

National Registry of Food Safety Professionals

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Candidate Information

- For additional information and details please go to www.NRFSP.com website and click on “Food Handler” Tab.
- Feedback or concerns on the course, assessment and/or instruction please send an email: Customer.Service@NRFSP.com.

Program Purpose and Scope

Food Safety First Principles for Food Handlers Certificate Program provides food handlers with the basic knowledge they need to safely handle food for human consumption. Successful completion of the program assures food managers, regulators and trainers that the certificate holder has completed a basic course in food safety and passed an assessment based on the course material. The First Principles course is based on the U.S. Food and Drug Administration (FDA) Food Code and is recommended for workers involved in the preparation, handling, serving and displaying of food. Formal food safety training is not uniformly required by law in all local and state health jurisdictions, check with the local or state health department in your area.

Food Handlers play a major role in keeping food safe. The purpose of the certificate program is to provide food handlers with the knowledge and skills they need to carry out their work safely. People whose work involves food preparation have special responsibilities for safeguarding the health of consumers. The Food Safety First Principles for Food Handler program is based on the principles and recommendations of the FDA Food Code. The program is managed by National Registry of Food Safety Professionals.

Learning Objectives

1. Demonstrate knowledge of illnesses that can be associated with food contamination, and major contributing factors for foodborne illness.
2. Demonstrate knowledge of the relationship between time and temperature with respect to foodborne illness.
3. Demonstrate knowledge of the relationship between personal hygiene and food safety and the importance of maintaining personal hygiene.
4. Demonstrate knowledge of how food is contaminated along with methods of preventing food contamination in all stages of food handling.
5. Demonstrate knowledge of specific principles of cleaning and sanitizing food establishments.
6. Demonstrate knowledge of common problems and solutions encountered by food establishments on a regular basis, associated with facility layout and pest control.

Requisites to Earn the Certificate

To be rewarded the certificate, a candidate must:

- Complete all training.
- Pass assessment. The minimum requirement for the online course is to complete the course and pass the assessment with a minimum of 70%.

There will be no ongoing requirements for certificate renewal.

Privacy Statement

National Registry of Food Safety Professionals (NRFSP) will safeguard the privacy of candidates, where applicable, and will hold in confidence and in a secure manner the information obtained in the course of certificate program activities at all levels of the organization, including those of the Certificate Advisory Panel and subcontractors acting on its behalf. Information about a particular candidate will not be disclosed to a third party by NRFSP personnel without the written consent of the candidate, except when mandated by law. Where the law requires the information to be disclosed to a third party, the candidate will be notified of the information provided. If a candidate needs to confirm the term of validity for their certificate, they can email customer service at customer.service@nrfsp.com or call at 800-446-0257.

Non-Discrimination and Special Accommodations

Non-Discrimination:

NRFSP endorses the principles of equal opportunity to each candidate that takes the course and assessment by providing the general principles of fairness and equality relative to a candidate's age, gender, race, religion, ethnic origin, disabilities or marital status.

Special Accommodations for Online Course and Assessment

Reasonable accommodations for the course and assessment will be provided at no cost to a candidate with disabilities covered by the Americans with Disabilities Act. The candidate may download a form our Website, www.NRFSP.com if a special accommodation is needed. An appropriate licensed professional must complete the form in order for a candidate's accommodation request to be processed.

National Registry Food Handler Certificate Program

The provided training course and examination corresponds with the training book Food Safety First Principles for Food Handlers developed by the Chartered Institute of Environmental Health (CIEH).

Food Safety First Principles for Food Handlers Training

The First Principles for Food Handlers Training is based directly from The Food Safety First Principles for Food Handlers Certificate book, which was written by Claire Nash, BA (Hons), FRSH, MRIPH, MInst.D, Associate member CIEH, who writes and edits a wide range of learning materials about management, food safety and related topics for international businesses, professional bodies and general sale worldwide. FSFP was based on the course book (of the same name), written by Claire Nash, for the CIEH Foundation Certificate in Food Hygiene (now CIEH Level 2 Award in Food Safety in Catering). The Foundation Certificate was identified in the UK Industry Guides as the minimum required for food handlers handling open, high-risk food (to comply with the legal requirement for food handlers to be trained, instructed and/or supervised commensurate with their role and responsibilities).

Food Safety First Principles for Food Handlers (FSFP) was first published in 2002.

It was revised in:

- 2005 in line with the 2003 FDA Food Code Supplement (FSFP 2nd ed.) - work undertaken by NEHA
- 2007 in line with the 2005 FDA Food Code and 2007 Food Code Supplement (FSFP 3rd ed.) - work undertaken by Steve Sklare
- 2010 in line with the 2009 FDA Food Code (FSFP 4th ed.) - work undertaken by Steve Sklare
- 2011 to include quiz (FSFP 5th ed.).

Assessment Rules and Certificate Invalidation

The following are the rules enforced at all course and assessment sites:

- All candidates must have a valid government-issued photo identification to be admitted.
- Candidates must review and complete the entire course and pass the assessment to receive a Certificate of Completion.
- No guests are permitted to “sit-in” on the course or assessment.
- No assisting or soliciting assistance from other individuals.
- If candidate fails, the assessment they may review the course materials and retake the assessment.

Retake Policy

- Examinees may take the exam up to three times without retaking the course. However, examinees **MUST** retake the training course through www.USFoodHandler.com if an examinee has failed three times.

Violating Rules:

- If a candidate is caught violating course and assessment rules, such as cheating or not following other program procedures, the candidate can be dismissed from the site and may be declared permanently ineligible for future courses and assessments.

Appeals and Complaints

Appeals:

An appeal is a formal request for reconsideration of an adverse decision made by Environmental Health Testing (NRFSP), the Certificate Advisory Panel or its representatives related to a candidate’s achievement of a certificate of completion. The appeal must be made in writing to NRFSP within 30 days of receiving the determination being appealed.

Complaints:

Candidates with concerns regarding the course, assessment, personnel, or other elements of the certificate program are encouraged to discuss these concerns with those involved to try to resolve the matter informally. If informal resolution is not possible, and a candidate wishes to file a formal complaint, it should be submitted in writing to NRFSP within 90 days of the incident’s occurrence. In the case of complaints related to a course or assessment administration, those must be submitted in writing within two weeks after the course or assessment administration. Anonymous complaints will not be considered.

Candidate Feedback for Online Program

Once a candidate completes the Assessment portion of the Online program, a feedback survey will come up and allow candidates to provide feedback on the course and assessment.

Certificate vs Certification

National Registry’s First Principles for Food Handlers program is a **certificate program** for food handlers, not a food manager **certification**. The First Principles certificate program is accredited by ANSI (American National Standards Institute) against the ASTM E2659-18 standard. The First Principles for Food Handlers certificate program is accredited by ANSI (American National Standards Institute) against the ASTM E2659-18 standard. As a result of this accreditation, the certificate program is recognized in California, Illinois, Arizona and any state that recognizes food handler programs accredited by ANSI. National Registry also offers a non-accredited version of the program for Florida, Texas, and those states that do not recognize ANSI.

An assessment-based **certificate program** is a non-degree granting educational program consisting of:

1. a learning event or series of events designed to educate or train individuals to achieve specified learning outcomes within a defined scope, and
2. a system designed to ensure individuals receive a certificate only after verification of successful completion of all program requisites including but not limited to an assessment of learner attainment of intended learning outcomes.

An assessment-based certificate is NOT a certificate of attendance or participation, which are provided to individuals who have attended or participated in classes, courses, or other education/training programs or events but did not have to demonstrate accomplishment of the intended learning outcomes.

Check with your local jurisdiction about the requirements for a food manager certification versus a food handler certificate program.

Fees, Cancellations, and Refunds

The candidate fee for the Online Program is determined by online course vendor. National Registry of Food Safety Professionals does not accommodate refunds or transfers for the course or assessment. Online vendors may accept cancellations and/or refunds under extreme circumstances. Candidates who do not complete the course and assessment forfeit all fees.

Exam Results

National Registry will:

- Provide a failure notification letter for those who fail the exam.
- Provide a frameable certificate and wallet card for those who pass
- Release your certificate status and/or exam results to your local jurisdiction, state, Department of Veterans' Affairs and/or training with your written approval.

Contact Information

- 6751 Forum Drive, Suite 220, Orlando Florida, Fl. 32821
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