



**GUIDELINES TO  
MANAGER CERTIFICATION IN  
FOOD PROTECTION**

## MISSION STATEMENT

The Ohio Department of Health's mission is to protect and improve the health of all Ohioans by preventing disease, promoting good health and assuring access to quality care. The Certification in Food Protection Program (CFPP) supports this mission by establishing standards for education and training provided to food managers to promote food safety practices for preventing foodborne illness.

The CFPP is overseen by the Director of Health, who is responsible for approving CFPP courses and providers in the State of Ohio, and for certifying individuals in food protection.

The following document was established as a guideline to provide a foundation for the evaluation of instructors, uniform course content, and certifying individuals in food protection.

Questions related to the Certification in Food Protection Program or this document can be addressed to:

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BEHRP Food Safety Program  
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## SECTION I: DEFINITIONS

Certification means the process of training and testing to assure an individual has achieved a level of competency in skills and knowledge of food safety necessary to be certified in food protection.

Certified in Food Protection means an individual who has successfully completed an approved Manager Certification in Food Protection course and passed a Manager Food Protection Certification Examination.

Certification Provider means an organization, individual, company, or agency who has received approval from the Ohio Department of Health to provide an approved course and/or proctor an approved examination for certification in food protection in the State of Ohio.

Food Protection Certification Examination means an examination administered by an accredited certification organization that complies with the criteria set by the Conference for Food Protection standards for accreditation of a food protection manager certification program.

Instructor means an individual whose education, background, and work experience are in accordance with the provisions of Administrative Code 3701-21-25.

Proctor means an individual who is responsible for the administration of an approved manager certification examination as specified in Administrative Code 3701-21-25.

## **SECTION II: CERTIFICATION APPROVALS**

### **A. *Courses of Study***

1. An application to have a certification in food protection course of study approved shall include the following:
  - (a) The applicant's name, address, email address and telephone number; and
  - (b) A copy of all course materials, such as student manuals, instructor notebooks, access to interactive computer program, videos, handouts, etc.
2. The core content of manager certification in food protection course of study curriculums shall include the content specified in Appendix B of Administrative Code 3701-21-25.

### **B. *Course Providers***

An application to become approved by the Director of Health to offer a CFPP shall include the following:

1. The applicant's name, address, telephone number and email address;
2. Name of the course to be used;
3. A detailed agenda that identifies the core content as specified in Appendix B of Administrative Code 3701-21-25; A description of any methods of training to be used such as classroom instruction, guest speakers, interactive computer programming, interactive video, or distance learning;
4. The names of all course instructors and verification that the instructors possess the qualifications described in the provision of this program (Section II (C));
5. The names of all examination proctors and documentation that the proctors possess approval from the examination developer to proctor the examination; and
6. The name of examination to be used. Certification examinations must be administered by an accredited certification organization that complies with the criteria set by the Conference for Food Protection standards (April 2016) for accreditation of a food protection manager certification program.

### **C. *Instructor***

To meet the requirements of Administrative Code 3701-21-25, an individual shall possess the following qualifications to be approved as an instructor:

1. A minimum of four years' experience in:
  - Training or teaching food safety
  - Working in food service industry
  - Working as a Registered sanitarian in food safety, or
  - Related food safety experience; and
2. Documentation that the instructors possess approval from the course developer to instruct the course.

#### **D. *Obtaining Individual Certification***

To become Certified in Food Protection, an individual must meet the following:

1. Successfully complete an approved Certification in Food Protection course and certification examination offered by a certification provider approved by the Director of Health; or
2. Successfully complete an online Certification in Food Protection course approved by the Director of Health and pass a certification examination proctored by a certification provider approved by the Director of Health; or
3. Apply for Manager Certification using the process outlined in *Section V – Application for Manager Certification in Food Protection*.

### **SECTION III: RESPONSIBILITIES**

#### **A. *Course Providers***

Rule 3701-21-25(G) of the Administrative Code states that manager course providers approved by the Director of Health shall do the following:

1. Within thirty days of the course conclusion, send a copy of the final enrollment report for the course with each individual's name, passing grade, name of provider, and name of instructor or proctor;
2. Prior to implementation, submit to the director any changes to the course agenda, instructors, or provider contact information;
3. Provide adequate facilities, equipment and supplies necessary to conduct the approved course; and
4. Distribute the Ohio certifications to individuals who successfully complete the certification program within ten days of receiving the certifications from the Ohio Department of Health.

#### **B. *Director of Health***

1. Determine the acceptability of course materials and examinations;
2. Approve course providers;
3. Maintain a file of those individuals certified under this program;
4. Periodically perform audits of courses of study and course providers to determine compliance with rule 3701-21-25 of the Administrative Code;
5. Provide for the appeal of a denial of an approval of courses of study and course providers; and
6. Send course providers an Ohio certification for each individual who successfully completes the certification program.

## **SECTION IV: COURSE CONTENT**

The core content of a manager certification in food protection course of study shall contain a curriculum that complies with Appendix B to rule 3701-21-25 of the Ohio Administrative Code, including:

- Microbiology and foodborne illness;
- Personal hygiene and handwashing;
- Food sources and receiving;
- Cleaning and sanitizing of equipment and utensils;
- Facility design and construction;
- Active managerial control;
- Proper cooking, cooling, reheating, thawing, and holding of food; and
- Cross-contamination.

Refer to Appendix B to rule 3701-21-25 (attached) for required specific content related to the topics listed above.

## **SECTION V: APPLICATION FOR MANAGER CERTIFICATION IN FOOD PROTECTION**

Individuals who complete an approved course of study and/or exam from a provider that is not approved by the Director of Health may submit an application to become certified in food protection by the Director of Health, which shall include the following:

1. The applicant's name, address, email address and telephone number;
2. Name of Instructor/proctor (if applicable);
3. Proof of military/veteran status (if applicable);
4. Verification of completion of an approved course of study or approved online course;  
and
5. A copy of the examination certificate received.

**Manager Certification in Food Protection Courses of Study**

1. The core content of a manager certification in food protection course of study shall incorporate the most current requirements specified under Chapter 3717-1 Ohio Administrative Code (OAC) and shall contain the following curriculum:
  - a. Microbiology and foodborne illness:
    - i. Describing the symptoms associated with foodborne illness:
      - i. Vomiting;
      - ii. Diarrhea;
      - iii. Jaundice;
      - iv. Sore throat with fever; and
      - v. Lesions on the hands or arms that contain pus.
    - ii. Describing the following pathogens that cause foodborne illness and their contributing factors, symptoms, and prevention methods:
      - i. Campylobacter;
      - ii. Cryptosporidium;
      - iii. Cyclospora;
      - iv. Entamoeba histolytica;
      - v. Shiga toxin-producing Escherichia coli;
      - vi. Giardia;
      - vii. Hepatitis A;
      - viii. Norovirus;
      - ix. Salmonella spp;
      - x. Salmonella Typhi;
      - xi. Shigella spp;
      - xii. Vibrio cholerae; and
      - xiii. Yersinia.
    - iii. Describing the requirements for food employee reporting of health information in a verifiable manner;
    - iv. Describing the requirements for establishing and removing restrictions and exclusions for food employees that report having symptoms or have been diagnosed with one of the foodborne illnesses listed above;
    - v. Identifying and describing food microbiology terms: pH, water activity, foodborne illness, foodborne outbreak, foodborne infection, foodborne intoxication, and foodborne pathogens;
    - vi. Explaining the hazards involved in the consumption of raw or undercooked meat, poultry, eggs and fish; and
    - vii. Defining and recognizing time/temperature controlled for safety (TCS) food.
  - b. Personal hygiene and handwashing:
    - i. Recognizing the association between hand contact and foodborne illness:
      - i. Proper hand washing techniques and frequency requirements;
      - ii. Requirements for use of gloves, including replacement frequency; and
      - iii. The requirements for bare hand contact with food.
    - ii. Recognizing the association between employee behaviors and foodborne illness:

- i. Cleanliness of outer clothing;
  - ii. Requirements for employees wearing jewelry, artificial fingernails, and fingernail polish;
  - iii. Hair restraint requirements;
  - iv. Requirements for employees eating, drinking, and using tobacco; and
  - v. Personal behaviors, including sneezing, coughing or runny nose.
- c. Food sources: Identifying potential hazards prior to and during delivery:
  - i. The importance of utilizing foods from approved sources;
  - ii. Ensuring foods are safe, unadulterated and received at the proper temperatures; and
  - iii. Ensuring foods are promptly stored in the proper locations.
- d. Cleaning and sanitizing of equipment and utensils:
  - i. Describing proper procedures of cleaning and sanitizing: manual, mechanical, and clean-in-place (CIP);
  - ii. Identifying requirements for sanitizer concentrations and contact times;
  - iii. Identifying cleaning frequency requirements;
  - iv. Identifying test kits/thermometer requirements and proper use; and
  - v. Identifying requirements for storing clean equipment.
- e. Recognizing proper facility design/construction and their relationship to managing food safety:
  - i. Flow of food through the facility;
  - ii. Menu or list of foods to be served and/or sold;
  - iii. Ventilation;
  - iv. Finish surfaces;
  - v. Outdoor areas;
  - vi. Solid waste facilities;
  - vii. Plan of lighting;
  - viii. Storage of dry goods;
  - ix. Food equipment and utensils:
    - i. Sufficient in number and capacity; and
    - ii. Properly designed, constructed, located, installed, operated, maintained, and cleaned;
  - x. Plan to control pests and rodents; and
  - xi. Plumbing systems and equipment including source of water.
- f. Active managerial control of foodborne illness risk factors:
  - i. Identifying the importance of development and implementation of specific policies, procedures, or standards to prevent foodborne illness;
  - ii. Describing the principles of Hazard Analysis Critical Control Point (HACCP); and
  - iii. Identifying the importance of training of food employees.
- g. Proper cooking, cooling, reheating, thawing and holding of food:
  - i. Describing the required time and temperature parameters for cooking, cooling, holding and reheating of food and their relationship to controlling the growth of pathogens;
  - ii. Describing proper methods of thawing food;
  - iii. Describing the requirements for properly utilizing special processes, such as:

- i. Time as a public health control;
  - ii. Non-continuous cooking;
  - iii. Smoking or curing foods;
  - iv. Using food additives;
  - v. Custom processing of meats;
  - vi. Packaging foods using reduced oxygen packaging (ROP); and
  - vii. Sprouting seeds or beans.
- iv. Describing methods for properly using and calibrating thermometers.
- h. Cross contamination:
  - i. Identifying types of contamination: physical, biological, and chemical;
  - ii. Identifying methods to prevent contamination;
  - iii. Identifying proper methods for storing and displaying food;
  - iv. Methods to prevent contamination of equipment and utensils; and
  - v. Identifying proper methods to store equipment, utensils, and single-use items.