Conference for Food Protection
Executive Board Meeting Committee Report

This report must be submitted to your Council Chair for review so that it can be approved and submitted to the Executive Board via the Executive Director 30 days before each Executive Board Meeting (held in April and August of each year). The report must be accompanied by an updated committee roster on the Excel spreadsheet provided (Committee Members Template) located here: http://www.foodprotect.org/work/.

COMMITTEE NAME: Food Protection Manager Certification Committee

COUNCIL (I, II, or III): Council II

DATE OF REPORT: April 15, 2013

SUBMITTED BY: Jeff Hawley, Chair

The Food Protection Manager Certification Committee (FPMCC) met in Baltimore, MD, October 4-5, 2012, hosted by Prometric. Chair Hawley reviewed the 3 charges assigned to the committee, and workgroups were formed to address each of the charges. The next FPMCC meeting will be May 15-16, 2013, in Orlando, following the Executive Board meeting.

COMMITTEE CHARGE: (indicate Issue Number and text from Issue stating the Committee Charge)

Issue #: 2012 II-017

Charge: The Conference recommends the following charges be assigned to the Food Protection Manager Certification Committee (FPMCC) for the 2012-2014 biennium:

1) Continue working with the CFP Executive Board and the American National Standards Institute (ANSI)-CFP Accreditation Committee (ACAC) to maintain the *Standards for Accreditation of Food Protection Manager Certification Programs* in an up-to-date format.

2) Revise/Update as needed the *Standards for Accreditation of Food Protection Manager Certification Programs* Preamble and Annexes.

3) By July 1, 2012, the FPMCC chair will request approval of the formation of a Security Evaluation Workgroup for the purpose of initiating the exam security evaluation process; workgroup representation will include:

   - ANSI representative,
   - ANSI field research design (data) subject matter expert,
   - CFP ACAC representative,
   - One representative from each Certification Organization,
   - FPMCC Chair and Vice-Chair,
   - One food industry representative, and

- One regulatory representative.

4) Evaluate the results of the exam security evaluation process and Standards revisions approved by the 2012 CFP Biennial Meeting to ensure that they are resulting in substantial improvement of exam security. The FPMCC is proposing a plan to:

- work with ANSI to update the ANSI accreditation application to incorporate the final Standards changes as approved at the 2012 Biennial Meeting;
- develop surveillance document;
- establishment an analysis framework and research plan for data collection and evaluation of improvement in exam security;
- complete a preliminary study to ensure that the evaluation tool works; and
- develop a timeline for continued improvement.

5) Report back to the Executive Board and the 2014 Biennial Meeting of the Conference for Food Protection.

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

None at this time.

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

The FPMCC Standards Workgroup was formed at the October 4-5, 2012, committee meeting in Baltimore. This workgroup includes: Kate Piche (Workgroup Chair), Davene Sarrocco-Smith, Laurie Williams, Julie Albrecht, Liz Corchado, Keith Jackson, Therese Pilonetti, Lisa Staley, Kathy Louden and Yao-Wen Huang.

At the October 4, 2012, meeting the workgroup received these tasks:
1) Deliberate and formulate recommendations to FPMCC on appropriate inclusion of ethics content from Annex A into the Standards;
2) Review the Preamble to the Standards to identify potential revisions and formulate related recommendations to the FPMCC;
3) Add definitions for "examinee" and "potential examinee".

On February 27, 2013, the workgroup met via web conference to review a revised CFP Standards draft. Additional changes to the revised document were suggested and made. It is anticipated that the workgroup's
recommendations and a revised Standards draft will be ready for review by the FPMCC at the May 2013 meeting.

The FPMCC Security Evaluation Workgroup was formed at the October 4-5, 2012, committee meeting in Baltimore. This workgroup includes: Christine Hollenbeck (Chair), Vijay Krishna (ANSI), Don Ford (ANSI-Field Research Design), Joyce Jensen (ACAC), Kate Piche (NRA Solutions), Linda Waters (Prometric), Liz Corchado (National Registry), Michael Sperber (360 Training), Tom McMahan (Food Industry), Davene Sarrocco-Smith (Regulatory), and Jeff Hawley (FPMCC Chair). This work group was tasked to address item #4 in Issue # 2012 II-017.

4) Evaluate the results of the exam security evaluation process and Standards revisions approved by the 2012 CFP Biennial Meeting to ensure that they are resulting in substantial improvement of exam security. The FPMCC is proposing a plan to:

- work with ANSI to update the ANSI accreditation application to incorporate the final Standards changes as approved at the 2012 Biennial Meeting;
- develop surveillance documents;
- establishment an analysis framework and research plan for data collection and evaluation of improvement in exam security;
- complete a preliminary study to ensure that the evaluation tool works; and
- develop a timeline for continued improvement.

The Security Evaluation Workgroup met in December 2012 in Denver, CO, hosted by NEHA. From previous committee work, test security issues previously identified by the certification providers had been divided into 5 categories:

- Professional Credibility and Training of Proctors
- Handling of Exam Packages/Shipping Irregularities
- Location/Site Irregularities
- Breach of Provider's Test Administration Requirements
- Provider's Quality Assurance for Test Administration & Test Administrators

The goal is to address each of these categories to improve Food Manager Certification test security by reducing the number and impact of test security breaches. Dr. Don Ford (ANSI) led the workgroup in the development of an "Evaluation Blueprint" (attached), and 2 documents to be used to capture data from the certification providers: "Security Evaluation Workgroup Self-Report" and "Examinee Test Security Questionnaire" (both attached). The 2 data collection documents will be used to help evaluate the effectiveness of the new security standards adopted at CFP 2012 biennial meeting. These documents were presented to the FPMCC January 31, 2013, and approved by FPMCC in February 2013.

To evaluate the data, and determine if the new security standards are effective, the first step was to establish a baseline from before the new standards were implemented. Certification providers (NRA Solutions, Prometric and National Registry) were asked to provide security data collected from July 1, 2009-June 30, 2010. This data was to be provided to Dr. Ford no later than 4/30/13. That baseline data will be aggregated and reported in summary for all 3 certification providers.

The next step is for the certification providers to use the new data collection documents in a pilot program. Certification providers were asked to gather security data from July 1, 2012-June 30, 2013, and submit the information to Dr. Ford by 9/1/13. Again, Dr. Ford will aggregate and summarize the data.

Following the pilot program, certification providers will gather security data based on the new standards from July 1, 2013-June 30, 2014, and submit the information to Dr. Ford. 360Training received accreditation in 2012, so they will provide this data, along with NRA Solutions, Prometric and National Registry.

Data collected from the certification providers for July 1, 2009-June 30, 2010, will be compared to data collected for July 1, 2013-June 30, 2014, to evaluate the effectiveness of the new security standards adopted at CFP 2012 biennial meeting.

COMMITTEE CHARGE: (indicate Issue Number and text from Issue stating the Committee Charge)

Issue #: 2012 II-030

Charge: Transition of the CFP Standard to the ISO/IEC 17024 Standard

The Conference recommends the Food Protection Manager Certification Committee (FPMCC) study the International Standard ISO/IEC 17024: Conformity Assessment - General Requirements for Bodies Operating Certification of Persons.

The committee should explore the viability of transitioning from the Conference Standard to the ISO standard in a manner that ensures the Conference's ongoing control over the accreditation process associated with the Conference's accreditation.

Issue #: 2012 II-031

Charge: Adoption of ISO/IEC 17024 Standard for Personnel Certification Programs

The Conference recommends the Food Protection Manager Certification Committee (FPMCC) review and consider the recognition of ISO/IEC 17024 "Conformity Assessment - General Requirements for Bodies Operating Certification of Persons" as an equivalent standard to the Conference of Food Protection *Standards for Accreditation of Food Protection Manager Certification Program*, and consider acceptance of a certification organization accredited by the American National Standards Institute (ANSI) against ISO/IEC 17024 as meeting the Conference standard. Thus, an organization achieving accreditation by ANSI against ISO/IEC 17024 would also simultaneously receive accreditation against the Conference Standard. FPMCC will report recommendations back to the 2014 Biennial Meeting.

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

None at this time.

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

The FPMCC Standards Comparison Workgroup was formed at the October 4-5, 2012, committee meeting in Baltimore. This workgroup includes: Tara Paster, (Co-Chair), Sharon Wood (Co-Chair), Jay Neal (Co-Chair), Vijay Krishna, Michael Sperber, Keith Jackson, Davene Sarrocco-Smith, Laurie Williams, Angela Sanchez, Larry Lynch, Kathy Loudon, Kate Piche, Susan Quam, Cassandra Mitchell, Courtney Holbrook, Bryan Chapman, Yao-wen Huang, Sandra Kovach.

This workgroup was asked to review and compare the current CFP Food Protection Manager Certification Accreditation Standards, ISO 17024 (2012), and the applications associated with each; and report their findings to the FPMCC at the May 15-16, 2013, meeting.

Co-Chairs Tara Paster, Jay Neal, and Sharon Wood presented the Workgroup's plan and deadlines:

- December 2012 Workgroup member individual assignments made
- February 1, 2013, Workgroup member assignments are due
- March 2013 Workgroup conference call
- April 1, 2013, Final Workgroup Report submitted to the FPMCC
- May 15-16, 2013, Workgroup Deliverables submitted to FPMCC

Immediately following the committee meeting in Baltimore, University of Houston Professor Dr. Jay Neal recruited Gina Whitley to assist in providing an independent analysis of the ISO standard and the CFP standard. Vijay Krishna provided the Accreditation Control and Clarification Statement for the workgroup, and also copies of the ISO 17024 standard for the workgroup co-chairs.

Workgroup members and other contributors were assigned various tasks from October 2012 through March 2013 to meet the workgroup's deadlines. These tasks included:
- Comparison of the *draft* ISO 17024 and *final* ISO 17024;
- Initial comparison of ISO 17024 and the CFP standard;
- Development of an ISO/CFP comparison form;
- Section review assignments of the comparison document;
- Final review of the comparison document; and
- Conference call to prepare the final document to be presented to the committee.

The final document will be presented by the workgroup at the FPMCC meeting in May 2013.

OTHER COMMITTEE INFORMATION:

Logistics Workgroup

The Logistics Workgroup provided the following planning and support to FPMCC:

- Compiled and maintained email and membership rosters for Committee membership;
- Coordinated lodging and meeting needs for the Committee's upcoming meeting May15-16, 2013, at the Orlando Buena Vista Palace Hotel;

- Polled the Committee membership for conference call meeting dates;
- Produced minutes of meetings and conference calls.

Committee Bylaws Workgroup

The Bylaws Workgroup has reviewed our committee bylaws, and will present recommendations for revisions at the FPMCC meeting in May 2013.

Communications Workgroup

The Communications Workgroup was tasked with the following:

1. Investigate developing a secure area on the *www.foodprotect.org* website for FPMCC documentation development and review by committee members.

   Working with the concept of little to no cost, a secure area was developed and posted at *www.tapseries.com* for demonstration purposes. TAP Series uses an IIS web server. In that environment we developed a password protected entry. Entrance to the secure area is accessed through Google Drive, a free file management feature offered by Google. Google user names and passwords were established for each FPMCC workgroup. TAP Series programming staff would assist the *www.foodprotect.org* web master in its development. This information will be presented in more detail to the FPMCC in May 2013.

2. Review the www.foodprotect.org website FAQ's for Food Protection Manager Certification.

   This effort was done by the workgroup two years ago, and except for removing the foodprotect.org site link, no other changes were indicated.