

Certified Food Protection Manager Class Syllabus

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College Programs : College of the Canyons - Community Education

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

Course Description:

Covers fundamental concepts of retail food sanitation and safety and provides the training necessary to become a Certified Food Protection 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 Protection Manager (on duty) at EACH location of operation. This one-day class provides the training and certification exam for this Certified Food Protection Manager requirement.

Student Learning Outcomes:

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

Brief Overview of Topics:

- Introduction to Food Safety
- Risk Factors for Foodborne Illness
- Types of Hazards
- Personal Hygiene
- Flow of Food
- Cleaning & Sanitizing
- Pests
- Facilities & Equipment
- Active Managerial Controls
- Hazardous Analysis and Critical Control Points

Preparation/Study Materials:

Students (exam candidates) are expected to familiarize themselves with food safety concepts *prior to* attending class if they wish to take the exam. Numerous sources of food protection information are available to the general public. Students may take any route (written study guide, online training module, industry experience, etc.) they wish to acquaint themselves with the basic concepts of food sanitation.

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 \$34 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 Protection 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 becoming a “Certified Food Protection Manager” for any purposes (including Health Department or School District mandates). In 2-3 weeks, the wall mounted certificate and wallet card will arrive at the address that the candidate specifies before beginning the exam.

- 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 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.