Michigan Department of Agriculture
Food and Dairy Division

PROCEDURES FOR APPROVING FOOD SAFETY TRAINING MATERIALS and PROGRAMS

Background
Section 2129 (1) of the Michigan Food Law 2000 provides for voluntary review and approval of food safety training materials and programs. Section 2129 (4) states that individuals certified under a training program approved under this section shall be recognized with full faith and credit by a local unit of government throughout the state.

Although the Michigan Food Law 2000 does not require individuals to undergo certification, some local health departments have regulations requiring a food service establishment to have a certified food protection manager.

Individuals having a valid certificate using training materials and programs approved by MDA shall be recognized in those jurisdictions requiring food protection manager certification.

Approved Training Materials and Programs; Defined
Approved training materials and programs shall consist of two elements:

1. **Approved Training Materials**

   Approved Food Protection Manager Training Materials means an educational program that has been determined by MDA to meet MDA's "Guidelines for Food Safety Training Materials".

2. **Accredited Program: (As defined in the 1999 FDA Food Code)**

   (a) **"Accredited program"** means a food protection manager certification program that has been evaluated and listed by an accrediting agency as conforming to national standards for organizations that certify individuals.

   (b) **"Accredited program"** refers to the certification process and is a designation based upon an independent evaluation of factors such as the sponsor's mission; organizational structure; staff resources; revenue sources; policies; public information regarding program scope, eligibility requirements, re-certification, discipline and grievance procedures; and test development and administration.

   (c) **"Accredited program"** does not refer to training functions or educational programs.

The following is a current list of Accredited Programs:

Certifying Board for Dietary Managers Examination Accredited by the National Organization for Competency Assurance and the National Commission for Certifying Agencies (NOCA/NCCA) Dietary Managers Association 406 Surrey Woods Dr. St. Charles, IL 60174 1-800-323-1908 or (630) 513-4618 on the Web at : www.dmaonline.org or E-mail at: kchurch@dmaonline.org
Experior Assessments, LLC Accredited by Conference for Food Protection (CFP) Subsidiary of Educational Testing Services PMB 180, 35246 US 19N Palm Harbor, FL 34684 1-800-200-6241 or on Web at: www.experioronline.com E-mail: doug.campbell@experioronline.com
Food Safety Manager Certification Examination (FSMCE) Accredited by Conference for Food Protection (CFP) National Registry of Food Safety Professionals 5728 Major Blvd. Suite 750 Orlando, FL 32819 1-800-446-0257 or on Web at: www.nrfsp.com E-mail: info@nrfsp.com
Serv Safe Manager Certification Examination Accredited by Conference for Food Protection (CFP) National Restaurant Association Educational Foundation 175 west Jackson Blvd. Suite 1500 Chicago, IL 60604 1-800-765-2122 or on Web at: www.nraef.org

Approval Procedures

Individuals requesting MDA approval of food safety training materials and programs for recognition under section 2129 (4) of the Michigan Food Law 2000 shall submit the following to Barbara Coy, Michigan Department of Agriculture, Food and Dairy Division, 525 West Allegan, Lansing, Michigan 48933:

a. An "Application for Approval of Food Safety Training Materials and Programs"
b. One copy, English version, of all student-training materials including texts, CD's, access to on-line materials, etc. All materials submitted are not returnable. Please make notation of all language versions available.
c. A $120.00 application fee made payable to the State of Michigan. A $60.00 per hour review fee will be charged for all reviews in excess of two hours.

Approval Policy
MDA approval of food safety training material and programs expires 3 years from the date of original issuance. Any subsequent upgraded versions of approved materials are automatically approved without reapplication. Totally new text or new formats (i.e. adding a CD version or On-Line course), and/or a change of accredited program status would require reapplication for approval.

Approval Limitations
MDA utilizes Conference for Food Protection Standards as a guide to assist in the implementation of Section 2129 of the Michigan Food Law 2000. MDA is not an accrediting organization. Therefore, MDA approval carries no status beyond the scope of Section 2129. This document replaces "Approval Procedure for Food Protection Manager Certification Programs" dated May 29th. 2001.

Michigan Department of Agriculture
Food and Dairy Division

APPLICATION FOR APPROVAL
FOOD SAFETY TRAINING MATERIALS AND PROGRAMS

Food and Dairy Division, Food Service Sanitation Section
Michigan Department of Agriculture
P.O. Box 30017
Lansing, MI 48909

Date of Application_____

Name of food safety training material(s):_____
_____
_____
_____
_____

Name of Organization_____
Mailing Address _____
_____

Name of Contact Person_____
Phone &/or Fax_____
E-mail Address_____

Name of Accredited Certification Program(s): (Exam(s) being utilized)
_____
_____

$120 Review Fee is attached: _____

Signature(s) of person(s) completing this application. Signature attest that the individual has the authority to represent the authors/publishers of the food safety training materials and programs.

_____ _____
(Name and title) (Date)

_____ _____
(Name and title) (Date)

Michigan Department of Agriculture

Guidelines for "Food Safety Training Materials"

This guideline is derived from the Conference for Food Protection (CFP) "Standards for Accreditation of Food Protection Manager Certification Programs"; Annex B; "Food Protection Manager Certification Training Programs", parts B.4 Training Program and B.5 Course Content dated 6/28/02.

Training Program:

A. The training program should reflect the course content listed below.

B. Specify the text, materials and other resources used.

C. Specify delivery methods, which may include traditional or alternate methods of training.

Course content. Course content 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.

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

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
   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
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.