

Michigan Department of Agriculture and Rural Development Allergen Training Course Approval Criteria



- Training courses and/or videos must be approved by the department.
- The department will only approve courses/videos that meet these criteria:
 1. Training course/video must cover all of the following content:
 - a. definition of a food allergy
 - b. symptoms of an allergic reaction
 - c. common allergens (milk and dairy products, eggs and egg products, fish and shellfish, wheat, soy and soy products, peanuts and tree nuts)
 - d. the dangers of allergens and how to prevent cross-contact
 - e. proper cleaning methods to prevent allergen contamination
 - f. how and when to communicate to guests and staff about allergens
 - g. special considerations related to allergens for workstations and self-serve areas
 - h. how to handle special dietary requests
 - i. dealing with emergencies (allergic reaction)
 - j. the importance of food labels
 - k. how to handle food deliveries in relation to allergens
 - l. proper food preparation for guests with food allergies
 - m. cleaning and personal hygiene considerations to prevent contaminating food with allergens
 2. Courses/videos must be a least one hour, be available in English and Spanish, and include a test.
 3. Training courses/videos and testing shall be based on a Job Task Analysis (clearly identifies the knowledge, skills and abilities needed to be knowledgeable in preventing and responding to allergic reactions to food) and developed using best practices in instructional design and test development to ensure program is fair and legally defensible.
 4. Course/video providers must provide credentials that verify that the course/video was created by person(s) with expertise in all of these subject matter areas: restaurants, allergens, instructional design and test development.
 5. Course/video providers must submit a minimum of 2 testimonials from food establishments that are using their training course/video to complete allergen training.
 6. For on-line or computer-based training, the course shall be forced linear (meaning no content can be skipped), be interactive, have audio for content (for managers that have a disability or may have English as a second language) and include a test.
 7. Training and testing may be conducted by any means available, including, but not limited to: on-line, computer, classroom, video and live trainers. Nothing in this section shall be construed to require a test administrator/proctor.
 8. Training certificate will be issued, by the training body, only after training is complete and the test has been passed successfully.
 9. Approved course/video providers must provide a roster/report of all individuals that have successfully completed training and testing within 10 business days after the test is completed to the department and must maintain these records for the entire course/video certificate validity time period.
 10. Approved course/video providers must provide access Monday-Friday, during normal business hours, for certificate verification for the department to be able to verify certificate authenticity.

11. Program must be submitted for approval to the department at least 90 days prior to the proposed use date.
12. At the completion of an approved allergen course or video and test, the course certificate shall be the only verification necessary or required by law/ordinance that shows that the allergen training course/video/test was completed successfully.
13. Michigan shall recognize certificates from approved courses as being valid for 5 years.

Note: All materials related to test questions and answers, scoring keys, associated testing documents, materials or information connected to restaurant allergen training courses, including videos and online tests are not to be open to public inspection, disclosure, or dissemination.”
MCL 15.243 (1)(k)

Note: Restaurant managers must be compliant with the allergen provisions of Michigan Food law beginning January 17, 2017. From July 1, 2015 through January 16, 2017 enforcement of the provisions of this section shall be limited to education and notification of the requirements to encourage compliance.