

Food Safety First Principles for Food Handlers

Required Training Procedures



The Food Safety First Principles for Food Handlers certificate program is designed to provide food handlers with the basic knowledge they need to safely handle food for human consumption. Formal food safety training is not uniformly required by law in all local and state health jurisdictions. This program is based on the U.S. Food and Drug Administration (FDA) Food Code, and it is recommended for workers involved in the preparation, handling, serving and displaying of food. If you have any questions, call (800) 446-0257.

Required Procedures for Delivery of Course and Assessment

CANDIDATE INFORMATION SHEET

****The Approved Program Provider is responsible for providing/making available the *Candidate Information Sheet* that explains both the candidate's rights and information related to the NRFSP Food Handler certificate program. You must also provide your business's fees, deadlines, cancellations, and refund policies. This information may either be emailed to each candidate as an Information Sheet or listed on your website. This information **MUST** be given or made available to every candidate **BEFORE** they begin their training and exam class.****

BEFORE THE TRAINING COURSE

-) Select and train all support staff: Additional APP's, Readers, and Translators.
-) Verify that each Candidate has a valid government-issued photo ID. Refuse entry to Candidates arriving five or more minutes late. *(At your discretion, latecomers may forfeit their fees.)*

AT/DURING THE TRAINING COURSE

-) When distributing the *Food Safety First Principles for Food Handlers* book, **remove** the Scantron/Answer Sheet from the back of the book and log the scantron number with the assigned candidate's name on the *Class Roster Form*.
-) Candidates must be present through the entire course and pass the assessment to receive a Certificate of Completion.
-) Do not allow guests to "sit in" on the course or assessment.
-) Follow the provided NRFSP *Food Safety First Principles for Food Handlers* PowerPoint Slides. ***(You should have received the required PowerPoint Presentation in your initial Welcome Email after being approved as an APP).*** The information from these slides **MUST** be used during the training course and follows along with the *Food Safety First Principles for Food Handlers* book. *(Intended Learning Outcomes, Course Curriculum and Learning Activities on the following pages.)*
-) Distribute the Examination & Candidate Feedback Form upon completion of the training course.

BEFORE THE EXAMINATION

-) Instruct the Candidates to take the assessment answering all questions.
-) Instruct the Candidates to complete the *Candidate Feedback Form* and turn in with the examination answer sheet.

AT/DURING THE EXAMINATION

-) Do not allow Candidates to assist or talk to each other during the assessment. Refer to Violation of Rules below if an issue arises.

AFTER THE EXAMINATION

-) Upon assessment completion, collect the examination packets, scantron/answer sheets, and *Candidate Feedback Forms*.
-) Complete the *Class Roster Form*, including the Candidate's full name, assigned scantron number, State and Candidate present checkbox. ***(**NOTE If the candidate authorizes National Registry to release their exam results to appropriate third parties, the candidate MUST write their signature next to their name on the Class Roster Form**)***
-) Return all used scantron sheets, *Class Roster Forms*, and *Candidate Feedback Forms* from candidates to NRFSP inside the *Food Handler Examination Return Envelope* no later than 2 business days after the exam date for

scoring/processing. National Registry will send exam results within 2 weeks after the date of receipt of the examination materials. ****ONLY candidates that signed their name on the Class Roster Form under the “Authorization Field”, at the time of their examination, will have their scores included in the Candidate Results report.****

SCANTRON AND CLASS ROSTER FORM SUBMISSION

- J Mail the used Scantrons, *Class Roster Form*, and *Candidate Feedback forms* to National Registry 6751 Forum Dr, Suite 220, Orlando, FL 32821, via a traceable and signature required shipping method **no more than 2 business days after the exam date.**
- J Failure to return this information will jeopardize the scoring of the exams and/or your status as an Approved Program Provider.

VIOLATION OF RULES

- J Candidates caught violating training and assessment rules, such as cheating or not following other program procedures can be dismissed from the site and may be declared permanently ineligible for future courses and assessments.

Intended Learning Outcomes

1 - Introduction to Food Safety

Demonstrate understanding and knowledge of safe guarding the health of consumers with specific skills, techniques, methods and responsibilities:

- Importance of Food Safety • Consumer awareness • Impact of foodborne illness • Food safety and the law / Food Safety Icons • Causes, Types and symptoms of foodborne illness • People most at risk • Food Allergies and intolerance • Allergies and intolerance • Bacteria / Pathogenic Bacteria • Temperature danger zone • Potentially Hazardous foods and Time Temperature control; Recognizing PHF/TCS foods • Contamination / Sources /Prevention checklist • Temperature Control /Examples of foodborne illness • Preparing, Presenting and Displaying Food • Spoilage and preservation • Delivery, Storage, Rotation of Food • Personal Hygiene / clothing, hand washing • Reporting Illness

Course Curriculum

- Microbiology and illness • Bacteria • PHF/TCS • Contamination and prevention of illness • Temperature control • Preparing and presenting food • Spoilage and Preservation • Delivery and Storage • Personal Hygiene

Learning Activities

- Read Part 1 of the Food Safety First Principles for Food handlers • Hazard Spotting Exercise 1 and 2 • Activity page 4, 9, 13, 15, 23, 27, 29, 33, 37

Assessment Questions

Q	Page	Subsection	Q	Page	Subsection
1	2	The First Principles	25	35	Essential Handwashing
2	11	Where Pathogenic Bacteria Comes From	26	37	Reporting Illness
3	4	Your Part in Food Safety	27	2	importance of food safety
5	8	People Most At Risk	30	17	Examples of Sources of Contamination
6	9	Food Allergies and Intolerance	31	18	How Contamination Occurs
7	21	key words	32	32	Food Rotation
8	21	Controlling Time and Temperature	34	14	key words
9	23	Time as a Public Health Control	35	26	Display Food
10	11	Critical Factors That Allow Bacteria	37	23	poor temperature control

11	13	The Danger Zone	40	32	General Rules for Safe Storage
12	25	Thawing Frozen Food			
13	22	Minimum Cooking Temperatures			
14	22	Minimum Cooking Temperatures			
15	25	Thawing Frozen Food			
16	21	Controlling Time and Temperature			
17	21	Controlling Time and Temperature			
18	14	Recognizing TCS Foods			
19	35	Essential Handwashing			
21	19	Prevention Checklist			
23	36	How to Wash Hands			

2 - Cleaning and Sanitizing

Demonstrate understanding and knowledge of specific principles of cleaning and sanitizing food establishments.

- Purpose of Cleaning • Detergents, Sanitizing and What to Sanitize • When to clean and Sanitize • Stages of cleaning • Cleaning a work surface • Cleaning and Sanitizing dishes • Food Safety precautions • Trash Disposal

Course Curriculum

- Cleaning and Sanitizing

Learning Activities

- Read Part 2 of the Food Safety First Principles for Food handlers • Activity page: 42

Assessment Questions

Q	Page	Subsection	Q	Page	Subsection
4	41	Simple Safety Precautions	33	39	What to Sanitize
20	41	Simple safety precautions			
24	44	Trash Disposal			
28	39	What to Sanitize			
29	38	key words			

3 - Pests

Demonstrate understanding and knowledge of specific details and elements of pest control and prevention.

- Pests overview • Unhealthy Habits of Pests • Problems from Pest Infestations • Preventing Pest problems • Evidence of a problem • Dealing with an infestation

Course Curriculum

- Pest Prevention

Learning Activities

- Read Part 3 of the Food Safety First Principles for Food handlers • Activity page: 45

Assessment Questions

Q	Page	Subsection
38	44	evidence of a problem
39	44	The Evidence of a Problem

4 - Layout and Location

Demonstrate understanding and knowledge of the way food establishments are designed, equipped and operated to ensure food safety.

- Importance of design in food establishments
- Suitable design , work flow to prevent foodborne illness
- Safe materials designed to protect everyone’s health
- Best Materials for food equipment
- Equipment access for cleaning
- Services and Facilities including good lighting, ventilation and hot water
- Prevent contamination, Pests and control temperatures
- Food equipment and utensils standards

Course Curriculum

- Layout and location of Food establishment for safe food handling, preventing contamination.

Learning Activities

- Read Part 4 of the Food Safety First Principles for Food handlers
- Activity page: 49

Assessment Questions

Q	Page	Subsection
22	46	suitable for their use

5 - Food Safety Control

Control: Demonstrate understanding and knowledge of appropriate controls and for monitoring and maintaining food safety standards

- Food Safety Laws are designed to protect consumers from illness and Harm
- Food Service employees and the law
- Employers and the law
- Hazard analysis
- HACCP
- Enforcement of Food Legislation
- Penalties

Course Curriculum

- Food Safety Control

Learning Activities

- Read Part 4 of the Food Safety First Principles for Food handlers
- Hazard Spotting Exercise 3
- Activity page: 52

Assessment Questions

Q	Page	Subsection
36	52	Penalties

****NOTE: Please refer to Approved Program Provider Manual for full list of policies and procedures for administering training and examination.****