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: July 29, 2013

SUBMITTED BY: Jeff Hawley, Chair

The Food Protection Manager Certification Committee (FPMCC) met in Orlando, FL, May 15-16, following the Executive Board meeting. Our next meeting will be October 2-4, 2013, in the western US.

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.

The FPMCC approved the Standards Workgroup recommendation to remove section 4.11, which duplicates sections 4.4 and 4.5. Additional recommendations are to be made to the FPMCC at our October 2013 meeting.

Certification providers (NRA Solutions, Prometric and National Registry) provided security data collected from July 1, 2009-June 30, 2010, to Dr. Don Ford of ANSI. 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. This information will be presented to the Executive Board and the 2014 Bienniel Meeting.

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.

The FPMCC Standards Comparison Workgroup was asked to review and compare the current CFP Food Protection Manager Certification Accreditation Standards to ISO 17024 (2012). The workgroup provided a preliminary report of their findings to the Committee at the May 15-16, 2013, meeting.

The FPMCC voted unanimously that transitioning to ISO 17024 in a manner that ensures the CFP's continual control over the food protection manager certification accreditation process is not feasible at this time.

The Committee asked the workgroup to continue their work in comparing the current CFP Food Protection Manager Certification Accreditation Standards to ISO 17024, and report back to the Committee at our October 2013 meeting. The Committee also asked the workgroup to also explore the possibility of incorporating components of ISO 17024 standards into the CFP Standards.

OTHER COMMITTEE INFORMATION:

The Logistics Workgroup will be coordinating lodging and meeting needs for the Committee's upcoming meeting in October 2013 in the western US.

Communications Workgroup

George Roughan demonstrated to the Committee a password protected website for posting and sharing working documents. This information will be presented and demonstrated to the Executive Board at their August 2013 meeting, for consideration of utilizing these improvements on the CFP website.

NEW ITEMS – BOARD ACTION REQUESTED

New FPMCC Member Approval

The FPMCC has a vacancy for a local regulatory representative. We are requesting Board approval for Mr. Geoffrey Heinicke, Environmental Health Manager with Plano, TX Dept of Environmental Health. Mr. Heinicke has paid his CFP membership dues.

Clarification of Section 5.17 in Standards

A situation has arisen between a training provider/test administrator and one of the certification providers concerning interpretation and application of section 5.17 of the Standards. This section says:

5.17   The *certification organization* 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.*

The FPMCC is requesting that the Executive Board charge the FPMC Committee to review section 5.17 at their meeting in October, and offer clarification as to how this section should be interpreted and applied, and report back to the Board.