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# Food Manager Certification Training Two-Day Syllabus

NEHA's textbook, *Food Safety Management Principles—Third Edition*, was designed for:

- ▶ Food manager certification/recertification training
- ▶ Food manager orientation of food safety programs
- ▶ Preparation for food management employment

*Food Safety Management Principles* successfully prepares managers for any CFP-ANSI\* accredited certification examination provided by the National Registry of Food Safety Professionals®, Prometric™ or the National Restaurant Association (ServSafe®). This syllabus is a **sample** for **15 hours of training**.

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### Introduction to Food Safety

- The Importance of Food Safety
- Quiz & Activity

### Food Hazards and Foodborne Illness

- Hazards to Food
- Biological Hazards – Bacteria
- Other Biological Hazards
- Biological Hazards and Illness
- Potentially Hazardous Foods
- Physical and Chemical Hazards
- Quiz & Activities

### Preventing Foodborne Illness

- Personal Hygiene
- Time and Temperature Control
- Receiving and Storing Food
- Preparing and Presenting Food
- Cleaning and Sanitizing
- Integrated Pest Management
- Designed for Food Safety
- Quiz & Activity

### Food Safety Control

- Professional Good Practice
- Management Matters
- Quiz & Activity

Written at the eighth-grade level, brightly-illustrated, and concise, it is ideal for teaching managers what they need to know to become certified and skilled at their jobs. Based on the US FDA **2005 Model Food Code**, CFP-ANSI\* recommendations and a job task analysis for food managers, it presents all the essential microbiological and technical food safety principles in a way that is easy to read, understand, and retain. The danger zone temperatures used in this text are 5°C (41°F) to 57°C (135°F), with the **2007 Food Code Supplement temperature information listed on page 22**.

Customized Certificates of Food Safety Manager Training are available exclusively to NEHA's registered trainers. View details on the Internet at [www.nehatraining.org](http://www.nehatraining.org).

\*Conference for Food Protection – American National Standards Institute

# Special Notes

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## *Food Manager Certification Training*

### ► Certification in the Retail Food Industry

It is the official position of the National Environmental Health Association that an effective way to combat the high incidence of foodborne illness in the United States is to promote the proper training of food service workers by requiring certification of food safety managers. Furthermore, the best definition of an acceptable certification exam is “any certification exam accredited by the Conference for Food Protection-American National Standards Institute (CFP-ANSI).”

The Conference for Food Protection is a nonprofit organization that strives to advance food safety in the United States by bringing regulators, food industry representatives, academicians, professional organizations, and consumer advocates together to identify problems, formulate recommendations, and implement practices that ensure food safety. In 2001, CFP partnered with ANSI to develop a rigorous set of accreditation standards for food safety certification exams that all stakeholders could have complete confidence in. The new CFP-ANSI standards, finalized in 2003, are designed to encourage uniformity of food safety regulations at the state and local/county levels of government. Increased uniformity is a major objective of CFP-ANSI, which would simplify (and decrease the cost of) food safety regulation enforcement and compliance — an improvement for regulators *and* industry — and enable food safety managers to transfer jobs across jurisdictional boundaries without losing their certification status. According to the Centers for Disease Control & Prevention, the majority of foodborne illness in the United States is attributed to employee mishandling of food at retail food service establishments. The Conference for Food Protection believes that increased uniformity of food safety regulations would help lower the incidence of foodborne illness nationwide by encouraging jurisdictions to unite in the adoption of a higher standard of knowledge among certified food safety managers.

Currently, three testing organizations are accredited under the new CFP-ANSI standards: The National Registry of Food Safety Professionals®, Prometric™ and the National Restaurant Association Educational Foundation (ServSafe®). It is important to note that the CFP-ANSI accreditation standards apply only to certification (exam) providers, and not to training providers. To further distinguish between certification and training providers, CFP-ANSI standard 3.3 [[www.foodprotect.org/pdf/standards.pdf](http://www.foodprotect.org/pdf/standards.pdf)] *requires separation* between them so trainers do not “teach to the test” and so exam developers do not write questions that go hand-in-hand with a particular training program. According to Trevor Hayes, CFP executive secretary, accreditation programs run by an independent third party “protect the integrity of the certification process and help to eliminate the need for government agencies to monitor credentialing organizations.”

### ► US FDA Model Food Code

The content of ***Food Safety Management Principles—3rd Edition*** is based on the US FDA 2005 Food Code and 2007 Supplement. In jurisdictions that follow older codes, trainers should teach students the difference between the current version and the older version. The complete Food Codes, supplements and summary of changes are available as listed below:

- **Obtaining the 2005 Food Code**

- The [2005 Food Code](#) is currently available in PDF.
- [Summary of Changes in the FDA Food Code](#)
- [Questions And Answers](#) September 23, 2005
- [2005 Food Code Supplement](#) October 5, 2007

- **Obtaining the 2001 Food Code**

- 2001 *Food Code* in [HTML or PDF versions](#).
- [Summary of Changes](#) (from 1999 version to 2001 version)
- [2001 Food Code Errata Sheet](#) August 23, 2002
- [2001 Food Code Supplement](#) August 29, 2003

- **Obtaining the 1999 Food Code**

- 1999 *Food Code* in [HTML or PDF versions](#).
- [Summary of Changes](#)

# Day One

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## Food Manager Certification Training

### Part 1: Introduction to Food Safety

<i>Time</i>	<i>Minutes</i>	<i>Topic</i>	<i>Page</i>
8:00-8:05	5	Introduction – Management Principles	1
8:05-9:10	65	<i>The Importance of Food Safety</i> <ul style="list-style-type: none"><li>• Consumer awareness</li><li>• The impact of foodborne illnesses<ul style="list-style-type: none"><li>◦ Examples of business benefits from effective food safety</li><li>◦ Examples of business consequences from poor standards</li></ul></li><li>• Food safety and the law<ul style="list-style-type: none"><li>◦ The modern approach to food safety</li></ul></li><li>• The manager's responsibility</li><li>• Getting the best from your employees<ul style="list-style-type: none"><li>◦ Employees' part in food safety</li></ul></li><li>• New international food safety icons</li></ul>	2 2 3 3 3 4 4 4 4 5 5 6
9:10-9:15	5	Management Principles	5
9:15-9:20	5	Quiz 1	7
9:20-9:25	5	Activity 1	8

### Part 2: Food Hazards and Foodborne Illness

9:25-9:55	30	<i>Hazards to Food</i> <ul style="list-style-type: none"><li>• Types of hazard<ul style="list-style-type: none"><li>◦ Examples of biological foodborne hazards</li><li>◦ Examples of chemical foodborne hazards</li><li>◦ Examples of physical foodborne hazards</li></ul></li><li>• How the threat to health starts</li></ul>	9 9 9 9 9 10
9:55-10:00	5	Management Principles	10
10:00-10:15	15	[Break]	
10:15-11:00	45	<i>Biological Hazards — Bacteria</i> <ul style="list-style-type: none"><li>• Bacteria</li><li>• Helpful bacteria</li><li>• Pathogenic bacteria</li><li>• Where pathogenic bacteria come from<ul style="list-style-type: none"><li>◦ Raw food</li><li>◦ Water</li><li>◦ Soil</li><li>◦ People</li><li>◦ Pests and pets</li><li>◦ Air, dust, dirt and food waste</li></ul></li><li>• Spoilage bacteria</li><li>• How bacterial contamination occurs</li></ul>	11 11 11 11 11 12 12 12 12 12 12 13 13
11:00-11:05	5	Management Principles	13

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## Food Manager Certification Training

### Part 2: Food Hazards and Foodborne Illness

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		• Fungi	14
		• Naturally poisonous fish and plants	14
		• Parasites	15
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11:40-12:15	35	<i>Biological Hazards and Illness</i>	16
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		• Highly susceptible populations	16
		• Types of illness linked to food	17
		◦ Foodborne infection	17
		◦ Foodborne intoxication	17
		◦ Toxin-mediated infection	17
		• Symptoms, onset period and duration	17
		◦ Food allergies and intolerance	17
		◦ Low infective dose	18
12:15-1:00	45	[Lunch]	
1:00-1:25	25	<i>Biological Hazards and Illness (continued)</i>	18
		• Examples at a glance	18
		• Examples of foodborne illness [full-page chart]	19
1:25-1:30	5	Management Principles	18
1:30-2:15	45	<i>Potentially Hazardous Foods</i>	20
		• Recognizing potentially hazardous foods	20
		◦ Ready-to-eat foods	
		• The conditions that encourage fast growth	21
		◦ Food	21
		◦ Acidity	21
		◦ Time	21
		◦ Temperature	21
		▪ Spores	22
		◦ Oxygen	22
		◦ Moisture	22
2:15-2:25	10	Management Principles	23
2:25-2:40	15	<i>Physical and Chemical Hazards</i>	24
		• Physical hazards	24
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2:40-2:50	10	Management Principles	25
2:50-3:10	5	Quiz 2	26
	5	Activity 2	27
	5	Activity 3	28
	5	Activity 4	29

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## Food Manager Certification Training

### Part 3: Preventing Foodborne Illness

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		• First impressions	30
		• Handwashing	30
		◦ When to wash hands — before	30
		◦ When to wash hands — during	30
		◦ When to wash hands — when switching between	31
		◦ When to wash hands — after	31
		◦ How to wash hands	31
		◦ Handwashing procedures	31
		• Cuts and boils	32
		• The right clothing for the job	32
		◦ Good practice	32
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		• Reporting illness	33
4:25-4:30	5	Management Principles	33
4:30-5:15	45	<i>Time and Temperature Control</i>	34
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		• Temperature abuse	34
		◦ The basic rules	35
		• Measuring temperatures	35
		◦ Calibration	35
		◦ Using temperature devices	36
		◦ When to measure temperatures	36
		◦ How to measure temperatures	36
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## Food Manager Certification Training

### Part 3: Preventing Foodborne Illness

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		• Protection for your supplies	37
		• Purchasing	38
		• Receiving food	38
		◦ How to inspect incoming food	38
		• Storing food	39
		• The FIFO principle	39
		◦ Code dates	40
		• Safe storage principles	39
		• General rules for safe storage	40
		• Refrigeration	40
		◦ Loading	40
		• Freezing	41
		◦ Storage practices	41
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9:10-9:15	5	Management Principles	41
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		◦ Preparation principles	42
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		◦ Thawing principles	42
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		◦ Cooking principles	43
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		◦ Methods of cooling	44
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		• Reheating food	45
		◦ Reheating principles	45
		◦ The right time and temperature	45
		• Hot holding	45
		◦ Holding and presenting food	46
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## Food Manager Certification Training

### Part 3: Preventing Foodborne Illness

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		• Detergents	47
		• Sanitizing	47
		• What to sanitize	48
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11:55-12:00	5	Management Principles	51
12:00-12:30	30	<i>Integrated Pest Management</i>	52
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12:30-12:35	5	Management Principles	53
12:35-1:20	45	[Lunch]	
1:20-2:05	45	<i>Designed for Food Safety</i>	54
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		• Workflow	54
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		◦ Ideal construction materials	55
		• Water and drainage	55
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		• Food-contact materials	56
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## Food Manager Certification Training

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		• Prerequisites for food safety	61
		• HACCP	61
		◦ The HACCP principles	61
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		◦ Document the system	62
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3:45-4:00	15	<i>Management Matters</i>	63
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		• Prerequisite programs	63
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4:00-4:10	5	Quiz 4	64
	5	Activity 6	65
4:10-6:10	120	<b>Certification Exam</b> [using an approved provider]	
		• National Registry of Food Safety Professionals®	
		• Prometric™	
		• National Restaurant Association Educational Foundation (ServSafe®)	
		• State or local jurisdiction	

[If preferred, the exam can be administered the following day or week.]