

Certified Food Manager

Class Syllabus

Instructor: Gevork Kazanchyan, M.S., R.E.H.S., C. P.- F.S.

College/Program : College of the Canyons - Community Education

Time: Saturday, 8:00 am-5:00pm

Course Description:

Covers the most fundamental concepts of Restaurant Sanitation and Food Safety and provides the training necessary to become a Certified Food Manager. The certification exam will be administered during the last two hours of the class.

Background:

In the State of California, ALL food service operations which prepare ANY food on premises are required to have *at least* one Certified Food Manager (on duty) at EACH location of operation. This one-day class provides the training and certification exam for this Certified Food Manager requirement.

Student Learning Outcomes:

Build awareness to apply concepts towards establishing a safe and sanitary food service facility. Practice safe food receiving, storing, preparing, handling, cooking, and reheating. Assess food safety and employee personal hygiene.

Brief Overview of Topics:

1. Introduction to Food Safety
2. Hazards and Sources of Contamination
3. Employee Health and Personal Hygiene
4. Safe Food Handling
5. Equipment
6. Facilities
7. Hazardous Analysis and Critical Control Points

Preparation/Study Materials:

Students/candidates are expected to familiarize themselves with the Food Safety concepts *prior to* attending class if they wish to take the Exam. Numerous sources of Food Handler information are available. Students may take any route they wish to prepare themselves for this course and exam. A listing of study resources has been made available to the students and may be requested through the instructor or administrative office. It is recommended that students (exam candidates) attain the appropriate content/book through any academic, retail or online source of their choice, and acquaint themselves with the basic concepts of Sanitation and Food Safety.

Lunch/Breaks:

This 8-hour class will offer 2 break periods throughout the day, as well as grant and additional 1-hour lunch period, which will start between noon and 1 pm.

Exam Process and Grading:

The certification exam will be administered during the last 2 hours of the class. A \$30 fee applies to all candidates who opt to take the exam and is paid via credit card prior to beginning the testing process. The candidate is essentially purchasing an opportunity to become a Certified Food Manager (very similar to paying the DMV for the opportunity to become a Licensed Driver). This is why a personal means of payment is required. The exam is composed of **80 (eighty) questions**, all **multiple choice**, and is taken “online” via a customized website. The passing grade for candidates taking this exam is **75%**.

Exam results are generated instantly. Students who pass the exam receive a receipt that may be used as immediate proof of being a “Certified Food Handler” for any purposes (including Health Department or School District mandates). The wall mounted certificate and wallet card will arrive at the address (in 2-3 weeks) that the candidate specifies before exam begins.

- The test program may be the only open program on the testing computer
- There is to be no talking or moving around the room during the test.
- There is to be no smoking, eating, or drinking in the room.
- Cell phones and beepers should be turned off and not handled during the exam.
- You are encouraged to fill in an answer to every question. Your score is based on the number of questions you answer correctly. You can flag an item for review and go back prior to completing the exam.
- Instructor/Proctor cannot answer questions about the items on the test. If you think there is a misprint or error on the exam, using the feedback option located in the upper right hand corner of the screen. It is recommended that students flag those items for review and sends feedback at the end of the exam attempt. If done in the middle of administration, it may take them to the starting question.
- The candidate will have two hours to complete the exam.
- If candidate does not pass they must wait 24 hours to retest.

Academic Dishonesty:

The exam is graded by a nationally accredited and listed third party organization with the Instructor serving as a registered Exam Administrator and Proctor on behalf of the certifying organization. Academic dishonesty expressed in any form will not be tolerated and may serve as grounds for removal from class and / or disqualification from exam. Refunds will not be given for any student who is disqualified from exam taking process. I thank you for your cooperation and understanding of this class' criteria, expectations and requirements.