

ANNEX B

Guidelines for Food Protection Manager Certification Training Programs

- B.1** Food Protection Manager *Certification* Training Programs. Delivery of training programs may include alternative methods other than classroom, to include but not be limited to distance learning, computerized training programs, and correspondence courses
- B.2** Instructor Qualifications. *Instructors/Educators/Trainers* conducting Food Protection Manager *Certification* training should:
- a. Demonstrate proficiency and *competency* in food safety and sanitation and have knowledge of current retail food regulations by means of:
 - 1) Educational background to include, but not limited to, successful completion of a degree program from an accredited university or college in:
 - Food Safety;
 - Food Science or Technology;
 - Epidemiology;
 - Environmental/Public Health;
 - Culinary Arts;
 - Retail Food Establishment Management, such as Hotel and Restaurant Management;
 - Microbiology with an emphasis on food safety; or
 - 2) Experience in food safety and/or training from:
 - Food quality assurance/quality control;
 - Supervision of food preparation;
 - Sanitation training;
 - *Regulatory authority* with food safety responsibilities; or

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- 3) Demonstrated proficiency in conducting training programs as substantiated by adult educational background or practical experience, such as:
 - Faculty member of a college, university, or community college;
 - Teacher in an accredited technical school, vocational school, or high school;
 - Professional *trainer* with a minimum of two (2) years-prior teaching experience, team-teaching experience, train-the-trainer courses, or public/risk communication courses;
 - Holder of a valid teaching certificate.
- b. Be a *Certified Food Protection Manager* and comply with *continued proficiency* requirements to maintain a valid *certification* and comply with Section 5.2 relating to the non-disclosure of *food safety certification examination* items.
- c. Individuals who do not meet the requirements specified above should team-teach food protection manager *certification* courses with a qualified instructor to gain additional needed experience.

B.3 Responsibilities of *Program Sponsors* and *Instructors/Educators/Trainers*.

- a. *Program sponsors* and *instructors/educators/trainers* should:
 - 1) Deliver the training program as approved.
 - 2) Monitor *instructor/educator/trainer* qualifications and performance in accordance with these guidelines.
 - 3) Maintain registration, attendance and additional student information required by the *certifying organization*.
 - 4) Maintain the date, time, and location of class meetings and examinations as required by the *certifying organization*.

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B.4 Training Program:

- a. The training program should reflect the course content specified in Annex B.5.
- b. Specify the text, materials and other resources used.
- c. Specify delivery methods, which may include traditional or alternate methods of training.

B.5 Course content. Course content must include the elements of a *valid job analysis* as defined in Section 1.23 and Sections 4.4 through 4.9. The *job analysis* must include, but not be limited to, the following specific *Elements of Knowledge*.

- a. Identify food borne illness.
 - 1) Define terms associated with food borne illness:
 - a) food borne illness
 - b) food borne outbreak
 - c) food borne infection
 - d) food borne intoxication
 - e) diseases communicated by food
 - f) food borne pathogens
 - 2) Recognize the major microorganisms and toxins that can contaminate food and the problems that can be associated with the contamination:
 - a) bacteria
 - b) viruses
 - c) parasites
 - d) fungi
 - 3) Define and recognize potentially hazardous foods.
 - 4) Define and recognize chemical and physical contamination and illnesses that can be associated with chemical and physical contamination.

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- 5) Define and recognize the major contributing factors for food borne illness.
 - 6) Recognize how microorganisms cause food borne illness.
- b. Identify time/temperature relationship with food borne illness:
- 1) Recognize the relationship between time/temperature and microorganisms (survival, growth, and toxin production) during the following stages:
 - a) receiving
 - b) storing
 - c) thawing
 - d) cooking
 - e) holding/displaying
 - f) serving
 - g) cooling
 - h) storing (post production)
 - i) reheating
 - j) transporting
 - 2) Describe the use of thermometers in monitoring food temperatures:
 - a) types of thermometers
 - b) techniques and frequency
 - c) calibration and frequency
- c. Describe the relationship between personal hygiene and food safety:
- 1) Recognize the association of hand contact and food borne illness.
 - a) hand washing, technique and frequency
 - b) proper use of gloves, including replacement frequency
 - c) minimal hand contact with food

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- 2) Recognize the association of personal habits and behaviors and food borne illness:
 - a) smoking
 - b) eating and drinking
 - c) wearing clothing that may contaminate food
 - d) personal behaviors, including sneezing, coughing, etc.
 - 3) Recognize the association of health of a food handler to food borne illness:
 - a) free of symptoms of communicable disease
 - b) free of infections spread through food on contact
 - c) food protected from contact with open wounds
 - 4) Recognize how policies, procedures and management contribute to improve food hygiene practices.
- d. Describe methods for preventing food contamination from purchasing to serving:
- 1) Define terms associated with contamination:
 - a) contamination
 - b) adulteration
 - c) damage
 - d) approved source
 - e) sound and safe condition
 - 2) Identify potential hazards prior to delivery and during delivery:
 - a) approved source
 - b) sound and safe condition
 - 3) Identify potential hazards and methods to minimize or eliminate hazards after delivery:
 - a) personal hygiene
 - b) cross-contamination
 - i) food to food
 - ii) equipment and utensil contamination

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- c) contamination
 - i) chemical
 - ii) additives
 - iii) physical
 - d) service/display-customer contamination
 - e) storage
 - f) re-service
- e. Identify and apply correct procedures for cleaning and sanitizing equipment and utensils:
- 1) Define terms associated with:
 - a) cleaning
 - b) sanitizing
 - 2) Apply principles of cleaning and sanitizing.
 - 3) Identify materials, equipment, detergent, sanitizer.
 - 4) Apply appropriate methods of cleaning and sanitizing:
 - a) manual warewashing
 - b) mechanical warewashing
 - c) clean-in-place (CIP)
 - 5) Identify frequency of cleaning and sanitizing.
- f. Recognize problems and potential solutions associated with facility, equipment and layout:
- 1) Identify facility, design and construction suitable for *food establishments*:
 - a) refrigeration
 - b) heating and hot holding
 - c) floors, walls and ceilings

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- d) pest control
 - e) lighting
 - f) plumbing
 - g) ventilation
 - h) water supply
 - i) wastewater disposal
 - j) waste disposal
- 2) Identify equipment and utensil design and location.
- g. Recognize problems and potential solutions associated with temperature control, preventing cross-contamination, housekeeping and maintenance:
- 1) develop and implement self-inspection program.
 - 2) develop and implement pest control program.
 - 3) develop and implement cleaning schedules and procedures.
 - 4) develop and implement equipment and facility maintenance program.