

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 or submit a feedback form via the website location above.

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

-) Demonstrate understanding and knowledge of safe guarding the health of consumers with specific skills, techniques, methods and responsibilities
-) Demonstrate understanding and knowledge of specific principles of cleaning and sanitizing food establishments.
-) Demonstrate understanding and knowledge of specific details and elements of pest control and prevention.
-) Demonstrate understanding and knowledge of the way food establishments are designed, equipped and operated to ensure food safety.
-) Demonstrate understanding and knowledge of appropriate controls and for monitoring and maintaining food safety standards

Requisites to Earn the Certificate

To be awarded the Certificate of Completion, an individual must be present for and complete the training course and pass the 40-question multiple-choice assessment with a 70% or higher.

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 Classroom Learning

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 request a form from their Approved Program Provider or download it from 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 Book

The Food Safety First Principles for Food Handlers Certificate book 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 for Classroom Learning

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 arriving five minutes late for the course and assessment will not be admitted and may forfeit their fees at the discretion of the Approved Program Provider.
-) Candidates must be present throughout 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 candidates.
-) If candidate fails the assessment they may review the course materials and retake the assessment at the discretion of the Approved Program Provider.

Retake Policy

-) If an examinee fails the assessment, he/she must wait 24 hours before retaking the examination.
-) Additionally, examinees may take the exam up to three times without retaking the course. However, examinees must retake the training course through www.USFoodHandler.com or with an Approved Program Provider 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 Form for Classroom Learning

Instructors (Approved Program Providers) are required to submit a Class Roster Form with each candidate’s name, email address, phone number, city, state, present for the entire course and assessment, and any feedback from each candidate on the course, assessment or Approved Program Provider.

If a candidate is not comfortable with providing feedback to the Instructor, please email feedback to Customer.service@nrfsp.com, or submit a feedback form via www.NRFSP.com and click on the “Food Handler” tab.

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 E2659-09 standard. The First Principles for Food Handlers certificate program is accredited by ANSI (American National Standards Institute) against the ASTM E2659-09 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.

Qualifications of Instructors

Instructors (Approved Program Providers) for the First Principles for Food Handlers program must:

-) Work for a legitimate school, government entity, corporation, or training company.
-) Possess and maintain a valid Food Safety Manager Certification from an accredited provider such as National Registry of Food Safety Professionals.
-) Incorporate the coursework within a logical sequence of courses or curriculum.
-) Have the resources (facility, human, financial) needed to effectively offer the program.
-) Have fair and equitable policies and procedures in place.

Fees, Cancellations, and Refunds

The candidate fee for instructor-led Program is determined by the Approved Program Provider. National Registry of Food Safety Professionals does not accommodate refunds or transfers for the course or assessment. Approved Program Providers may accept cancellations and/or refunds under extreme circumstances. Candidates who do not attend the course or sit for the 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
-) Customer.service@nrfsp.com
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-) Fax: 407-352-3603