

Company: NRFSP
Contact Person: Liz Corchado
Approval: Jeff Belmont
Issue Date: 07/09/2013
Current Revision: 05/11/15
Location: SM



National Registry of Food Safety Professionals HACCP Test Administrator Manual

Certified Food Safety HACCP Manager Examination Guidelines

Developed and Administered by
National Registry of Food Safety Professionals

May 2015

Copyright © 2015 by National Registry of Food Safety Professionals, All Rights Reserved. No part of this document may be reproduced, transmitted, used or disclosed in any form, including photocopy or recording, without written permission from National Registry of Food Safety Professionals.



Table of Contents

Introduction.....	1
About the National Registry of Food Safety Professionals	1
<i>Shipping and Headquarters Address:</i>	1
<i>Billing/Payment Address:</i>	1
<i>Email:</i>	1
<i>Hours of Operation:</i>	1
Why Food Safety HACCP Managers?	2
Helpful Terms	3
Your Role as a Test Administrator	4
General Roles and Responsibilities	4
Your Responsibilities Associated with Examination Security	5
Audit	5
Training Materials.....	5
Commitment to Impartiality and Confidentiality	6
Specific Responsibilities.....	7
Disclaimer on Paper and Pencil Exams	7
Specific Responsibilities.....	8
Test Administrator Responsibilities and Requirements.....	9
Before the Examination	9
Obtaining Materials	9
Ordering Examinations	11
Receiving the Examination Shipment.....	13
Inspecting Shipment Materials	14
What to do about Damaged Shipments.....	15
Securely Storing the Examinations.....	16
Storage Guidelines	16
Preparing the Examination Site	17
Examination Site Requirements.....	17
Seating Guidelines	17
Report Times.....	17
Selecting Additional Test Administrators.....	18
Reader Responsibilities and Requirements.....	19
Handling Special Needs (ADA) - (Pre-arranged with NRFSP).....	19

At/During the Examination.....	20
General Administration Guidelines	20
Approved Site Visitors/Observers	20
Preparing the Examination Site	21
Beginning the Examination.....	21
Late Candidates.....	21
Distributing Examination Materials.....	22
Handling the Unexpected.....	22
Candidate Illnesses.....	23
Defective or Damaged Examination Material	23
Candidate Questions & Comments	23
Candidates Completing the Examination.....	24
Before candidate leaves exam site:.....	24
Examination Conclusion.....	24
Dealing with Suspected Dishonesty (Cheating)	25
Restroom Breaks.....	26
When to Use the Incident Report Form	27
Administration Script & Instructions.....	28
Paper and Pencil Examination Script.....	29
Copy and Legal Responsibility.....	30
Exam Process - Distribution of Examination Packet.....	30
Procedural Directions for Paper and Pencil Examinations	32
At the Conclusion of the Paper and Pencil Examination.....	33
Answer Sheet	33
Examination Booklet	33
Miscellaneous	33
Returning the Examinations.....	34
Receiving Results.....	35
Expired Orders	35
National Registry Policy for Suspension/Revocation of Test Facilitator Company's or Test Administrator	36
Appendices.....	38
Appendix A: Pearson VUE Testing Center Candidate Instructions Only	38
Appendix B: Standard Ordering	39
Appendix C: About the Examination.....	40

Appendix D: Test Administrator Report Form (TA Form)	41
Appendix E: White Answer Sheet Envelope	42
Appendix F: Examination Site Checklist.....	43
Appendix G: Seating Chart & Audit Form	44
Appendix H: Agreement Form for Readers (<i>page 1</i>)	46
Appendix H: Agreement Form for Readers (<i>page 2</i>)	47
Appendix I: Incident Report Form.....	48
Appendix J: Answer Sheet (<i>side 1</i>).....	49
Appendix K: US State/Territory Abbreviations	51
Appendix L: International Abbreviations	51
Appendix M: Accommodation Documentation Form	52
Sample Pictures of Potential Cheating Devices.....	53

Introduction

About the National Registry of Food Safety Professionals

National Registry of Food Safety Professionals (National Registry) is an international certification body which develops and administers examinations to assess the knowledge of individuals in a variety of management positions related to food safety.

National Registry offers the Certified Food Safety HACCP Manager Examination for individuals to demonstrate that their knowledge and skills meet specific, measurable food safety HACCP management competencies. In doing so, the National Registry advances its mission of promoting food safety and consumer protection.

Occasionally, this manual may be revised based on comments, recommendations and standard changes. It is your responsibility to review the Test Administrator manual for revisions. The most recent version is on the front cover of manual. Contact National Registry with any questions, comments, or concerns about this manual.

Shipping and Headquarters Address:

National Registry of Food Safety Professionals
7680 Universal Blvd., Suite 550
Orlando, Florida 32819

Billing/Payment Address:

National Registry of Food Safety Professionals
BB&T Lockbox
PO Box 628244
Orlando, FL 32862-8244

Email:

- **customer.service@nrfsp.com** - Customer Service Dept. (All service/examination ordering questions)
- **compliance@nrfsp.com** – Compliance Dept. (Quality Assurance & Compliance)
- **hotline@nrfsp.com** – Compliance Dept. (Report security breach, cheating)
- **ar@nrfsp.com** – Accounting Dept. (billing questions)

Phone: Toll-free (800) 446-0257 or (407) 352-3830

Fax: (407) 352-3603

Hotline: (888) 544-9688

Hours of Operation:

Office Hours- 8:30 AM – 5:00 PM Eastern Time
Phone Hours- 8:30 AM – 6:00 PM Eastern Time

Web Site:

www.NRFSP.com/HACCP

Why Food Safety HACCP Managers?

A valid and properly administered examination is evidence of an individual's food safety HACCP knowledge and helps protect the public from food borne illness. The benefits of examination include:

Benefits

- *Compliance with governmental regulations and food law*
- *Reduction of the likelihood of conditions and behaviors that lead to food borne illness outbreaks, thereby protecting the public and reducing liability to the employer*
- *Improved food safety, Greater product and raw ingredient traceability*
- *Increased buyer and consumer confidence*
- *Consistency in inspection/ audit criteria*
- *Reduced risk of liability and negative publicity*
- *Improved responsiveness to problems through hazard analysis*
- *Career advancement potential*
- *Validation of the professionalism of the individual*

Helpful Terms

A **Security Breach** is an infraction or violation of test administrative processes or standards resulting in the potential exposure of examination questions.

A **Conflict of Interest** is a situation in which someone in a position of trust has competing professional or personal interests.

Examination Reliability is the degree of consistency with which an examination measures the attributes, characteristics, or behaviors that it was designed to measure.

Impartiality is the presence of objectivity. Objectivity means that conflicts of interest do not exist, or are resolved so as not to adversely influence subsequent activities of the certification body.

Item Bank refers to the questions that have been developed for the multiple forms of an examination program. It includes all the questions available to create examination forms.

Test Administrator means the individual at the test site who has the ultimate responsibility for conducting *an examination*.

Your Role as a Test Administrator

General Roles and Responsibilities

A Test Administrator is an individual who has been approved by National Registry. Test Administrators are responsible for safeguarding the integrity of the Certified Food Safety HACCP Manager Examination by abiding by all guidelines. **Only approved Test administrators may order exam materials and administer an exam.** All usernames and passwords are individually assigned and may **not** be used by anyone else.

National Registry reviews and approves Test Administrator applications. Test Administrators are not required to have knowledge of HACCP. Test Administrator application forms are available online. Test Administrators must agree to abide by the policies and procedures listed in the manual, as well as any new policies and procedures National Registry may implement. Test Administrators can expect to be audited by National Registry representatives.

After you have been approved by National Registry as a Test Administrator, you are the representative for National Registry of Food Safety Professionals. You are responsible for overseeing all aspects of the Certified Food Safety HACCP Manager Examination activities. Responsibilities include the following:

- *Provide each candidate with an equal opportunity to pass the examination by applying the general principles of fairness and equality. National Registry does not discriminate on the basis of age, sex, race, religion, ethnic origin, disabilities, or marital status.*
- *Safeguard the examination by following all security procedures and practices. Security is the most important aspect of examination administration.*
- *Perform ethically by being aware of possible conflicts of interest.*
- *Agree to follow the terms as described on the HACCP Agreement Form.*
- *Follow all procedures and practices in this manual.*
- *Complete all National Registry forms accurately and completely.*

Your Responsibilities Associated with Examination Security

You are ultimately responsible for the security of the examination. This includes the storage of the examination materials prior to, during, and after the examination until it is returned to National Registry. It is especially important for the Test Administrator to advise all staff that no one is permitted to open or view an examination booklet at any time, before or after the examination, without authorization from National Registry. Only the Test Administrator is not allowed handle the exam in any way. **At NO time should any examination booklets or answer sheets be left unattended on a table or desk.**

The Test Administrator is responsible and will be held accountable for the entire examination package and all examinations within the package shipped to you, whether the shipment was sent to you directly from National Registry or to a different location.

Loss or theft of an examination booklet, whether intentional or unintentional, will be the liability of the HACCP Test Administrator who administered the test session and/or shipped the package to National Registry. The Test Administrator is responsible for the examination package until the package is signed and delivered to National Registry.

National Registry reserves the right to pursue legal action proceedings against a Test Administrator who loses an examination booklet or exposes examination questions, by withdrawing the Test Administrator privilege to administer any future examinations and possible civil action to recover the costs associated with the loss of examination questions.

A breach in examination security has significant repercussions for the HACCP Test Administrator, candidates, and National Registry. Such a breach could result in allowing non-competent individuals to pass the examination, potentially causing harm to the public. It may also require the development of new examinations resulting in higher costs for examinations.

National Registry insists the HACCP Test Administrators take all possible precautions to assure that individual questions, item banks, examinations presented in all media (printed and computerized), and that candidate scores always remain secure. Additionally, examinations must be administered according to the terms and instructions provided in this Test Administrator Manual.

Remember: The way the examination is administered is very important for the success, credibility, and security of the Certified Food Safety HACCP Manager Examination.

To report cheating or breach in examination security delivery please contacts our hotline number at (888)544-9688 or email hotline@nrfsp.com.

Audit

National Registry has the right as a Testing Organization to have a representative audit any administration of the Food Safety HACCP Manager exam.

Training Materials

National Registry does not publish books or training materials. Materials made available through National Registry are developed by third parties and are already available in the market independent of NRFSP.

Commitment to Impartiality and Confidentiality

National Registry places the highest importance on integrity and impartiality of the Certified Food Safety HACCP Manager Examination. National Registry strives to achieve the highest level of client confidence through competency; openness regarding the examination process and analysis; commitment to maintaining confidentiality where appropriate; high level of customer service and responsiveness, and conduction of services in an impartial manner.

The integrity of the Certified Food Safety HACCP Manager Examination is shared responsibility of the Test Administrator. To prevent the appearance of any impropriety National Registry requires that anyone instructing HACCP classes or programs preparing candidates to take the Certified Food Safety HACCP Manager Examination cannot administer the examination to any of the candidates in their classes or programs.

Test Administrator codes and passwords are individually assigned and may not be used by anyone else. Sharing codes and passwords are grounds for revocation as a Test Administrator for National Registry.

Test Administrators are **REQUIRED** to submit a job description or resume with the NRFSP Agreement Form before any application can be approved

If you have not administered a Certified Food Safety HACCP Manager Examination a year from your last test date, an account update form will need to be sent to NRFSP.

Specific Responsibilities

HACCP Examinations must be administered according to the terms and instructions provided in this manual and the ISO17024 standards.

In order for a trainer to be a Test Administrator for the Certified Food Safety HACCP Manager examination you must prove the trainer to be impartial.

- Provide National Registry your policies and procedures to prove your impartiality.
- Identify and document the associated threats to impartiality on an ongoing basis. You must have documented process to demonstrate how you eliminate or minimize these threats
- Demonstrate that all processes performed are independent of training to ensure the confidentiality, information security and impartiality are not compromised
- Not give the impression that the use of both services (training and administering the exam) would provide any advantage to the applicant
- Ensure that the trainer of a specific candidate has not trained them for a period of two years from the date of the conclusion of their last training

Specific responsibilities before, during, and after examinations. The major responsibilities are as follows:

Responsibilities Before Examinations

- *Plan for, order, and obtain all materials for the examination*
- *Verify completeness and accuracy of shipment upon receipt of examination materials*
- *Ensure the security of the examination*
- *Select and train all support: additional Test Administrators and/or Readers*
- *Select and set up the examination facility and seating to achieve maximum security conditions*
- *The Test Administrators must be in the room at all times while testing is in progress.*

Disclaimer on Paper and Pencil Exams

*The Certified Food Safety HACCP Manager Paper and Pencil examination will be shipped within the continental United States only. Candidates outside of the continental United States must utilize Pearson VUE testing centers.

Certificates shipped outside of the continental United States will be shipped FedEx; signature required and shipping charges will be the responsibility of the Test Administrator.

Specific Responsibilities

Responsibilities At/During Examinations

- *Verify the identity of all candidates / Photo Identification*
- *Supervise other Test Administrator assisting you during the examination. Safeguard the integrity of examination by following all security procedures and practices*
- *Perform ethically by being aware of possible conflicts of interest* and ** impartiality*
- *Do not answer any examination related questions.*
- *If a candidate finds a grammatical error or disagrees with a question, give the candidate a Candidate Comment Form, available with all examination packages. It is important the candidate write the Booklet # and Question # in question.*
- *It is important the candidate write the Booklet # and Question # they are challenging.*
- *Provide each candidate with an equal opportunity to pass the examination by applying the general principles of fairness and nondiscrimination*
- *Handle any ADA candidate special needs and unexpected circumstances*
- *Guide candidates in filling out required forms and information*
- *Explain all examination materials and make clear all guidelines*
- *Make sure the white window envelope is sealed and signed by the candidate before you collect the examinations*
- *Collect completed examinations and check for proper information and signatures*
- *Fill out an incident report if there were any incidents during the exam. For example, fire alarm, disruption during class, ripped exam booklet, answer sheet etcetera*
- *The Test Administrators must be in the room at all times while testing is in progress.*

***NOTE:** The Test Administrator is responsible for fair and equitable administration of the Certified Food Safety HACCP Manager Examination to each candidate.

****The Test Administrator is to prove to National Registry their impartiality to the administration of the exam if they are also a trainer.**

Responsibilities After Examinations

- *Report any security breaches to National Registry immediately*
- *Ensure the ongoing security of the examination*
- *Return all required examination materials and complete all necessary documentation in a timely manner*
- *If a candidate fails the examination, they must wait 24 hours before retaking the examination.*
- *PLEASE NOTE: If candidate takes the exam before the 24 hour waiting period, the certificate of the candidate will be invalidated and the Test Administrator will be contacted by the Compliance Department for disciplinary action.*

Specific Responsibilities

Test Administrator Responsibilities and Requirements

As the Test Administrator, you can serve as a Test Administrator for the first 35 examinees only. Beyond that number, there must be one proctor for every additional 35 examinees, or any part thereof, taking the examination (see Staffing Requirements above). Additional proctors may be necessary if there are approved special needs examinees or if some unusual feature of the examination room inhibits adequate security (too small or too large, L shaped room, columns or posts obstructing oversight of examinees, etc.).

It is your responsibility to locate another National Registry registered proctor for the examination, as needed.

You should meet with proctor(s) in advance and on the day of the examination to explain how the examination will be administered and to go over the proctor responsibilities.

Proctors must help perform all duties required at the examination site. Proctors must also

- *Be at least 18 years old*
- *Have visual acuity sufficient to read the print on: the examinees' admission documents, their identification document, instructions in this manual, answer sheets, computer screens and related examination materials*
- *Have auditory acuity sufficient to hear examinees' spoken comments and whispered questions to them during the examination*
- *Be able to move throughout the examination area to distribute materials and to assist examinees*
- *Be an active Test Administrator/Proctor for National Registry*
- *Follow all standards of administration outlined in this Test Administration/Proctor Manual as required by National Registry*
- *All Proctors must sign up to become a Test Administrator before they are allowed to administer an exam for National Registry.*

Before the Examination

Obtaining Materials

The Test Administrator is responsible for planning for and obtaining all required materials for each examination. Required materials include:

- *Examination packets for each candidate (includes poly-bag, examination booklet with an answer sheet, white window return envelope)*
- *Examination site checklist*
- *# 2 pencils*
- *All administration forms (Test Administrator Report form, Incident Report form, Agreement form for Reader)*
- *Test Administrators, can find the administration forms on our website at www.nrfsp.com/haccp*

NOTE: National Registry does not supply # 2 pencils. It is the responsibility of the Test Administrator to supply pencils onsite. **Do not allow candidate to use pen.

Specific Responsibilities

Staffing Requirements

Staffing needs will be based on the number of candidates and number of rooms used for the administration. Each examination room must have at least one Test Administrator present at all times. The Test Administrator may serve as the administrator for the first 35 candidates. For each additional 35 candidates, follow the recommendations in the table below. Additional Test Administrator may also be necessary if there are candidates with approved accommodations or some unusual room feature that inhibits adequate security (too small or too large, L-shaped, columns or posts obstructing the view of candidates, etc.).

**All Test Administrators must be an approved HACCP Test Administrator of National Registry.

Test Administrator/candidate ratio requirements are as follows (assuming no unusual room features):

Number of Examination Test Administrator	Number of additional Test Administrators	Number of Candidates
1	0	1-35
1	1	36-70
1	2	71-106

Ordering Examinations

The ordering procedures are as follows:

- *To avoid additional shipping fees, examinations must be ordered at least 9 business days prior to the date needed (not counting the day you order). See calendar examples on next page.*

NOTE: If no date needed is provided, the date needed will default to the business day prior to the examination date. If the date needed falls on a Saturday, Sunday, or holiday, it will default to the previous business day.

- *You can place orders through the National Registry website, www.nrfsp.com, entering your login information, and then choosing Submit New Examination Order.*
- *When selecting exam, choose HACCP English or Spanish*
- *You can place orders via fax using the Examination Order Form available at the National Registry website, www.nrfsp.com/HACCP, and click on HACCP*
- *National Registry will confirm all orders within 2 days of receipt of the Examination Order Form via email. This email will contain the details of your order so please check this email confirmation carefully and call immediately if there are any discrepancies.*
- ***If an examination order confirmation is not received via email, contact National Registry as soon as possible. 1-800-446-0257***
- ***Rush fees will be charged \$35 for orders placed 8 business days (not counting the day you order) or fewer of the date needed. Rush fees will be charged \$85 for orders placed 4 business days (not counting the day you order) or fewer of the date needed. See calendar examples on next page.***
- *Orders requiring next day or next business day delivery must be placed by 10:00 am Eastern the previous business day and will be charged a **rush fee of \$85**. Maximum of 50 examinations can be ordered.*
- *National Registry reserves the right to reduce the quantity of examinations ordered, based on usage history.*

NOTE: If you have not ordered within a one-year period, a HACCP account update form must be submitted prior to placing an order.

Ordering Examinations (cont'd)

EXAMPLE 1

Examination date: Tuesday 7/17
 Date examinations needed: Monday 7/16
 Order placed: Tuesday 7/3
 Rush fee: \$35 (8 business days away)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7/2	7/3 Order placed not counted	7/4 Holiday not counted	7/5 day 1	7/6 day 2	7/7 Weekend not counted	7/11 Weekend not counted
7/9 day 3	7/10 day 4	7/11 day 5	7/12 day 6	7/13 day 7	7/14 Weekend not counted	7/15 Weekend not counted
7/16 Date Needed day 8	7/17 Examination Date	7/18	7/19	7/20	7/21 Weekend not counted	7/22 Weekend not counted

EXAMPLE 2

Examination date: Sunday 11/13
 Date examinations needed: Friday 11/11 (*since Examination Date is a weekend, the date needed defaults to the prior business day*)
 Order placed: Monday 11/7
 Rush fee: \$89 (4 business days away)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11/7 Order placed not counted	11/8 day 1	11/9 day 2	11/10 day 3	11/11 Date Needed day 4	11/12 Weekend not counted	11/13 Examination Date Weekend not counted

EXAMPLE 3

Examination date: Friday 3/16
 Date examinations needed: Thursday 3/15
 Order placed: Friday 3/2
 Rush fee: \$0 (9 business days away)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2/26	2/27	2/28	3/1	3/2 Order placed not counted	3/3 Weekend not counted	3/4 Weekend not counted
3/5 day 1	3/6 day 2	3/7 day 3	3/8 day 4	3/9 day 5	3/10 Weekend not counted	3/11 Weekend not counted
3/12 day 6	3/13 day 7	3/14 day 8	3/15 Date Needed day 9	3/16 Examination Date	3/17 Weekend not counted	3/18 Weekend not counted

EXAMPLE 4

Examination date: Tuesday 6/12
 Date examinations needed: Monday 6/11
 Order placed: Friday 6/8 (before 10 am ET)
 Rush fee: \$89 (1 business day away)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6/4	6/5	6/6	6/7	6/8 Order Placed not counted	6/9 Weekend not counted	6/10 Weekend not counted
6/11 Date Needed Day 1	6/12 Examination Date	6/13	6/14	6/15	6/16	6/17

Receiving the Examination Shipment

Examinations will be shipped to the address indicated on the “Shipping Address” section of the *HACCP Test Administrator & Shipment Information* of your agreement form unless otherwise directed. Examination orders must be delivered to a physical address (no P.O. Boxes).

- *Be prepared to receive shipments approximately 3-8 business days before the scheduled examination date. All examination orders are shipped via a traceable carrier, such as FedEx, and a direct signature is required. (When an examination shipment is delivered, someone at the delivery location must sign the delivery papers of the carrier).*
- *When National Registry ships the exam, you will receive an automated shipment confirmation that will give you the tracking information of your package.*
- *If you do NOT receive your examination materials, you can track the package by going on the FedEx website www.fedex.com or call them at 1-800-GO FEDEX (1-800-463-3339)*
- *If you do NOT receive your examination materials, contact National Registry immediately so that the shipment can be traced and a replacement can be sent immediately.*

Below is a sample of the automated shipment confirmation you will receive:

Subject: National Registry Order Shipment Notification

National Registry Order Shipment Notification

Your National Registry order has shipped.

Order #:	9539171	Exam Date:	7/9/2013
	Jason Colon	Ship Date:	06/25/2013
	NRFSP	Shipped Via:	FEDX-SAVER
Shipped To:	7680 Universal Blvd. Ste 550	Tracking #:	530699148624
	Orlando, FL 32819		

Line #	Description	Quantity



Inspecting Shipment Materials

Check the contents of the examination shipment order upon receipt. If you are unable to check the contents of an accepted shipment immediately upon delivery, store securely. **The contents MUST be checked no later than 12 office hours after delivery.**

The shipment box should contain the following:

- *Examination Packets (examination book and answer sheet). Ensure packets are sealed. If any poly-bag examination packets have been broken or have been tampered with, the serial numbers of those booklets must be listed on the Test Administrator Inventory Form, with a short description of the condition of the booklet. These examinations may not be used and must be returned to National Registry.*
- *HACCP Test Administrator Manual*
- *Administrative Packet containing the following forms (You may duplicate these forms as needed):*
 - *Order Instructions*
 - *Test Administrator Inventory Form ((see sample in Appendix)*
 - *Agreement Form for Readers (see sample in Appendix)*
 - *Examination site checklist (see sample in Appendix)*
 - *Incident Report Form (see sample in Appendix)*
 - *Candidate Comment Form (see sample in Appendix)*
- *White Answer Sheet Envelope for completed answer sheets, forms, and reports (see sample in Appendix)*

Inspecting Shipment Materials (cont'd)

Check the serial number and quantity of examination booklets against the Test Administrator Inventory Form. **Call National Registry Immediately if booklets are missing or have incorrect sequence numbers.** Instructions will be given on how to handle the issue.

NOTE: You will be responsible for all examination booklets listed in the packing label. If examination booklets are missing, you will be responsible unless you contact National Registry immediately after receiving the shipment. If we do not receive a report from you immediately after the shipment is received indicating there were missing booklets, we will assume no examination booklets were missing.

If the contents exactly match the Inventory Form in quantity, sequence numbers, and there are no damaged booklets, sign the Inventory Form to certify that you have received a complete and accurate examination order, and then securely store the examinations. See the *Securely Storing Examinations* section.

Save the Inventory Form (and all other reports) and later return them to National Registry with the completed and returned examination materials.

What to do about Damaged Shipments

When your shipment arrives, inspect your examination package for the following conditions:

- *Is it torn open*
- *Appears to have been severely damaged*
- *Shows signs of tampering (being opened, then resealed)*

Please accept the package and contact National Registry immediately via phone, fax, or email. A clear description of the shipment must be given to National Registry so information can be passed along to the carrier. Take a photo and forward the photo to National Registry as soon as possible. National Registry will file the claim with the carrier, so include as much detail and information as possible.

Repackage the damaged materials for return to National Registry. A new shipment of examinations will be sent promptly.

NOTE: Test Administrator should not look at any of the examination questions, unwrap any examination packets (examination booklets and answer sheets), or divulge any examination contents before, during or after the examination.

Securely Storing the Examinations

After you sign the Inventory form, securely store the examinations. The examinations must be under double lock to be secure, such as a locked file cabinet or desk in a locked room or closet. **At NO time** should any examination booklets or answer sheets be left unattended on a table or desk.

Storage Guidelines

- *Combinations and keys must only be available to you.*
- *The secure area must not be readily accessible to the public, potential candidates, or other unauthorized persons.*
- *If you are driving to an examination site, make sure the examinations are stored out of view in the car.*
- ***Do not leave examinations overnight in your car.***
- *If flying to an examination site, the examinations must be stored in a locked briefcase or bag and carried onto the plane.*
- *In a hotel room, the examinations should be stored in the hotel safe. If the hotel does not have a safe, examinations must be stored in locked luggage.*

***NOTE:** You must store examinations in a manner that will allow you to know if anyone has disturbed them. Examinations must be kept secure at all times from delivery until return to National Registry. Except for candidates who access an individual copy of the HACCP examination during the actual examination period, no one is permitted to review or have access to examination books or materials.

Preparing the Examination Site

Selecting an appropriate examination site is important. An examination site must meet specific requirements, including seating arrangement guidelines to ensure that all candidates will take the examination under the same conditions.

Examination Site Requirements

Please use the examination site checklist provided in the Administrative Packet to check the examination room (*see sample in Appendix*). This form must be filled out and returned with the answer sheets.

- *Accessibility requirements should conform to all appropriate accessibility laws and codes.*
- *The site must meet all safety and occupancy codes of the jurisdiction where it is located.*
- *There must be a minimum of at least nine square feet of floor space per candidate, excluding reception areas, rest rooms, and office or storage space.*
- *Acoustics must allow each candidate to hear instructions clearly.*
- *Lighting at each candidate's workspace must be adequate for reading fine print.*
- *Ventilation and temperature control must be adequate for the health and comfort of the candidates.*
- *Seating and writing surfaces should be appropriate for candidates and examination materials.*

Seating Guidelines

- *Prepare the seating arrangements to ensure that no candidate is tempted to obtain answers from another candidate's examination.*
- *Assign seats so that there is **at least** three feet of space between candidates on all sides (including front and back). Do not allow candidates to choose where to sit or to sit close to one another. Make sure you do not allow relatives and friends to sit next to each other.*
- *If you have the opportunity, pre-assign seats to each candidate. The Appendix contains a seating chart and (on the back) an examination booklet audit Form that you could use for this purpose.*
- *When an examination is held in the same room as training, candidates should not sit in the same seats as they did for the class. Re-assign the seats and have the candidates move to new seats. You may need to adjust the seating to meet the required three feet of separation between candidates.*
- *If rooms have inclined floors, tiers, or elevated seating, more than three feet between candidates may be needed to prevent them from being able to view others' examinations or online examination.*
- *Candidates should face the same direction so that you can be aware of their actions and the direction of their gaze.*

Report Times

You or the trainer determines the examination schedule and examinee reporting time. It is suggested that staff and Test Administrator/Proctor arrive at least 30 minutes prior to the initial examinee reporting time. It is advised to allow at least 20 minutes for the instructions to the examinees and/or the distribution of examination materials.

Selecting Additional Test Administrators

Test Administrators Responsibilities and Requirements

As the Test Administrator, you can administrate for the first 35 candidates only. Beyond that number, there must be one Test Administrator for every additional 35 candidates, or any part thereof, taking the examination. Additional Test Administrators may be necessary if there are approved special needs candidates or if some unusual feature of the examination room inhibits adequate security (too small or too large, L shaped room, columns or posts obstructing oversight of candidates, etc.).

It is the Test Administrator's responsibility to locate another National Registry Test Administrator for the examination, as needed.

You should meet with the additional Test Administrator (s) in advance and on the day of the examination to explain how the examination will be administered and to go over the Test Administrator responsibilities.

Test Administrator must help perform all duties required at the examination site. Test Administrator must also

- *Be at least 18 years old*
- *Have visual acuity sufficient to read the print on: the candidates' admission documents, their identification document, instructions in this manual, answer sheets, computer screens and related examination materials*
- *Have auditory acuity sufficient to hear candidates' spoken comments and whispered questions to them during the examination*
- *Be able to move throughout the examination area to distribute materials and to assist candidates*
- *Be an active Test Administrator for National Registry*
- *Follow all standards of administration outlined in this Test Facilitator Company and Test Administration Manual as required by National Registry*
- *All Test Administrators must sign up with your Test Facilitator Company before you are allowed to administer an exam for National Registry.*

Selecting and Training Readers

Reader Responsibilities and Requirements

A Reader is an individual who reads the examination questions to a candidate who otherwise would not be able to read the examination (reading disability, limited English Proficient, visually disabled, etc.). Where a reader is provided, extra room(s) will be needed. It is the Test Facilitator responsibility to locate and hire. The Test Administrator responsibility is to train and supervise competent Readers for the examination, as needed.

Readers must meet the following requirements:

- *Be at least 18 years old*
- *Have good reading skills and a clear voice. The tone of voice must remain objective, with no inflection that cues the candidate to the correct answer.*
- *Complete the Agreement Form for Readers Form that comes with each examination order (see Appendix for a sample)*
- *Have visual acuity sufficient to read the print on the candidates' Application documents, their identification document, instructions in this manual, answer sheets, computer screens and related examination materials*
- *Have auditory acuity sufficient to hear candidates' spoken comments and whispered questions to them during the examination*
- *Follow all standards of administration outlined in this Test Facilitator Company and Test Administration Manual as required by National Registry*

The Reader must fill out the Agreement Form for Readers Form. See sample in Appendix. A copy of the form can be downloaded from our website www.nrfsp.com under HACCP Administrator tools.

National Registry does NOT allow translation or interpretation of the Certified Food Safety HACCP Manager Examination

Handling Special Needs (ADA) - (Pre-arranged with NRFSP)

Candidates needing a special accommodation under the Americans with Disabilities Act (ADA) are required to complete an *Accommodation Request Form (See Appendix)*. Contact National Registry for more information on these forms or have candidate email customer.service@nrfsp.com to request the form. Candidates can also find this form in the Candidate Information Bulletin located on our website www.nrfsp.com click HACCP.

If a special accommodation is granted, National Registry will provide the candidate an approval letter. It is the responsibility of the candidate to inform the Test Facilitator Company about their special needs accommodation before examination date in order to give the Test Administrator sufficient time to set up accommodations. **The candidate MUST present the letter of approval from National Registry to the Test Administrator at the time of exam.** You must not deviate from the standard examination administration procedures for any candidate without prior approval from National Registry.

At/During the Examination

General Administration Guidelines

The reliability of the examination score depends partly on the way the examination is administered, not just on the way it was developed. Therefore, you should use the following guidelines:

- Under **no** circumstances are the poly-bags on the examination to be opened by anyone other than the candidate taking the examination. Each opened examination packet should have the signature and the printed name of the candidate on the front. **National Registry will assume that any opened examination booklet without a candidate signature and printed name is a result of unauthorized viewing of the examination materials by someone other than the candidate.** Appropriate actions will be taken.
- Examinations may only be used by one candidate and then must be returned to National Registry with the Answer Sheet.
- Only you, Readers, approved observers, and candidates are allowed in the examination area. No visitors are permitted.
- No cameras, tape recorders, radios, cell phones, Google glasses, erasers scanner, electronic transmitting devices, notes, reference materials, books, briefcases, backpacks, portfolios, purses, etc. are allowed on the table or desk during the examination. Encourage candidates to leave these items at home or in another secure location during the examination. However, if candidates bring any of these items into the examination room, all devices must be turned off and stored at the front or back of the room or in an appointed location. Candidates should not be allowed access to any of these materials during the examination. Cell phones may have photographic and texting capabilities, so they should remain off and not in the possession of candidates during the entire examination.
- Do **NOT** permit candidates to wear ball caps or visors during the examination.
- Candidates are not allowed to talk or move around during the examination.
- Candidates having an emergency or a need to use the restroom should raise their hand. Secure their examination materials and allow the candidate to leave. Candidates may not take any materials (books, notes, cell phones etc.) to the restroom. **Only one candidate is permitted to leave the room at a time.**
- Test Administrator, and others will not answer examination related questions.
- If a candidate feels there is a misprint or an error in an examination question, or has a comment on an examination question, *give the candidate a Candidate Comment Form, available with all examination packages. It is important the candidate write the Booklet # and Question # in question.*
- The National Registry staff will review the comment form when examinations are scored.
- If a candidate wants to take the examination again, they must wait 24 hours before retaking the examination.

Approved Site Visitors/Observers

No individuals other than the Test Administrator, Readers and candidates are permitted in the examination area at any time. Site Visitors/Observers must be pre-approved by National Registry before they are permitted in the examination site. Contact National Registry for approval of Site Visitors/Observers.

Preparing the Examination Site

Before allowing a candidate into the examination room, the candidate's identification **MUST** be checked. This includes candidates who have been attending a training session prior to the examination.

Each candidate **MUST** have valid government-issued photo identification. The following are examples of acceptable official photo identification:

- *Valid state driver's license*
- *Current passport*
- *Current military identification*
- *Valid state identification with photo*
- *Valid Immigration and Naturalization Service Employment Authorization Document or Alien Registration Card*

Beginning the Examination

Instructions may begin early if all candidates have been checked in and are seated. If all the candidates have not reported, do not begin reading the instructions until the designated start time. Once the instructions are started, the examination doors must be closed.

Late Candidates

Late candidates may not enter the examination room up once the examination booklet has been opened and instructions have been read.

Distributing Examination Materials

Once candidates are seated, distribute one examination packet to each candidate. Candidates should not have anything on top of their tables except for their identification and pencils.

Give the examinations out in serial number order (this is the number located under the first bar code at the top of the examination booklet). Do not skip booklets or hand out in groups down a row or in a section.

Once the examination booklets have been distributed and before the examination begins, count the number of examination booklets distributed, as well as the number of unused examination booklets. Together they should equal the total number of booklets on the *Test Administrator Inventory Form*. If there are any discrepancies, these need to be resolved before beginning the examination. If more than one examination room has been used, keep a record of the serial numbers issued in each examination room. This will be helpful in accounting for all examination material prior to the beginning of the examination.

Additional pencils should be available for the candidates. Do not allow pen to be used.

Handling the Unexpected

Emergencies

In case of a fire or weather-related evacuation, never endanger yourself or a candidate. Tell candidates to hand you their examinations as they exit the room and building quickly. After the last candidate has left the room, exit the building quickly and take the examination's with you.

If there is a power outage, collect all examinations immediately. Do not allow candidates to talk with each other or discuss questions while they are waiting for the power to return. Return the examinations to the candidates when the power is restored and continue the examination, adding the amount of time missed as a result of the interruption to the administration time.

If any other emergency or disruption happens, determine if the candidates can continue or if the examinations need to be collected and the examination rescheduled. Document it on the Incident Report Form and contact National Registry to arrange for rescheduling.

Handling the Unexpected (cont'd)

Candidate Illnesses

If a candidate becomes ill or is injured, ask a Test Administrator or another candidate if another Test Administrator is not available, to call for assistance. Remain with the ill or injured candidate until help arrives. If a candidate cannot continue the examination, note on the front of the examination booklet the time in which the candidate became ill or injured. Document what happened on the *Incident Report Form* (see Appendix) and attach the candidate's answer sheet to the form.

If a candidate decides not to finish the examination, collect his/her examination materials. Write on the examination booklet and the answer sheet that the candidate chose not to finish the examination. Document what happened on the *Incident Report Form* (see Appendix).

Defective or Damaged Examination Material

Prior To The Beginning Of The Examination, if a candidate finds an examination booklet that is misprinted, such as a page that is illegible or missing or a torn answer sheet, use one of the extra unused examination booklets. Do not allow the candidate to keep the defective material. Write what was wrong on the front of the misprinted or damaged examination booklet and document it in the *Incident Report Form*. Remember to update the examination number on the audit form.

After The Examination Has Begun, if the answer sheet is torn or damaged, have the candidate continue by marking their answers to the questions in their examination booklet and make note of it on the *Incident Report Form*. **DO NOT REPLACE THE ANSWER SHEET ONCE AN EXAMINATION BEGINS.**

If all examination booklets have a misprint (missing page, etc.), continue with the examination, if possible. Have candidates answer the remaining questions and contact National Registry on the next business day following the examination administration.

Candidate Questions & Comments

You should only answer procedural questions, such as how to complete an answer sheet. No questions should be answered about any examination questions before, during and after the examination. Never interpret the meaning of words, reword or rephrase examination questions or answer choices, or pronounce words for candidates. However, if a candidate feels there is a misprint or an error within an examination question, the candidate should complete a Candidate Comment Form, available with all examination packages. It is important the candidate write the Booklet # and Question # in question. Inform them to please explain their position. It will be reviewed when examinations are scored. Please inform the candidate to write the number of the question on the form.

Candidates Completing the Examination

Once a candidate completes the examination, he/she is free to leave. Do not allow candidates leaving early to disrupt the candidates still taking the examination. It is best to go to the candidate and collect the pencil, examination booklet, and answer sheet.

Before candidate leaves exam site:

- *All personal information is properly coded on the answer sheet. If any of the personal information has not been filled in properly, ask the candidate to correct it.*
- *The candidate signed both the answer sheet and examination booklet.*
- *Candidate inserted examination booklet in white window envelope, seal and sign back of envelope.*
- *If candidate circled the answers in the exam booklet and not the answer sheet, please have them transfer the questions to the answer sheet. If the white window envelope has already been sealed, do not reopen the envelope. Please use the incident report explaining the above.*
- *If the candidate cannot transfer the answers to the exam booklet due to poor eye sight etcetera, fill out incident report with booklet number and the reason why the answer sheet was not used.*

Then, dismiss the candidate. If there have been any irregularities during the examination, do not permit the candidate to leave until the conclusion of the examination and after all examination materials have been accounted for. Ask him/her to quietly remain seated until the examination period ends.

Examination Conclusion

It is best that you go to the candidate and pick up the examination booklet and answer sheet. However, if you cannot, the candidate can bring the examination materials to you. As the examination material is collected from the candidates, check to verify that both the examination booklet is in the white window envelope, sealed and signed and answer sheet have been turned in. **All examination booklets, answer sheets, and any comment forms that were given out MUST be collected and accounted for.** The number of answer sheets and opened examination booklets must agree with the number of candidates who took the examination. Once all materials have been accounted for, dismiss the candidates.

Dealing with Suspected Dishonesty (Cheating)

Cheating or an attempt to cheat is considered a serious offense by National Registry. Cheating incidents include:

- *Talking to another candidate*
- *Looking onto another candidate's papers*
- *Using notes or reference materials*
- *Removing any examination materials from the examination room or area*
- *Attempting to copy examination material with a scanner or camera*
- *Attempting to obtain information through an electronic transmitting device, such as cameras, cell phones, Google glasses, erasers scanner etc. (See last page for samples of potential cheating devices)*

A warning should first be given to a candidate who is talking to another candidate. Remind them to remain silent during the examination. If talking continues, move one of the candidates to another location in the room. Moving a candidate to another location in the room is also acceptable if you suspect or see the candidate looking at another candidate's answer sheet. If the actions continue and cheating can be confirmed, you have the authority to terminate the examination.

If you see a candidate reading from notes, copying questions, or otherwise stealing examination questions (scanning, taking pictures of, etc.), ask him or her to step to the back of the room with you. **Do NOT leave the other candidates alone if you are the only Test Administrator in the room.** Pick up the candidate's examination booklet, answer sheet, and notes. Once at the back of the room, let the candidate know that this incident is unacceptable and will be reported. Keep the candidate's notes, reference materials, scanners or cameras. Inform the candidate that these materials will be forwarded to National Registry. If the candidate refuses to give you his electronic devices, make sure they delete all evidence of the examination while you observe. Should National Registry identify any examination related items in the materials, National Registry will remove the examination related items before returning the materials to the candidate or forward the materials to a law enforcement agency for prosecution. Should no examination related items be found, National Registry will return the materials to the candidate once the review is complete or within thirty (30) days of the date of the examination, whichever is sooner. Send all confiscated notes, references and materials, along with a completed *Incident Report Form*, back to National Registry along with the examinations.

NOTE: National Registry may subject candidates suspected of cheating to penalties including (but not limited to) the following: canceling their examination score (with no refund or credit for any future examination), denying scoring of their examination, revoking their certification or legal proceedings to recover costs associated with lost examination questions.

Dealing with Suspected Dishonesty (Cheating) (cont'd)

The following are general guidelines for handling these situations:

- *Before accusing, get proof.*
- *Where proof is not forthcoming, quietly separate candidates who are talking or copying from others.*
- *Do not disturb the other candidates. If necessary wait until after the examination to take action.*
- *Treat all candidates with dignity, even if they are suspected of wrongdoing.*
- *Document as much as possible. Provide detail on the seating layout, the date, time, exact description of what was observed, the candidate or candidates who were involved, what you did to remedy the situation, the demeanor and response of the candidate, etc.*
- *List names and contact information of others who can corroborate the incident.*

To report cheating, breach in examination security please contacts our hotline number at (888)544-9688 or email hotline@nrfsp.com.

Restroom Breaks

Encourage candidates to use the restrooms prior to the beginning of the examination. If a candidate has an emergency or needs to use the restroom, he/she should raise his/her hand. The Test Administrator needs to secure examination materials and dismiss the candidate. Do not leave the booklet open so another candidate can view the examination answers. Only one candidate may leave the examination room at a time. Candidates may not take their personal belongings (stored in front or back of the room) with them into the restroom. No other materials should be taken into the restroom.

When to Use the Incident Report Form

It is important to document any incident that occurs during an examination. Fill out an *Incident Report Form*, if a candidate:

- *Is suspected of cheating*
- *Becomes ill or injured*
- *Disrupts the examination*
- *Arrives very late or leaves very early*
- *Decides not to finish the examination*
- *Has defective examination materials*
- *Has an address that does not fit in the spaces provided on the answer sheet*
- *Circled the questions in the exam booklet and did not fill out answer sheet*
- *Did not seal the white window envelope*
- *Did not sign the back of the white window envelope*
- *The Candidate reopened the white window envelope*

Fill out an *Incident Report Form*, if anything out of the ordinary occurs during the examination including the following:

- *Fire alarms or alarms of any kind*
- *Any disruptive occurrence which may have disturbed candidates*
- *Excessively cold, hot, or otherwise uncomfortable examination conditions*
- *Electricity or lighting interruptions or*
- *Anything you think might have impacted the candidates ability to answer the questions*

An incident report can be downloaded from our website at www.nrfsp.com click HACCP.

Administration Script & Instructions

If candidates have just completed a training session, it is recommended that they use the restroom, stretch, and relax for about 15 minutes before the examination. This may help reduce some of their anxiety. Have candidates store all belongings in the front or back of the room or in an appointed location. Candidate should be directed to seats that are different from their seats used during training.

Remember: Everyone **MUST** have a government-issued photo I.D. such as a driver's license or passport to take the examination (see *General Guidelines* for a full list of acceptable identification). Any candidates without an I.D. CANNOT sit for the examination and must immediately leave the examination area.

After you or any additional Test Administrators have seated and identified all candidates, the following script is to be read in its entirety.

Paper and Pencil Examination Script

Read the following

- Hello my name is _____ and I am a registered Test Administrator for National Registry of Food Safety Professionals, the developer of the Certified Food Safety HACCP Manager Examination that you are taking today
 - Working with me as another Test Administrator is: _____.
- At this time please remove everything from the top of your table except for your government issued photo ID and your number 2 pencils. All electronic devices must be turned off and stored with your belongings.
- I/we will be checking your ID's and handing out your examination packets. Please do not open the packet until I instruct you to do so. If your ID is expired, you will not be allowed to take the exam today.
- There are some general guidelines and rules to be observed during the examination:
 - No talking or moving around the room.
 - No eating or drinking
 - Remove all hats or visors
 - Turn off cell phones and place them with the rest of your belongings. No cell phones allowed on the table while taking the exam.
 - If you have an emergency or need to use the restroom, please raise your hand.
 - There are 90 questions on this examination that will count toward your score. You are encouraged to fill in an answer to every question. Your score is based on the number of questions you answer correctly. Try not to leave any questions unanswered. It's better to make an educated guess than to leave it blank and get no points.

Copy and Legal Responsibility

Continue Reading the following

Cheating on an examination includes:

- providing false information,
- misrepresenting certification status,
- misusing property of National Registry
- If any form of cheating occurs, we will collect all of your examination materials, including any electronic devices such as cameras, cell phones, Google glasses, erasers scanner etc., and notify National Registry. Should National Registry identify any examination related items in the material collected, National Registry will remove the examination related items before returning the material to you or forward the device to a law enforcement agency for prosecution.
- If National Registry determines there have been any collusion/cheating, they have the right to invalidate your score and pursue legal action

(Answer any questions and continue.)

Exam Process - Distribution of Examination Packet

Continue Reading the following

Before distributing exams:

1. Please remove everything from the top of your table or deck except your identification and pencils.
2. You will need a number 2 pencil (NO INK). I have extra pencils if you need one during the exam.

Distribute exam package - **WAIT UNTIL EVERY CANDIDATE RECEIVES AN EXAM**

Continue Reading the following

Now open your packet.

1. Located in the middle of the examination booklet is a white window envelope. Please remove the envelope and place to the side. After completing your examination, place

Exam Process - Distribution of Examination Packet (con't)

- ONLY the examination booklet into the white window envelope, seal the envelope and THEN sign the back. **DO NOT INSERT THE ANSWER SHEET IN THE WHITE WINDOW ENVELOPE.**
2. Go to the front cover of the examination booklet. In the indicated spaces, print your name and then sign your examination booklet.
 3. Now go to the back of your booklet. The back cover of your booklet is your answer sheet. Carefully tear out your answer sheet from the back of the booklet and keep your booklet closed.
 4. In the back of your examination booklet, please read carefully the Candidates Examination Consent, Non-Disclosure and Code of Ethics. When you are done, go to your answer sheet. On the top right hand corner of the answer sheet, bubble that you have read, understood and agree with the terms.
 5. You will also be asked (in that same box) to authorize National Registry to release your results to the appropriate parties (like your employer, local, county or state jurisdictions).
 6. [Optional per Test Administrator]:
 - On the screen/board, you will find some information that will help you when completing your answer sheet (such as: trainer/admin code, training hours, curriculum code, etc.)
 7. On your answer sheet you must write the letters in the boxes and fill in the corresponding bubbles.
 8. You do not have to bubble in blank spaces.
 9. If you have an employee ID, please write it in the appropriate box on the answer sheet.
 10. If you are from Canada and your ZIP code doesn't fit, fill in as much of it as you can in the bubbles, then fill out the full ZIP code on the other side of the answer sheet.
 11. The demographic information is optional.
 12. Please take (indicate amount of minute you want to allow) ___ minutes (starting now) to read the Candidates Examination Consent, Non-Disclosure and Code of Ethics and complete the answer sheet. Please do not open the exam booklet until I instruct you to do so.
 13. Please note: There is information on both sides of the answer sheet.

Take this time to take questions and help candidates fill out their answer sheets.

Procedural Directions for Paper and Pencil Examinations

Continue Reading the following

1. Your results and certificate will be mailed to you in about 10 business days.
2. You have a maximum of two hours to finish the examination.
3. We cannot answer questions about any questions on the exam, interpret the meaning of words, reword or rephrase examination questions or answer choices, or pronounce words for you. However if you believe there is a problem with a question, I/we can provide you with a Candidate Comment Form. Please write the number of the examination booklet and the question number on the form.
4. The form will be reviewed by National Registry. Due to exam security, you will not receive a written reply to the comment.
5. When you are finished with the exam, place **ONLY** the exam booklet in the white window envelope, seal it then sign the back of the envelope.
6. Please do **NOT** insert answer sheet inside the white window envelope.
7. When you are finished with the exam, place the exam booklet **ONLY** in the white window envelope, seal it then sign the back of the envelope.
8. Please do **NOT** insert answer sheet inside the white window envelope.

Ask to see if anyone has questions.

1. Do you have any questions before we begin?
2. You are allowed to write in the exam booklet, but all answers must be transferred to the answer sheet.
3. When you finish your exam, please gather your exam materials. We will come to you or you can turn them in to me (or to my other Test Administrator). We will collect your materials and double check that every field in the answer sheet is complete and the white window envelope has the examination booklet, sealed and signed.
4. We will then dismiss you.

You may open your exam booklet and begin your examination now. Good luck!

At the Conclusion of the Paper and Pencil Examination

You or any other Test Administrator helping you need to personally collect the examination booklets, answer sheets, and any comment forms by walking to each candidate or have the candidate hand in the examination to you. **BEFORE** allowing the candidate to leave the exam site, make sure you receive the white window envelope sealed, with the examination booklet inside of it and the back of the envelope signed by the candidate. The answer sheet should be given to you separately. **Allowing a candidate to leave the room with an examination booklet or answer sheet is considered a security breach and you will be held responsible.**

CHECK FOR THE FOLLOWING: AS THE CANDIDATES LEAVE.

Answer Sheet

All personal information data has been properly coded on the answer sheet.

- Name
- Personal mailing address
- Employee number
- Administrator Code
- All answers have been marked clearly on the answer sheet
- Answer sheet has been signed in the space provided

Examination Booklet

- Name has been printed on the examination booklet cover
- The front cover of the examination booklet has been signed
- The examination booklet has been inserted in the white window envelope, sealed and signed by the candidate

Miscellaneous

- IDs have been checked against the signature

Account for all materials, making sure nothing is missing. Once all examination materials are accounted for, dismiss the candidate.

Returning the Examinations

1. Place the following reports, **fully completed**, in the Answer Sheet Envelope:
 - Test Administrator Report Form (TA Form)
 - Incident Report Form
 - Examination Site Checklist Form
 - Candidate Comment Forms
 - *Agreement Form for Readers Form(s)*
2. Fill out the entire front of the Answer Sheet envelope (*see Appendix*). Be clear about how you would like Candidate and Test Administrator results. Please note if candidate did not authorize release of their results, we cannot release them to you.
3. Place the used answer sheets, **alphabetically sorted by last name**, in the Answer Sheet envelope.
4. **All used booklets must be returned in the white window envelope that is provided, sealed and signed by candidate ONLY.**
5. **The Test Administrator is not allowed to insert the used examination booklet in the white envelope that is provided. Only the candidate is allowed to insert the examination booklet.**
6. **Candidate inserts examination booklet in the white window envelope, seals the envelope THEN signs the back of the envelope. Any envelope returned without signature will not be scored.**
7. Separate used and unused booklets. Put each batch, separately, in consecutive order by the number printed on the front cover.
8. Pack examination booklets. Examinations must be separated by examination date if returning examinations for multiple dates, or by individual class for multiple Examination Administrations in the same day. **Do not keep any examination booklets.**
9. List the serial numbers of the used and unused booklets in the appropriate section of the TA Report; make a copy of the report for your records.
10. Seal the return envelope. Put the sealed envelope, examination booklets, and unused answer sheets in an approved shipping box. Use **boxes or tyvex material envelopes** as soft packs may be damaged in shipment. All carriers strongly suggest that a new box is used for shipping and the original box is discarded. Ensure the package is shipped via a traceable, signature- required carrier by using UPS, FedEx, USPS Express Mail, and DHL only **no more than two business days after the examination is given**. For the purpose of this examination, business day is defined as normal business hours, Monday through Friday. In the event there is a problem with the return of the examination materials, please call National Registry to advise us of the circumstance and when materials will be returned as soon as possible.
11. It is the Test Administrator responsibility all used examination package is sent out by the second business day of the test date. All unused exams must be sent out two business dates from their expiration date.

NOTE: The U.S. Postal Service is not traceable and therefore, not an acceptable carrier, except for Express Mail ONLY

Receiving Results

National Registry will send examination results to you or your designee within 7 business days after the date of receipt of the examination materials.

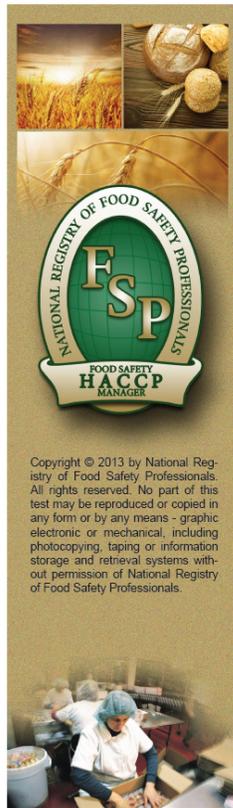
The *Pass* and *Candidate Lists* and *Group Diagnostic* report are faxed, emailed, or mailed via Priority Mail to you for every class in the delivery method you selected on the Answer Sheet Envelope.

Please note if the candidate did not authorize release of their results, we cannot release any information to you.

Expired Orders

The expiration date for all orders can be found at the bottom cover of all examination booklets.

Standard Ordering: Standard orders have a 30 day expiration date



This side must show through window in envelope.

Food Safety HACCP Manager Examination

Candidate Name (Print)

Candidate Signature

English

Property of:
National Registry of Food Safety Professionals[®]
Return to NRFSP:
7680 Universal Blvd., Suite 550
Orlando, FL 32819
1-800-446-0257

THIS EXAM EXPIRES BY: 7/19/2013



National Registry Policy for Suspension/Revocation of Test Facilitator Company's or Test Administrator

Violations of published policy and procedures can result in National Registry taking action to suspend / revoke a Test Administrator. In the event National Registry receives a request for the suspension / revocation of a Test Administrator or National Registry finds cause for action, National Registry will follow the below process:

1. National Registry will generate or require a formal written request for suspension and or revocation. The request must contain an original signature from the complainant. The request must detail the reasons for the request and cite the published policy or procedure violated as the cause of the request. The request must be addressed to or generated by the Compliance Department.
2. National Registry will review and acknowledge receipt of the request or send the violation to the Test Administrator within 30 days of receipt.
3. National Registry will inform the Test Administrator in writing of the nature of the violation and allow the Test Administrator 30 days to respond in writing to the request
4. Copies of all written communication will be provided to the Test Administrator and the complainant that initiated the request.
5. If the Test Administrator does not respond within the allotted time frame, the Test Administrator will automatically be suspended / revoked per the requested complaint. The Test Administrator and the complainant will be notified in writing of the suspension/revocation.
6. If the Test Administrator provides a response with the allotted time frame, National Registry will review the response and provide copies to the complainant that initiated the request.
7. National Registry will establish an investigative panel to review suspension / revocation requests. The Investigative Panel shall have the power to investigate all alleged violations of the Code of Conduct supplied by the complainant and review of the Test Administrator policy and procedure
8. The decision to suspend / revoke the Test Administrator will be made by the Investigative Panel based solely on the written response of the Test Administrator, the written information supplied by the complainant and review of the Test Administrator policy and procedure
9. The decision rendered by the Investigative Panel will be provided in writing to the Test Administrator and the complainant within 30 days of receiving a response from the Test Administrator. The decision by the investigative panel will be considered final unless the Test Administrator appeals the decision
10. The decision of the Investigative Panel may be appealed, in which case, the information for the case will be reviewed by the Appeals Panel.
11. In the event that the Test Administrator appeals the decision, the Appeals Panel shall consider the appeal and shall notify the Test Administrator of the date and location of the appeal hearing. The appeal hearing must be scheduled as soon as possible after receipt of the Test Administrator's notification of appeal to the Appeals Panel. The appeal shall be heard and conducted at the headquarters of National Registry. The Test Administrator shall pay for his or her expenses.

**National Registry Policy for Suspension/Revocation of
Test Facilitator Company's or Test Administrator con't**

The Test Administrator shall have the right to bring his or her own attorney to counsel the Test Administrator at the hearing, but in no event shall counsel be allowed to provide testimony in lieu of or on behalf of the Test Administrator. The hearing shall be closed to third parties with the exception of any witnesses, experts, consultants, and legal counsel. The Appeals Panel may have legal representation. The Appeals Panel shall consider all available evidence presented and which formed the basis for the Investigative Panel's determination, and such other evidence as the Appeals Panel may, in its discretion, deem appropriate. The appeal hearing shall be recorded by a court reporter and a formal record of the proceeding shall be filed by National Registry.

This manual serves a guide to help the Test Administrator understand National Registry's policies and procedures. If the policies and procedures are not followed, it may result in disciplinary actions.

Appendices

Appendix A: Pearson VUE Testing Center Candidate Instructions Only

Instructions below are for candidates only, please feel free to copy and distribute.

Step 1: To register go to www.pearsonvue.com/nrfsp to access the online scheduling system and to create a Web Account. Once you create a Web Account online, it will take 24 to 48 hours for you to receive your password via email. Once you have received your password you can schedule your exam appointment online. You can also register and schedule by calling 1-888-687-1571. When registering, please enter your name as it appears on your valid government-issued ID.

Step 2: You will be required to affirm that you have read and accept the NRFSP Code of Conduct, Non-Disclosure and Candidate Consent Form agreements before you will be able to schedule your exam.

Step 3: When you have your Pearson VUE Web Account username and password, you can proceed to scheduling an exam appointment by signing into your account. Under the “Scheduling” information click “Schedule Online”.

Step 4: Sign in by entering your username and password on the sign in screen and click the “Sign in” button. There is an option to retrieve lost or forgotten usernames and passwords. If you are using a voucher number, your voucher number must be entered or given as payment at the time of scheduling your exam appointment. **You cannot hold an exam appointment or give the voucher number at the exam site.**

- This site walks you through the online scheduling process:
www.pearsonvue.com/reg_guide/schedule/
- If you arrive more than 15 minutes late for an exam and are refused admission, payments are due for the exam and delivery fees. If you wish to cancel or reschedule your exam, you must contact Pearson VUE one business day prior to your exam appointment. A \$20 cancellation/reschedule fee applies for all cancelled or rescheduled exams. Canceling or rescheduling an exam less than 24 hours is subject to a same-day forfeit exam fee. Exam fees are due for no-shows.
- Exam series code is CFSHME. Name of the exam is Certified Food Safety HACCP Manager Examination
- Please call Pearson VUE Customer Service at 1-888-687-1571 if you have any questions.

PLEASE NOTE: A voucher is valued at the cost of one (1) Certified Food Safety HACCP Manager Examination. **National Registry is not responsible for lost vouchers.** Please note the voucher does expire on the date indicated on the voucher. You will need to purchase another voucher if the voucher is not used by the expiration date or lost.

Appendix B: Standard Ordering

Standard ordering is a process of obtaining one order for multiple classes within a 30 day period. The exams have a 30 day expiration date. The examinations for those classes are sent to just one location by National Registry.

All **USED** exams must be returned to National Registry within 2 business days from exam date.

All **UNUSED** exams must be returned to National Registry within 2 business days from the expiration date located on the booklet cover. Any exams used after the expiration date can be invalidated and candidates will have to retest.

SECURITY OF THE EXAMINATION PROCESS REMAINS CRITICAL IN THE BULK ORDER PROCESS. The Test Administrator may retain all unused examinations in a secure location, under double lock for up to 30 days.

Appendix C: About the Examination

Examination Overview: National Registry examinations may be taken in pencil and paper format or at a National Registry approved computer based testing center. The examination is available in English and Spanish. The Spanish examination booklet also includes the questions in the English language (bilingual). Presently, the available languages in paper and pencil format are English and Spanish/English,

Number of Questions & Scoring: The examination contains 90 multiple-choice questions and may contain up to 10 non-scored, pilot questions. All answer sheets will be graded by an optical scanner and are audited for accuracy. Candidates will be credited for correct answers only. Only the answers marked on the answer sheet will be scored.

Time: Candidates have a minimum of two hours to complete the examination.

Passing Score: Candidates must earn a scaled score of 75 or higher. The number of questions answered correctly is converted into a standardized number. A scaled score of 75 is not to be interpreted as being or representing 75% correct.

Official Candidate Results: Passing candidates receive their results, a diagnostic report noting their percentage correct by content area, a wallet card, a certificate of competency. Failing candidates receive their score and a diagnostic report noting their results correct by content area.

Test Administrator Results:

Test Administrators receive the following results:

Candidate List: The Candidate list is the list of candidates that took the examination. The candidate list contains the name, home address, certificate number, candidate ID, examination date, Test Administrator, company, pass/fail and the examination form.

Pass List: The pass list is the list of candidates that passed the examination for a particular class. The pass list contains the candidate name, certification number, examination date, Test Administrator and company.

Group Diagnostic Score Report: The group diagnostic score report contains the test area description, average percentage correct in each area, assessment description, average correct for each assessment, total questions in each area, total number of candidates for the class, average score for the class, percent passed, percent failed and score ranges.

****Please note results will not be released to the Test Administrator if the candidate does not give National Registry authorization.**

Appendix D: Test Administrator Inventory Form

The Test Administrator Inventory Form is sent with each examination order. This report includes:

- Packing List - Lists all contents and quantities in the examination order
- Order Number
- Reported Examination date

Audit the examination order upon receipt and fill the requested information on Part A.

Once examinations are administered, fill out Part B and send back with your order. **This form must be sent back to National Registry with the completed examinations.** Test Administrators will need to make copies of this form if you have multiple exam dates for return with all examination administrations or go online to www.nrfsp.com, click HACCP

HACCP TEST ADMINISTRATOR REPORT FORM

- > Complete Part A upon Receipt of materials
- > Complete Part B prior to return of materials



Examination Date: _____ Order #: _____

Part A: Audit and Storage (Complete upon receipt of materials)

Total Examinations:	_____
---------------------	-------

I verify that I received the quantities and sequences of examination booklets as described above and have initialed beside each.
I affirm that I am securely storing the examination materials as described until the examination date.

Storage Method:	_____		
Test Administrator:	_____		
Signature:	_____	Date:	_____

Check your order upon receipt and complete this entire section.

Part B: Return Audit and Shipping (Complete prior to return of materials)

Examination Form	Quantity Used	Sequence Used	Quantity Unused	Sequence Unused
Total used examination books:		Total completed answer sheets:		

Complete this entire section when returning exams.

List any additional Test Administrators or Readers here

The following people assisted as readers:

Name	Agreement on file	Agreement Attached

I affirm that I am returning the quantities and sequences of examination booklets as described above. I understand they must be returned as a whole via traceable carrier.

Audited By: _____ Signature: _____ Date: _____

Check your exams for return and complete this section.

Phone: (800) 446-0257 ■ Email: customer.service@nrfsp.com ■ Web: www.NRFSP.com ■ Fax: (407) 352-3603
7680 Universal Blvd., Suite 550, Orlando, Florida 32819

Appendix E: White Answer Sheet Envelope

Select your preference

Select your preference

National Registry of Food Safety Professionals - HACCP

7680 Universal Blvd., Suite 550
Orlando, FL 32819
1-800-446-0257
Fax: 407-352-3603
www.nrfsp.com
customer.service@nrfsp.com



Enclose the following:

1. Completed Answer Sheets (in Alphabetical Order)
2. Completed Exam Administrator Report Form
3. Used Reader Forms
4. Incident Report Form
5. Completed Candidate Comment Forms

Preference for Full Class Results:

- Fax to administrator.
- Email to: _____
- Mail via Priority Mail to administrator (address on file).
All class results will be sent.
- Notify Department of Health for the Following States: _____

Preference for Returning Individual Results:

- Mail to each candidate as addressed on answer sheets.
- OR-**
- Mail to the administrator (address on file) with class results.
- Please follow special instructions below: _____

Complete the Following:

Exam Administrator Name _____

Company Name _____

Administrator Code _____ Exam Date _____

Exam Site _____

Phone Number _____

Fax _____

For Registry Use Only

Order ID _____ Batch # _____

Date Returned _____ By _____ Date Processed _____ By _____ Date Out _____ By _____

File _____ Count _____

Notes _____

Complete this section.

Appendix F: Examination Site Checklist

National Registry of Food Safety Professionals

EXAMINATION SITE HACCP CHECKLIST

Use the following checklist to help you choose a location for use as an examination site. Make any additional comments on the reverse.



BUILDING

Yes or No

- Does the site meet all safety and health requirements for the jurisdiction where it is located?
- Does the site conform to the Americans with Disabilities Act (ADA) requirements?
- Are restroom facilities readily accessible?
- Are other rooms available if a translator is needed, or if an examination needs to be read aloud?
- Is there a telephone available in case of an emergency?
- Are water coolers or fountains readily accessible?
- Is the site within a reasonable commuting distance for candidates?
- Is public transportation available to the site?

ROOM

Yes or No

- Does the room conform to the Americans with Disabilities Act (ADA) requirements?
- Is the capacity limit of the room ample for the number of candidates?
- Is the ventilation adequate for the rated seating capacity?
- Is the lighting bright enough to read the examination booklet and see the answer sheet clearly?
- Are you able to regulate the temperature of the room? If not, is someone readily available that will be able to regulate the temperature on the day of the test?
- Are there any posters, blackboard notes, or other information posted in the room that may give away answers to the examination? If yes, can these materials be easily removed and stored?
- Will you or another Test Administrator be able to see all candidates at all times?
- Is the room quiet and free of noisy distractions?
- Are candidates able to hear directions clearly from all areas?
- Is there sufficient workspace for you to handle the examinations securely?
- Is there an emergency source of light in case of a power outage?
- Can the room be locked in case of an evacuation?
- Are the room, cabinet, closet, and file locks strong enough to deter someone from breaking them?

SEATING ARRANGEMENT

Yes or No

- Are individual desks a minimum of three feet apart in each direction? Or can candidates sit a minimum three feet apart in each direction if long tables are used?
- If the seating is tiered, is there enough seating to meet the minimum of three feet apart in each direction for candidates?
- Are there enough desks or tables to meet the required spacing for candidates?
- If individual desks are used is there enough desktop space to fit both the examination booklet and answer sheet?
- Is the surface of the desk easy to write on?

Phone: (800) 446-0257 ■ Email: customer.service@nrfsp.com ■ Fax: (407) 352-3603

2013-07

Appendix G: Seating Chart & Audit Form

Examination Booklet Audit Form – Recommended Use

Examination Booklet # To Be Completed as Booklets are Distributed

#	Candidate Name	Candidate ID #	Examination Booklet #	Examination Booklet Returned	Answer Sheet Returned	Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Make additional copies as needed.

Appendix H: Agreement Form for Readers (page 1)

National Registry of Food Safety Professionals

HACCP AGREEMENT FORM

for Readers



Please read carefully before completing the requested information

1) I am at least 18 years of age.
2) I have read the reader requirements section of the Test Facilitator Company & Test Administrator's Manual and meet the specified requirements for my role.
3) I understand my role as reader.
4) I have been trained by Test Administrator and will follow all standards and procedures for examination administration and confidentiality.
5) I agree to maintain the security of the examinations before, during, and after the examination administration.
6) I will assist in filling out the address section on the front of the answer sheet.
7) I will not offer any hints, suggestions, definitions, or clues to the answer of an examination item.
8) If there are any uncertainty of an examination question, I will provide the candidate with an Candidate Comment Form.
9) I will ensure no talking or communication of any form between candidates occurs during the examination.
10) I will ensure all of the candidates personal belongings are stored at the front or back of the room or under the desk/table.
11) I will ensure no examination materials have left the room with the candidates or have been photocopied.
12) Under no circumstances will I examine or discuss the examination contents with the candidate before, during, or after the examination
13) I will read each examination questions clearly and without inflection.
14) I will fill in the blank(s) on the answer sheet that the candidate has indicated.

PRIOR APPROVAL IS REQUIRED.

Candidate must submit the Accomodation Documentation Form to NRFSP prior to testing. Candidate must submit approval letter to Test Administrator.

MUST BE SIGNED BY READER. IF NOT SIGNED, the examination CAN BE INVALIDATED.

I, _____
Name Title

I hereby affirm that I understand that my responsibilities as a reader are critical to the Certified Food Safety HACCP Manager Examination Program. I am aware that I may be afforded access to proprietary information, confidentiality documents, and examination materials, and I hereby agree that I shall not disclose or provide to any person or entity, directly or indirectly, any information or documents pertaining to the preparation, testing, and/or grading services for the Certified Food Safety HACCP Manager Examination. I agree that I will not examine any of the examination materials, unseal and sealed examination booklets, or divulge any examination content with examinees before, during, or after the examination except for the purpose of reading the examination questions.

It is understood that all documents, examination questions, or confidential information received from National Registry are and shall remain the exclusive property of National Registry, and that all documents or information shall be returned promptly to National Registry. As a reader, I will assist the Test Administrator as assigned by remaining in the examination room at all times during the examination unless otherwise directed by the Test Administrator, by not allowing candidates to behave in an inappropriate manner, including talking, and by ensuring that the candidate are delivered an examination administered in a fair test environment.

Finally, I understand that breach of this agreement, intentional or unintentional, shall be grounds for civil proceedings should National Registry so pursue legal remedies to said breach. Minimally, I understand that should I fail to follow the standards set forth by National Registry, or the procedures provided by the Test Administrator, my privilege as a reader will be revoked.

Phone: (800) 446-0257 ■ Email: customer.service@nrfsp.com ■ Fax: (407) 352-3603

2013-05

Appendix H: Agreement Form for Readers (page 2)

National Registry of Food Safety Professionals

HACCP AGREEMENT FORM

Page 2

for Reader



READER (PLEASE COMPLETE)

Printed Name: _____

Date: _____

Drivers License #/State: _____

Email Address: _____

Signature: _____

I WILL SERVE AS: _____

TEST ADMINISTRATOR (PLEASE COMPLETE)

I hereby attest that, I the Test Administrator, have selected, trained, and supervised the above reader. I have verified the identity of this person.

Printed Name: _____

Signature: _____

Date: _____

Company: _____

Test Administrator: Please return this completed form with the examination materials used for the examination session at which the reader was utilized.

IF YOU HAVE ANY QUESTIONS, COMMENTS, OR CONCERNS,
PLEASE CONTACT NATIONAL REGISTRY AT:

NATIONAL REGISTRY OF FOOD SAFETY PROFESSIONALS
7880 UNIVERSAL BLVD; SUITE 550
ORLANDO, FLORIDA 32819
FAX: 407-352-3803
TOLL FREE: 800-448-0257
EMAIL: CUSTOMER.SERVICE@NRFSP.COM

2013-05

Appendix I: Incident Report Form

National Registry of Food Safety Professionals

HACCP INCIDENT REPORT FORM



Test Administrator's Name _____

Test Administrator's Number _____

2nd Test Administrator Name(s) _____

Examination Date _____ Location _____

Please check one of the following incidents:

Suspected Cheating Illness or Injury Late Arrival
 Disruption of Examination Not Completing the Test No Signature on Exam
 Did Not Sign Back of White Window Envelope Did Not Seal White Window Envelope
 Other (Please note): _____

Candidate's Name _____

Time of Incident _____ Materials Confiscated (If any) _____

Test Administrator's description of incident:

2nd Test Administrator &/or Witness Comments:

Test Administrator's Signature Date

2nd Test Administrator Signature Date

Candidate's Signature Date

Witness' Signature Date

USE THE BACK OF THIS FORM FOR ANY FURTHER EXPLANATION OF THE INCIDENT.

Phone: (800) 446-0257 ■ Email: customer.service@nrfsp.com ■ Fax: (407) 352-3603

2013-07

Appendix K: US State/Territory Abbreviations

AL Alabama
AK Alaska
AZ Arizona
AR Arkansas
AS Amer. Samoa
CA California
CO Colorado
CT Connecticut
DE Delaware
DC District of Columbia
FM Federal States of
Micronesia
FL Florida
GA Georgia
GU Guam
HI Hawaii
ID Idaho
IL Illinois
IN Indiana
IA Iowa

KS Kansas
KY Kentucky
LA Louisiana
ME Maine
MH Marshall Island
MD Maryland
MA Massachusetts
MI Michigan
MN Minnesota
MS Mississippi
MO Missouri
MT Montana
NE Nebraska
NV Nevada
NH New Hampshire
NJ New Jersey
NM New Mexico
NY New York
NC North Carolina
ND North Dakota
MP North Mariana Island

OH Ohio
OK Oklahoma
OR Oregon
PW Palau
PA Pennsylvania
PR Puerto Rico
RI Rhode Island
SC South Carolina
SD South Dakota
TN Tennessee
TX Texas
UT Utah
VT Vermont
VA Virginia
VI U.S. Virgin Islands
WA Washington
WV West Virginia
WI Wisconsin
WY Wyoming

Appendix L: International Abbreviations

Country Abbreviations

BA Bahamas
BD Bermuda
CN Canada
CH China
EN England
FR France
IT Italy
IN India/Mumbai

JA Jamaica
JP Japan
KR South Korea
MX México
SP Spain
TR Trinidad/West Indies
BV British Virgin Islands
ZA South Africa

Appendix M: Accommodation Documentation Form

National Registry of Food Safety Professionals

7680 Universal Blvd; Ste 550
Tel: 800-446-0257
compliance@nrfsp.com

Orlando, FL 32819
Fax: 407-352-3603
www.nrfsp.com

Approved By: Jeff Belmont
Issue Date
Contact Person: Liz Corchado Torres
Revision:



HACCP ACCOMMODATION DOCUMENTATION FORM

If you have a learning disability, a psychological disability, or other disability that requires an accommodation for the exam, please have this form completed by an appropriate **licensed professional** (psychologist, physician or surgeon) to certify that your disabling condition requires the requested exam accommodation.

The information requested below and any documentation regarding your disability and your need for accommodations for the exam will be considered strictly confidential and will not be shared with any outside source without your express written permission.

Please type or print		REQUIRED FIELD Must be filled out by a licensed professional	
Candidate Name:		Professional Name:	
Driver's License No:		License No.:	
Address:		Title:	
City:		Phone:	
St:	Zip Code:	Date:	
Phone:		Signature:	

MUST SELECT ONE: REQUEST ACCOMODATION FOR WHICH TYPE OF EXAM:

<input type="checkbox"/> Paper and Pencil	<input type="checkbox"/> Pearson VUE Computer Based Testing Center
---	--

REQUIRED FIELD: MUST BE FILLED OUT BY LICENSED PROFESSIONAL

<input type="checkbox"/> Accessible Exam Site	<input type="checkbox"/> Large Print	
<input type="checkbox"/> Reader		
<input type="checkbox"/> for visual impairment	<input type="checkbox"/> Limited English Proficient	<input type="checkbox"/> for learning disability
<input type="checkbox"/> Scribe		
<input type="checkbox"/> for visual impairment	<input type="checkbox"/> for learning disability	
<input type="checkbox"/> Extended time (please specify)		
<input type="checkbox"/> Time and half (3 hrs)	<input type="checkbox"/> Double time (4 hrs)	<input type="checkbox"/> Other (specify ___hrs ___mins)
<input type="checkbox"/> Separate testing area		
<input type="checkbox"/> Other Accommodations (specify) _____		

Accommodations requested for the Certified Food Safety Manager Certification Examination

Exam Site _____ Exam Date _____

I understand that I must forward all required paperwork with this document at least 30 days prior to my exam date in order to be processed.

Candidate Signature: _____ Date: _____

Please see the Candidate Information Bulletin for complete instructions. Return completed form to National Registry of Food Safety Professionals

Fax: 407-352-3603, Email: compliance@nrfsp.com, mail: 7680 Universal Blvd, Suite 550, Orlando, FL 32819

Sample Pictures of Potential Cheating Devices

A wireless remote control with camera



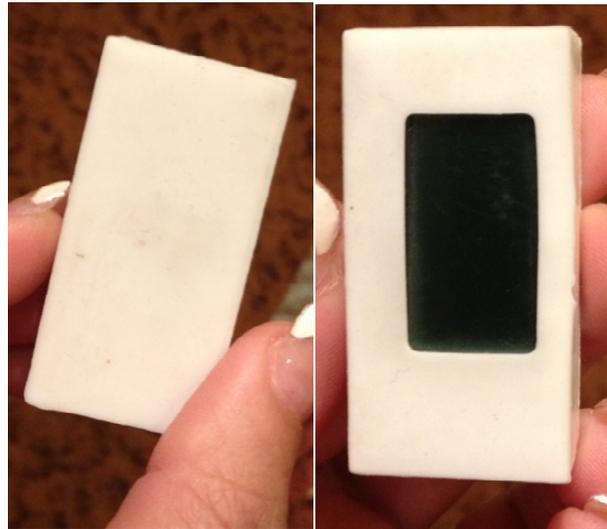
A wired shirt button with camera



A wired eye glass holder with camera



A regular eraser with a scanner underneath



Wrist watch with wireless camera



Google glasses with camera



Regular Bluetooth glasses with camera

