- F. After the examination
 - 1) collect and return *examination booklets* and answer sheets to *certification organization* or close computer based testing session;
 - 2) report possible security breaches and examination administration irregularities in compliance with the *certification organization's* policies.

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

5.11 Examination Security.

- A. 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 shall be accomplished in a manner that ensures fairness to all examinees.

- B. All examinees shall begin taking the examination at the same time. No examinee shall be admitted into the test site once examination administration has begun.
- C. Where reasonable accommodations shall be made for otherwise qualified examinees under provisions of the Americans with Disabilities Act, care shall be taken to ensure that security of the examination is maintained. Arrangements shall 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 examinee shall be provided to the *certification organization*.

5.12 The *certification organization* shall provide procedures to be followed in any instance where the security of a *food safety certification examination* is, or is suspected to be, breached.

- A. Included shall be specific procedures for handling and for reporting to the *certification organization*, any suspected or alleged:
 - 1) cheating incidents;
 - 2) lost or stolen examination materials;
 - 3) intentional or unintentional divulging of examination *items* by examinees or examination administration personnel; or
 - 4) any other incidents perceived to have damaged the security of the examination or any of its individual *items*.
- B. Corrective actions to guard against future security breaches shall be established and implemented.
- C. Documentation of corrective actions and their effectiveness shall be made available to the *accrediting organization*.

5.13 *Item and Examination Exposure.*

The *certification organization* shall have an *exposure plan* that:

- A. controls for *item* and examination exposure;
- B. accounts for the number of times an *examination item*, *examination form*, and *examination version* is administered;
- C. ensures that no *examination form* is retained by any *examination administration* personnel for more than 90 days;
- D. at all times accounts for all copies of all used and unused *examination booklets*; and

- E. systematically and actively demonstrates that every used answer sheet, *examination booklet*, and any other examination materials and answer keys are accounted for to prevent, reduce, or eliminate examination exposure.

5.14 Certification Organization's Responsibility to Test Administrators/Proctors.

- A. The *certification organizations* shall specify the responsibilities of *test administrator/proctor*, set minimum criteria for approval of *test administrators /proctors*, and provide a training program to enable applicants to meet the approval criteria. Responsibilities, duties, qualifications and training of *test administrators/proctors* shall be directed toward assuring standardized, secure examination administration and fair and equitable treatment of examinees.
- B. The *certification organization* shall define and provide descriptions for the roles of *test administrators; /proctors*, and *certification organization* personnel clearly indicating the responsibilities for these roles. The *certification organization* shall demonstrate how it ensures that all certification personnel, *as well as test administrators/proctors*, understand and practice the procedures identified for their roles.
- C. *Test administrator/proctor* training programs shall include:
 - 1) specific learning objectives for all of the activities of *test administrator/proctor*; and
 - 2) an assessment component that shall be passed before an examinee for *test administrator/proctor* will be approved.

5.15 Test Administrator/Proctor Agreements. The *certification organization* shall enter into a formal agreement with the *test administrator/proctor*. The formal agreement shall at a minimum address:

- A. provisions that relate to code of conduct;
- B. conflicts of interest; and
- C. consequences for breach of the agreement.

5.16 The *certification organization* shall assess and monitor the performance of *test administrators/proctors* in accordance with all documented procedures and agreements.

5.17 The *certification organizations* is not permitted to hire, contract with, or use the services of any person or organization that claims directly or indirectly to guarantee passing any certification examination. *Instructors/educators/trainers* making such a claim, whether as an independent or as an employee of another

organization making the claim, are not eligible to serve as *test administrators/proctors* for any *certification organization*.

5.18 Policies and procedures for taking corrective action(s) when any *test administrator* or *proctor* fails to meet job responsibilities shall be implemented and documented. *Test administrators/proctors* that have been dismissed by the *certification organization* for infraction of policies or rules, incompetence, ethical breaches, or compromise of examination security will be reported to the *accrediting organization*.

5.19 The *certification organization* shall provide documentation that verifies compliance with the 1:35 ratio (*test administrator/proctor*: examinees).

5.20 Examination Administration Manual.

The *certification organization* shall provide each *test administrator/proctor* with a manual detailing the requirements for all aspects of the *food safety certification examination* administration process. The Examination Administration Manual shall include a standardized script for the paper examination *test administrator/proctor* to read to examinees before the examination commences. For computer based tests (CBT), standardized instructions shall be available for examinees to read.

5.21 Examination Scripts. Separate scripts/instructions may be created for different delivery channels or *certification organizations*. *Certification organizations* may customize elements of the scripts to fit their particular processes, but each script shall contain the following:

A. Introduction to the Examination Process

- 1) composition of the examination (number of questions, multiple choice, etc.);
- 2) time available to complete the examination;
- 3) role of the *test administrator/proctor*;
- 4) process for restroom breaks; and
- 5) process for responding to examinee comments and questions.

B. Copyright and Legal Responsibilities

- 1) description of what constitutes cheating on the examination;
- 2) penalties for cheating; and
- 3) penalties for copyright violations.

C. Examination Process

- 1) maintaining test site security;
- 2) description of examination components unique to the *certification organization* (*examination booklet*, answer sheet completion, computer process in testing centers, etc.);

- 3) instructions for proper completion of personal information on answer sheets/online registration and *examination booklets*;
- 4) instructions on properly recording answers on answer sheets or online; and
- 5) instructions on post-examination administration process.

SECTION 6.0 – COMPUTER-BASED TESTING (CBT)

- 6.0 Computer-Based Test Development and Administration** All sections of these *Standards* apply to Computer Based Testing (CBT) Administration except Section 5.1.
- 6.1 Computer-Based Test Development.** *Examination specifications for computer-based testing* shall describe the method for development, including the *algorithms* used for test *item* selection, the *item* response theory model employed (if any), and examination *equivalency* issues.
- 6.2** *Items* shall be evaluated for suitability for computer delivery, be reviewed in the delivery medium, and be reviewed in the presentation delivery medium. Assumptions shall 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 ensure that the *items* are protected from *overexposure*. *Item* usage statistics shall 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 shall be provided to demonstrate equivalence of the examinees' scores.
- 6.5** Tutorials and/or practice tests shall 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 shall be demonstrated. Data shall be gathered and continually analyzed to determine if scoring methods are comparable.
- 6.7** Evidence of security in the *computer-based testing* environment shall 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 shall be provided.
- 6.9** Policies and procedures regarding the recording and retention of the *item sequence* and *item* responses for each examinee shall be developed and followed.

Computer examinations using a unique sequence of *items* for each examinee shall record the information necessary to recreate the sequence of *items* and examinee responses on the computer examination.

- 6.10** Systems and procedures shall be in place to address technical or operational problems in examination administration. For example, the examination delivery system shall 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) shall be developed.
- 6.11** **Due Process.** Examinees shall 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 EXAMINEES AND THE PUBLIC

- 7.0** *A certification organization's Responsibilities to Examinees and the Public.*
- 7.1** **Responsibilities to Applicants for Certification.** *A certification 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;
 - D. provide evidence that competently proctored testing sites are readily accessible;
 - E. provide evidence of uniformly prompt reporting of *food safety certification examination* results to applicants;
 - 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; 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 shall 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** **Individual Certification Certificates:**
- A. Each *certification organization* will maintain a secure system with appropriate backup or redundancy to provide verification of current validity of individual *certification certificates*.
 - B. *Certificates* shall include, at a minimum:
 - 1) issue date/date examination was taken;

- 2) length of time of *certification* validity;
- 3) name and *certification* mark of *certification organization*;
- 4) ANSI *accreditation* mark;
- 5) name of certified individual;
- 6) unique *certificate* number;
- 7) name of *certification*;
- 8) contact information for the *certification organization*; and
- 9) examination form identifier

C. Replacement or duplicate *certificates* issued through an *accredited certification organization* shall carry the same issue date, or date of examination, as the original *certificate*, and will be documented by the *certification organization*.

- 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 shall 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* shall have a published protocol for systematically investigating problems presented by users of the Program, including specific concerns about examination *items*, administration procedures, treatment of examinees, 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 ORGANIZATION RESPONSIBILITIES TO THE ACCREDITING ORGANIZATION

8.0 *Certification Organization Responsibilities to the Accrediting Organization.*

8.1 **Application for Accreditation.** *A certification 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 certification 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*;
- 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*;
- 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;
- 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*;
- E. provide evidence that appropriate measures are taken to protect the security of all *food safety certification examinations*;
- F. publish a comprehensive summary or outline of the information, knowledge, or functions covered by the *food safety certification examination*;

- G make available general descriptive materials on the procedures used in examination construction and validation and the procedures of administration and reporting of results; 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.

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 *certification 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.

SECTION 9.0 – MANAGEMENT SYSTEMS

9.0 Management Systems.

9.1. Each *certification organization* shall have a formal management system in place to facilitate continuous quality improvement and produce preventive and corrective actions. The management system shall contain the following three components.

A. Document control to include:

- 1) lists of all documents pertaining to the certification organization;
- 2) dates for documents approved for implementation by the certification organization;
- 3) the person(s) within the certification organization responsible for the documents; and
- 4) listing of individuals who have access to the documents.

B. Internal audits to include:

- 1) identification of critical activities;
- 2) data collection process and evaluation schedule;
- 3) audit methodology and evaluation process;
- 4) the person(s) authorized to perform audits; and
- 5) report audit findings and identify corrective action required.

C. A Management Review that includes:

- 1) a documented annual review of internal audit results;
- 2) a management group that conducts the review;
- 3) a review of the audit results to determine corrective actions needed;
- 4) a review of the audit results to determine preventive actions needed; and
- 5) the effectiveness of corrective and preventive actions taken.

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 shall 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 Managers* 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 ensure that individuals have achieved mastery of the competencies;

therefore, professionals involved in the credentialing process for *Certified Food Protection Managers* 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 examinee scores.

Actual or potential conflicts of interest that might influence judgment or performance of examination developers, *test administrators/proctors, instructors/educators/trainers* 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 ensure 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:

- 1) identifying hazards in the day-to-day operation of a *food establishment*;
- 2) developing or implementing specific policies, procedures or standards aimed at preventing foodborne illness;
- 3) coordinating training, supervising or directing food preparation activities and taking corrective action as needed to protect the health of the consumer; and
- 4) 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 become a *Certified Food Protection Manager*, an individual shall pass a *food safety certification examination* from an accredited *certification organization* 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.

- 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*.