



**GUIDELINES TO THE
LEVEL TWO CERTIFICATION IN
FOOD PROTECTION**

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REFERENCES:

Conference for Food Protection "Working Draft" from the Ad-Hoc Committee on Training, Testing and Certification of Food Managers Food Protection Management Certification Program.

Michigan Food Service Sanitation Management Certification Program.

Ohio State Board of Sanitarian Registration

MISSION STATEMENT

The objective of the Ohio Department of Health Certification in Food Protection Program (CFPP) is to educate and train food service personnel on effective food safety practices for preventing foodborne illness.

The (CFPP) is overseen by the Director of Health with recommendations from the Retail Food Safety Advisory Council. The Director of Health is responsible for approving CFPP courses in the State of Ohio.

The following document was established as a guideline to provide a foundation for the evaluation of test material, instructors, uniform course content, and reciprocity. Questions related to the Certification in Food Protection Program or this document can be addressed to:

Ohio Department of Health, Bureau of Environmental Health, Food Safety Program, 246 N. High St., Columbus, Ohio 43215. Telephone: (614) 466-1390. Fax: (614) 466-4556

SECTION I DEFINITIONS

Certification means the process of training and testing to assure an individual has achieved a level of competency in skills and knowledge of food safety necessary to be certified in food protection.

Certified in Food Protection means an individual who has successfully completed an approved Certification in Food Protection course and passed a Food Protection Certification Examination.

Course Provider means an organization, individual, company, or agency who has received approval from the Ohio Department of Health to provide an approved course for certification in food protection in the State of Ohio.

Food Protection Certification Examination means an examination approved in accordance with the provisions of this program.

Instructor means an individual whose education, background, and work experience are in accordance with the provisions of this program.

Reciprocity means acceptance of an individual certified through a program that has been determined to be substantially similar to Ohio's certification in food protection program.

SECTION II CERTIFICATION APPROVALS

A. Course Provider

An application to become approved by the Ohio Department of Health shall include the following:

1. The applicant's name, address and telephone number;
- 2a. The course curriculum. The course curriculum shall include:
 1. Microbiology, foodborne illness contamination
 2. Personal hygiene
 4. Food sources
 5. Cleaning/sanitizing of equipment and utensils
 6. Facility design and construction and its relationship to managing food safety
 7. Active managerial control of foodborne illness risk factors
 8. Proper cooking, cooling, and holding of food
 9. Cross contamination

The course shall be taught in a minimum of fifteen verified contact hours, excluding examination, to cover the goals and objectives as outlined in the provisions of this program. Instruction time and techniques may be modified when a review of the participants reveals learning disabilities, language barriers or other factors, which may impact learning.

- 2b. A description of any methods of training to be used such as classroom instruction, guest speakers, interactive computer programming, interactive video, or distance learning.
- 2c. The name of the course instructor(s) and verification that the instructor(s) possess the qualifications as stated in the provision of this program (Section II (C)).
- 2d. A copy of all course materials (student manuals, instructor notebooks,

handouts, etc.); Materials from courses which have received prior approval from this department will not have to be submitted. Materials that have been previously found to be acceptable are "Applied Foodservice Sanitation"; "Serving Safe Food A Practical Approach to Food Safety"; "ServSafe Essentials" and "ServSafe Coursebook" from the Educational Foundation of the National Restaurant Association; "Learn2Serve Food Safety Management Principles" from 360 Training; "Super Safe Mark (Retail Best Practices and Guide to Food Safety and Sanitation)" from Food Marketing Institute; "Principles of Food Service Sanitation Management" from Environ Health Associates, Inc. and "Certified Professional Food Manager Course" from MindLeaders.

- 2e. The length, format and passing score of the examination, including a detailed statement about the development of the examination used in the course (Section II (D)). Examinations that are acceptable are "Food Protection Manager Certification Program" from the National Registry of Food Safety Professionals; "Food Protection Manager Certification Program" from the National Restaurant Association Solutions, LLC ServSafe ®; "Food Protection Manager Certification Program" from Prometric (formerly Experior Assessments) and "Learn2Serve Food Protection Manager Certification exam" from 360training.
- 2f. An example of the certificate issued to individuals who attend the course and pass the examination. A copy of the certificate from courses that have received prior approval from this department will not have to be submitted.

B. *Instructor*

In order to meet the requirements of the Ohio Department of Health an individual shall possess the following qualifications:

1. A minimum of four years of training or teaching experience, or four years of food service industry, or public health, or a registered sanitarian working in food safety, or related experience; and
2. Completion of an approved course in certification with a passing score.

C. *Individual Certification*

In order to become "Certified in Food Protection" an individual must meet the following:

1. Successfully complete a Certification in Food Protection course offered by a course provider that has been approved by the Ohio Department of Health; and
2. Successfully pass an acceptable Food Protection Certification Program Examination; or
3. The conditions of reciprocity as stated in Section V.

D. *Test Development Organization*

For an examination to be considered acceptable by the Ohio Department of Health the following information must be submitted:

1. The organization's names, address, telephone number, contact person, and other identifying information;

2. A description of the examination which includes:
 - a. **Content Validity.** Content validity of the examination shall be based on the course content identified in the provisions of this program.
 - b. **Psychometric Standards.** Test development shall be based on accepted psychometric standards for reliability and validity, i.e. standards for Educational and Psychological Testing (American Educational Research Association, the National Council on Measurement in Education and the American Psychological Association). The development mechanism shall ensure that the knowledge assessed in certification programs is limited to those required for competent performance and serves a public food safety function.
 - c. **Periodic Review.** The test development organization shall describe the methods used for periodic review of the examination. Review will include a statistical summary of mean, standard deviation, mode, range, minimum and maximum scores, reliability coefficient, number and percentage of applicants passing and failing the original and retake examinations.

SECTION III RESPONSIBILITIES

A. Course Provider

1. Notify the director at least fifteen days in advance of holding each course of the time, place, and instructor of the course and certify that the course will be conducted in accordance with the course approved by the director;
2. Within fifteen days of the course conclusion, send a copy of the final enrollment report for the course with each individual's name, passing grade, and certification that the individual attended the required classroom hours.
3. Submit to the director any changes to the course curriculum, instructor, or course materials for approval prior to changing the approved course.
4. Provide adequate facilities, equipment and supplies necessary to conduct the approved course.
5. Promptly distribute the Ohio certification card to individuals successfully completing the certification program.

B. Ohio Department of Health

1. Determines the acceptability of course materials and examinations;
2. Approves course providers;
3. Maintains a file of those individuals certified under this program;
4. Periodically performs course provider audits. Audits will be determined by, but not limited to, course schedules and quarterly examination results submitted by the course provider. Audits will be used to determine continued approval by evaluating:
 - a. The ability to effectively train students; and
 - b. Compliance with the requirements with the provisions of this program.

5. Provides for the appeal of a denial of an approval of course providers.
6. Sends the course provider an Ohio certification card with the individual's name; Ohio certification number; and the date the individual successfully passed the examination as an issuance date.
7. This department will not provide duplicate or replacement cards.

SECTION IV COURSE GOALS AND OBJECTIVES

A. Microbiology Foodborne Illness, Contamination:

Goal: Understand foodborne illness

Objectives:

1. Define terms associated with foodborne illness.
 - foodborne illness
 - foodborne outbreak
 - foodborne infection
 - foodborne intoxication
 - foodborne pathogens
2. Recognize the major microorganisms and toxins that can contaminate food and the problems that can be associated with the contamination.
 - bacteria
 - viruses, parasites, 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.
5. Define and recognize the major contributing factors for foodborne illness.
6. Recognize how microorganisms cause foodborne disease.

Goal: Understand the relationship of time/temperature in the prevention of foodborne illness.

Objective:

1. Recognize the relationship between time/temperature and microorganisms (survival, growth, and toxin production) during the following stages:
 - receiving
 - storing
 - thawing
 - cooking
 - holding/displaying
 - serving
 - cooling
 - storing (post production)
 - reheating
 - transporting
2. Describe the use of thermometers in monitoring food temperatures.

- types of thermometers
- techniques and frequency
- calibration and frequency

B. Personal Hygiene

Goal: Understand the relationship between personal hygiene, food safety and employee health in regards to transmission of foodborne illness.

Objective:

1. Recognize the association between hand contact and foodborne illness.
 - hand washing, technique and frequency
 - proper use of gloves, including replacement frequency
 - minimal hand contact with food
2. Recognize the association of personal habits and behaviors and foodborne illness.
 - smoking
 - eating and drinking
 - wearing clothing that may contaminate food
 - personal behaviors, including sneezing, coughing etc.
3. Recognize the association of a foodhandler's health to foodborne illness.
 - free of communicable disease symptoms
 - free of infections spread through food on contact
 - free of open wounds/sores
4. Recognize how policies, procedures, and management contribute to improved personal hygiene practices.

C. Food Sources

Goal: Understand the methods for preventing the contamination of food.

Objective:

1. Define terms associated with contamination.
 - contamination
 - adulteration
 - damage
 - approved source
 - sound and safe condition
2. Identify potential hazards prior to delivery and during delivery.
 - approved source
 - sound and safe condition
3. Identify potential hazards and methods to minimize or eliminate hazards after delivery
 - cross-contamination
food to food

- equipment and utensils
- contamination
 - chemical
 - additives
 - physical
- service/display-customer contamination
- storage
- re-service

D. Cleaning/Sanitizing of Equipment and Utensils

Goal: Understand and apply the correct procedures for cleaning and sanitizing equipment and utensils.

Objective:

1. Define terms associated with cleaning and sanitizing
2. Apply principles of cleaning and sanitizing (heat and chemical)
3. Identify materials: equipment, detergent, sanitizer.
4. Apply appropriate methods of cleaning and sanitizing
 - manual warewashing
 - mechanical warewashing
 - clean-in-place (CIP)
5. Identify frequency of cleaning and sanitizing.

E. Facility Design and Construction

Goal: Recognize problems and potential solutions associated with facility, equipment, and layout.

Objective:

1. Identify facility, design, and construction suitable for food service operations.
 - hand washing facilities
 - refrigeration
 - heating and hot-holding
 - floors, walls and ceilings
 - pest control
 - lighting
 - plumbing
 - ventilation
 - water supply
 - wastewater disposal
 - waste disposal
2. Identify equipment and utensil design and location.

F. Management

Goal: Recognize problems and potential solutions associated with temperature control, preventing cross-contamination, housekeeping, and maintenance.

Objective:

1. Identify hazards in the day to day operation of a food service operation;
2. Develop or implement specific policies, procedures, or standards aimed at preventing foodborne illness;
3. Coordinate training, supervise or direct food preparation activities, and will take corrective action as needed to protect the health of the consumer; and
4. Conduct in-house self-inspection of daily operations on a periodic basis to see that policies and procedures concerning food safety are being followed.

SECTION V RECIPROCITY

An application to become certified by the Ohio Department of Health through reciprocity shall include proof from an individual that they have successfully completed a substantially similar certification program as outlined in the provisions of this program. Such application shall include the following:

1. Name of course taken;
2. Location where the course was offered including address and telephone number;
- 3a. A copy of the course curriculum. The course curriculum shall include:
 1. Introduction
 2. Microbiology, foodborne illness contamination
 3. Personal hygiene
 4. Purchasing to serving
 5. Cleaning/sanitizing of equipment and utensils
 6. Facility design and construction
 7. Management
 8. Testing
- 3b. The length of training in hours;
- 3c. A copy of the certificate received.



Application to Conduct a Level Two Certification in Food Protection Course

Authority 3717.09 Ohio revised Code; 3701-21-25 Ohio Administrative Code

The completed application and all requested materials are to be sent to:

Ohio Department of Health, Bureau of Environmental Health

246 N. High St., Columbus, Ohio 43215

Fax: 614-466-4556

Name of Course Provider:			
Street address:			City;
County	State:	Zip:	phone:
Name of Contact Person			phone:
Fax		E-mail address	

For further information refer to the "Guidelines to the Ohio Department of Health's Certification in Food Protection" or contact the Food Safety Program at 614-466-1390. Failure to supply all the information will deny the request.

1. Provide the name of the course and the total contact hours:
2. Describe any methods of training to be used such as guest speakers, interactive computer programming, interactive video, or distance learning:
3. Provide the name, qualifications and a copy of the certificate from the course to be taught for all instructors:
4. Provide a copy of all course materials, including student manuals, instructor notebooks, and handouts (only if the course does not have prior approval).
5. Provide the name of the examination to be used:
6. Provide an example of the certificate issued to individual who attends the course and pass the examination (only if the course does not have prior approval).

I hereby certify that the information provided is correct to the best of my knowledge.

Signature	Title	Date
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Ohio Department of Health to complete below

Action taken	Date
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HEA 5360 (REV 8/12)

**Application for Reciprocity Ohio Department of Health's
Level Two Certification in Food Protection**

Authority 3717.09 Ohio revised Code; 3701-21-25 Ohio Administrative Code

This is a volunteer program in the State of Ohio

The completed application and all requested materials are to be sent to:

Ohio Department of Health, Bureau of Environmental Health,

246 N. High St., Columbus, Ohio 43215

Fax: 614-466-4556

Name:			
Street address:			
City:	State:	Zip:	Phone:
Name of course and examination taken:			
Course sponsor:			

To be eligible for reciprocity you must complete the application and provide all of the following information. Failure to supply the required information will deny the request.

1. A copy of the course curriculum. The course curriculum must include the topics covered and the length of training in hours. The length of contact time in hours is 15 excluding examination.
2. Provide a copy of the certificate received.

I hereby certify that the information provided is correct to the best of my knowledge.

Signature:	Title:	Date:
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Ohio Department of Health to complete below

Action taken:	Date:
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HEA 5361 (REV 8/12)