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Issue Date: 4/21/11
Current Revision: 08/22/2016
Location: SM



National Registry of Food Safety Professionals® Examinee Information Bulletin

Food Safety Manager Certification Examination

Developed and Administered by
Environmental Health Testing

Revised August 2016

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Introduction and Background

Why Is It Important to Take This Exam?

You play a major role in keeping food safe. As part of your job, you need to know how to protect the public from foodborne illness. Taking this exam will help you measure how well you understand food safety and show you how to apply this knowledge in the workplace.

What Does National Registry Do?

National Registry has developed the Food Safety Manager Certification Program to assess the knowledge and skills of entry-level food managers. Potential examinees who successfully pass the examination and meet all other criteria for certification will receive certification.

Examinees must submit a signed Examinee Consent Form and agree to the Code of Conduct to be eligible to sit for the certification examination. Certification is valid for a period of up to five years.

What Can the Registry Do for Me?

National Registry will:

- Provide a Diagnostic Score Report for those who fail the exam to show them how well they did on each section of the exam and help them prepare to re-take the exam
- Provide a frameable certificate and wallet card for those who pass
- Register your certification status and keep it on file
- Release your certification status to your local jurisdiction, state, Department of Veterans' Affairs and/or trainer with your written approval

Tell Me about the Exam

1. What is the basis for the exam?

The exam is based on an analysis of tasks you perform in your job. The U.S. Food and Drug Administration (FDA) Food Code is used as a reference for critical food safety content to be tested.

2. What subjects does the exam cover?

There are seven broad categories of knowledge that are the focus of the exam. See Appendix A for more details.

3. What type of exam will I be taking?

This is an 80-question, multiple-choice exam. This exam also includes several unmarked "pilot questions" which will not affect your score. Each question has only one correct answer. See the sample questions under "What Types of Questions are on the Exam?" on pages 15 and 16.

Tell Me about the Exam (continued)

4. *How long do I have to take the exam?*

You have up to two hours to complete the exam.

5. *What is the passing score?*

A scaled score of 75 or higher is required to pass.

6. *How long is my certification valid?*

Certification is valid for up to five years; some jurisdictions and/or employers may accept it for a shorter length of time. We recommend contacting your local health department and/or employer to verify your local requirements.

Adherence to Standards

National Registry is committed to adhering to the principles of fairness and due process throughout its certification program and endorses the principles of equal opportunity. National Registry does not discriminate among applicants to the Food Safety Manager Certification Program based on race, religion, sex, national or ethnic origin, marital status, veteran status, age, or disability. National Registry adheres to standards established by the US Equal Employment Opportunity Commission, the Civil Rights Act of 1964, and the Americans with Disabilities Act.

Name and Address Changes

To ensure that regular communications, announcements, and notices sent to you will be received, it is important that you update National Registry regarding any changes to your mailing and email addresses or other contact information. Contact us at:

National Registry of Food Safety Professionals
7680 Universal Blvd; Suite 550
Orlando, FL 32819

E-mail: customer.service@nrfsp.com

Phone: (407) 352-3830 or (800) 446-0257
between 8:30 a.m. and 6:00 p.m. Eastern Time, Monday through Friday

Fax: (407) 352-3603

Or visit our web site at www.NRFSP.com

Eligibility & Application

How Do I Prepare for the Exam?

Anyone may take the Certified Food Safety Manager Examination regardless of education, background, or experience; however, work experience, studying, or taking a course in food safety and sanitation is recommended before taking the examination.

PLEASE NOTE: Laws and regulations vary, please check with your local health agency to see if you are required to take a course or other training prior to taking the examination. Some states require that you take an approved course before taking the exam. Other jurisdictions accept home study. If your jurisdiction does not require training, you may simply take the exam.

Where Can I Take the Exam?

The examination is offered nationwide. The examination administration options are paper and pencil, proctored online through Diversys Learning, computer-based testing at a Pearson VUE testing center and remote proctoring at Innovative Exams.

Paper and pencil examinations are scheduled by National Registry-approved Test Administrator/Proctors. If you are unable to locate a Test Administrator/Proctor, visit our website at www.nrfsp.com and select Trainer & Testing Locations, You may also contact National Registry via email at customer.service@nrfsp.com or telephone at 1-800-446-0257.

Should you wish to take a computer-based examination, the Pearson VUE network offers hundreds of sites across the United States and Canada. To schedule a reservation at a Pearson VUE site, go online to www.pearsonvue.com/nrfsp or call Pearson VUE Customer Service at 1-888-687-1571 to schedule your exam. A credit card will be needed for registration. If you have purchased an exam voucher, please bring it with you on the day of the examination.

Should you wish to take the remote proctoring, visit www.examslocal.com and enter National Registry in the search engine. You can choose from several locations near you. A credit card will be needed for registration. If you have purchased an exam voucher (credit), please have it with you while registering online.

Application

Your completed answer sheet is considered to be your application.

Examinee Consent Form & Code of Conduct Policy

Before the exam begins, you must read and sign the Examinee Consent, Code of Conduct Policy, and authorization for National Registry to release your results to the appropriate parties including VA seeking reimbursement.

Examinee Examination Consent

I agree to follow the following National Registry's exam administration rules:

1. I understand the Test Administrator/Proctors may stop me from entering the testing area if I do not have proper photo ID or if administration has begun.
2. I understand the Test Administrator/Proctors at my exam site may take any reasonable actions necessary to properly administer the exam and keep the exam site secure.
3. I understand the Test Administrator/Proctors may reassign my seat before or during the examination.
4. I will not communicate with other examinees in any way.
5. I may take the examination only for the purpose of becoming a Certified Food Safety Manager.
6. I will not take any examination materials from the exam site.
7. I will not copy any examination materials.
8. I will not give examination questions or answers to others.

I hereby acknowledge and consent to the confiscation by the Test Administrator/Proctor of any external device capable of recording sound or written material, which is found in my possession during the administration of a National Registry of Food Safety Professionals ("National Registry") exam. I agree that such a device may be sent to National Registry for review. Should National Registry identify any test related item(s) on the device, National Registry may remove such material before returning it to me, or relinquish such device to a law enforcement agency for prosecution. Should no exam related item(s) be found, National Registry agrees to return the device to me once its review is complete or within 30 days from the date of the exam, whichever is sooner.

I hereby indemnify and hold harmless National Registry for any claims I may have (excepting gross negligence and intentional misconduct) relating to the confiscation of such external device taken under the conditions above described.

I understand that if I do not follow the above rules that National Registry may subject me to penalties including, but not limited to the following: canceling my examination score (with no refund or credit for any future examination), denying scoring of my examination, revoking my certification, or legal proceedings against me to recover costs associated with lost exam questions.

I certify that all the information provided on my Food Safety Manager Exam answer sheet is true and accurate to the best of my knowledge. If I become certified and wish to continue being certified as a Food Safety Manager, I understand that I must retake and pass the examination at least one time every five years or more frequently as the law in my location or my employer may require.

Code of Conduct

I understand that my personal standards of honor and integrity must, at all times, be above reproach, and I must conduct myself in a manner that reflects favorably on my profession. By doing so, I will strive to create an ethical climate within my organization, my industry, and the community of clients which I serve, building honesty and trustworthiness in all of my relationships and ensuring my reliability in performing my assigned responsibilities.

- *I pledge to be truthful and accurate in what I say, do and write.*
- *I will promote cooperation in my working relationships and adhere to the law at all times.*
- *I will demonstrate a commitment to excellence in all aspects of my profession.*
- *I will promote and encourage the highest level of food safety within the industry.*
- *I will act in a manner free of bias with regard to religion, ethnicity, gender, age, national origin, or disability.*
- *I will not misrepresent or permit misrepresentation of my qualifications or the qualifications of my associates.*
- *I will have due regard for the environment and for public safety, health, and well-being.*
- *I will always strive to maintain competence by remaining current with changes in the industry.*
- *I understand the certificate, logo, and marks are property of National Registry.*
- *I will uphold and follow all policies and procedures required by National Registry to remain in good standing.*

What Should I Expect at the Exam Site?

When you arrive to take the exam, you must show proof of your identity to the Test Administrator/Proctor by providing government-issued photo identification. You must bring a photo ID even if you personally know the Test Administrator/Proctor. The Examinee Consent and completed answer sheet will be your exam application. If the exam is administered by an independent Test Administrator/Proctor, pay the administration company the appropriate application fee. If you have a voucher for Pearson VUE or Diversys Learning, please provide them with your voucher. Potential examinees without an acceptable photo ID will not be permitted to enter the exam area, nor will they receive a refund of their exam fees. Potential examinees should expect a location conducive to taking an exam. If the facility or Test Administrator/Proctor does not provide the right conditions, notify National Registry at (800) 446-0257 or via email at customer.service@nrfsp.com.

What Do I Need to Bring to the Exam Site?

You must bring valid government-issued photo identification. Acceptable forms of identification include:

- *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*

You should also bring two sharpened No. 2 pencils. No reference materials or personal electronic devices such as cell phones, personal computers, or programmable calculators will be permitted within the exam area.

What If I Need Special Exam Conditions or Accommodations?

National Registry complies with the Americans with Disabilities Act (ADA). Potential examinees with documented disabilities may request necessary aids and services as long as they do not fundamentally alter the measurement of the exam skills or knowledge. National Registry does not charge for reasonable accommodations.

To make a request, you must complete the Accommodation Documentation Form in Appendix B at the back of this booklet. You must include the specific diagnosis of your disability; medical records, or other written proof of the diagnosis by **an appropriate licensed professional**; and the type of accommodation being requested.

All accommodation paperwork must be received and approved by National Registry at least **30 days before** the scheduled exam date. Contact your Test Administrator/Proctor and inform him/her about your special accommodations. National Registry will review all requests for accommodations and notify the Potential examinee prior to the exam date. If you do not receive notification within two weeks of submitting your accommodation, please contact National Registry.

National Registry will send you an authorization letter if your accommodation request has been approved. Bring the authorization letter with you to the examination site and give it to the Test Administrator/Proctor.

Indeterminate Scores Policy:

National Registry is committed to reporting only valid scores. On occasion, circumstances may require National Registry to classify scores as indeterminate. Circumstances may be related to examinee behavior during the testing event, faulty examination materials, or other irregularities in the administration of the examination. Indeterminate scores will not be reported to examinees. Examinees receiving an indeterminate score will be advised of the options for retaking the examination.

After investigation and analysis of all available information, scores will be either classified as valid and reported, or scores will be classified as indeterminate. Indeterminate scores will be canceled and will not appear on the examinee's record and will not be reported or verified to any party. If the scores are classified as indeterminate, the examinee will be notified within seven business days and advised of the options for retaking the examination at a Pearson VUE testing center. Examinees who have received a score report that is later classified as indeterminate will be notified of the indeterminate classification.

Taking the Exam

- *You have two hours to complete the exam.*
- *The examination booklet will be given to you in a unopened wrapped poly-bag*
- *Do not accept any examination booklets that have been taken out of the poly-bag*
- *Listen to and read all instructions carefully.*
- *Take your time reading the questions. If you have a problem with a question, skip it and come back to it later. Be sure you keep track of questions you skip and make sure you are putting your answers in the correct spaces on the answer sheet.*
- *ONLY answers marked on the answer sheet will be scored; however, you may mark in the examination booklet. Allow yourself plenty of time to transfer your answers from the exam booklet to the answer sheet.*
- *Answer ALL questions. Blanks are always incorrect. There is no penalty for guessing.*
- *Test Administrator/Proctors cannot answer questions regarding the examination. If you think a question has a mistake or is unclear, ask for a Examinee Comment Form. Complete the form and return it at the end of the exam. The Test Administrator/Proctor returns these with the examinations.*
- *No reference materials, books, papers, or personal electronic devices such as cell phones, personal computers, or programmable calculators will be permitted within the exam area.*
- *No talking or other communication is permitted during the exam. Examinees shall not copy examination materials, copy the work of others, provide answers to others, use materials not allowed in the exam room, or in any way cheat on an examination.*
- *No smoking, drinking, or eating is permitted in the exam area.*
- *No moving about the room or other behavior distracting to other examinees is permitted.*
- *One examinee at a time will be permitted to leave the exam area to use the restroom or for emergencies.*
- *Exam materials may not be removed from the exam area.*
- *After completing exam, place exam booklet in the white window envelope that is provided with the cover page facing the window.*
- *Seal the envelope and sign on signature line BEFORE handing the exam booklet to the Test Administrator/Proctor*

Behavior that violates these rules may result in your examination being invalidated or your removal from the exam site.

Obtaining My Score

Your certification is not official or valid until National Registry issues your certificate.

If you successfully pass the exam, a certificate and wallet card will be sent within 2 weeks of your exam date. If you fail the exam a Diagnostic Report will be mailed within 2 weeks of your exam date.

Answers to the multiple-choice items are scored by an optical scanner and checked for accuracy, a virtually error free process. However, if you believe an error has been made, you may request a rescore of your multiple-choice answers.

A request for rescoring must be made in writing. Please visit our website, www.nrfsp.com, and fill out a Rescore Request Form or you may call Customer Service at 800-446-0257 to request the form. All requests for rescoring must be post marked within 30 days from the original score notice.

In the event that the rescoring process results in a passing score alteration, your records will be updated and a correct score along with a certificate and wallet card will be issued and sent. If the rescore confirms failing status, you will be sent a letter confirming the failure.

If you do not receive your exam results within 2 weeks of your exam date, contact Customer Service at National Registry of Food Safety Professionals by calling 800-446-0257 or by email at customer.service@nrfsp.com. You will have 60 days to claim exam results and after the 60 day grace period there will be a fee to receive your results.

Retaking the Exam

If you fail the exam, you must wait 24 hours before retaking the exam. Contact your supervisor or trainer for more information. Carefully review your Diagnostic Score Report and study any problem areas.

Recertification

The only method for recertification is to retake the examination.

PLEASE NOTE: The laws and regulations covering certification as a Certified Food Safety Manager vary across jurisdictions. Please check with your local health agency or your employer to verify your local regulations and find out the number of years your jurisdiction or your employer will accept your certification.

Verification of Certification

If you agree to the terms of the examination, pass the examination, and are certified as a Certified Food Safety Manager, National Registry will verify your certification status upon request by governmental organizations, employers, and other interested people.

Certified Food Safety Manager Disciplinary Policy

National Registry has adopted a Certified Food Safety Manager Disciplinary Policy. A copy of this code of conduct is listed on page six of the Examinee Information Bulletin. In addition to passing National Registry's examination, examinees must adhere to the requirements contained in this Disciplinary Policy in order to become and remain a Certified Food Safety Manager. To be eligible for certification and continued certification, an individual must continuously comply with all of National Registry's standards, policies, and procedures. Actions that constitute a violation of the Certified Food Safety Manager Disciplinary Policy include, but are not limited to: cheating on an examination, providing false information, misrepresenting certification status, misusing property of National Registry, and being subject to any regulatory, criminal, or civil action related to public health and/or food safety.

Persons concerned about a possible violation of the Disciplinary Policy are asked to inform National Registry in writing. Alleged violations are first referred to the Chief Operating Officer and then to an Appeals Panel if review is warranted. If good cause is found to further pursue the alleged violation, a hearing will be held before the Appeals Panel. The individual will have the opportunity to present a defense. The Appeals Panel will determine the appropriate sanctions to be imposed, if any; National Registry may deny, revoke, or otherwise act upon an individual's certification. The individual may appeal an unfavorable decision; otherwise, the Appeals Panel decision will be final. If eligibility or certification is denied or revoked, an individual cannot be reconsidered for a period of at least three years. In the event that an alleged violation constitutes an imminent threat to the public, this procedure may be accelerated.

Policy On Use of Certification Trademarks & Release of Information

Sharing My Status as a Certified Food Safety Manager

Upon successful completion of the Food Safety Manager Certification Examination, you will be entered into the National Registry of Food Safety Professionals database. National Registry will not provide examination scores without your authorization.

The trademarks “Certified Food Safety Manager,” “Environmental Health Testing,” “National Registry of Food Safety Professionals,” “National Registry,” and the abbreviations relating thereto are the exclusive property of Environmental Health Testing, and it has the sole right to control the use of these marks. However, with continued certification and compliance with National Registry’s standards, policies, and procedures as they may be amended from time to time, you may use these marks to identify yourself as a Certified Food Safety Manager, including:

- Displaying the Certificate awarded to you
- Stating that you are a “Certified Food Safety Manager”
- Using the CFSM marks on business cards and letterhead

Should you wish to use these marks in other ways, such as on advertising or promotional materials, you must obtain written approval for each use from National Registry.

You may not reproduce certificates or wallet cards, alter certificates or wallet cards, or otherwise misrepresent the information contained on the original document. Evidence of involvement in the above activities will be grounds for revocation or other disciplining sanction.

If you require a new copy of your certificate or wallet card, contact National Registry and ask for a reprint request form or visit the website at www.NRFSP.com. There is an \$18 fee for each reprint requested.

Reporting Security Breaches

NRFSP exam questions can cost \$400 or more per question to replace due to cheating and violations in security protocol. It also forces us to continue to develop enhanced security and cheat detection to fulfill our accreditation standards. Competent food safety managers certified by NRFSP are critical to promoting food safety and consumer protection. Help us maintain the highest level of integrity of our exam by reporting suspected cheating.

Please report any suspected cheating or exam irregularities to our Cheating Hotline. Your identity will be kept confidential and secure. Call the Cheating Hotline or email:

Cheating Hotline

1-888-544-9688 hotline@nrfsp.com

Appendix A

Preparing for the Exam

Below is a breakdown of the content of the exam. There are a number of ways you can prepare for the exam. If you want more information on food safety to prepare for the exam, see the section, “More on Food Safety.”

Content	# of Items
Preventing Contamination and Cross-Contamination	15
<i>Protect Food Packaging and Food Contact Surfaces From Contamination</i>	4
<i>Verify No Bare-Hand Contact for Ready-to-Eat Foods</i>	3
<i>Ensure that food is Stored Properly</i>	4
<i>Monitor “Foot Traffic” of Non-essential Staff in Food Preparation Areas</i>	1
<i>Dispose of Wastes</i>	3
Ensuring Personal Hygiene and Employee Health	14
<i>Execute Employee Health Policies</i>	3
<i>Ensure Proper Hand Washing and Hygiene</i>	3
<i>Monitor Employee Behaviors Related to Smoking, Eating, and Drinking</i>	3
<i>Ensure Proper Glove Use</i>	3
<i>Ensure Proper Storage of Employee Personal Belongings</i>	2
Actively Managing Controls in a Food Establishment	13
<i>Implement a Food Safety Plan</i>	2
<i>Train the Food Establishment Staff</i>	2-3
<i>Recognize a Foodborne Illness</i>	2
<i>Develop a Food Allergen Plan</i>	2
<i>Ensure Regulatory Compliance of Your Establishment</i>	2-3
<i>Implement a Crisis Management Plan</i>	2
Monitoring the Flow of Foods	10
<i>Purchase and Receive Products</i>	2
<i>Store and Display Food Products</i>	2
<i>Serve Food or Manage the Self-Service of Food</i>	2
<i>Manage the Transportation and Delivery of Food</i>	2
<i>Monitor Foods While they are Being Prepared</i>	2
Ensuring Product Time and Temperature	11
<i>Maintain Temperature Measuring Devices</i>	3
<i>Manage Food Product Time and Temperatures Controls</i>	8
Conducting Cleaning and Sanitizing	9
<i>Develop Cleaning and Sanitizing Procedures</i>	3
<i>Store and Maintain Cleaning and Sanitizing Materials, Tools and Products</i>	3
<i>Conduct Cleaning and Sanitizing Procedures in the Establishment</i>	3
Managing the Physical Facility Design and Maintenance	5
<i>Develop Plans for Facility Design and Maintenance</i>	1
<i>Maintain Water Supply and Waste Disposal Systems</i>	1
<i>Maintain Adequate Ventilation</i>	1
<i>Maintain Lighting in Food Preparation and Storage Areas</i>	1
<i>Obtain and Maintain Equipment and Supplies</i>	1
Preventing and Controlling Pests	3
<i>Implement pest control prevention</i>	3
Total	80

What Types of Questions are on the Exam?

The following sample questions are provided as examples of the types of questions that will appear on the exam. These samples are provided primarily to allow you to become familiar with the format of the questions. They should not be viewed as representative of the entire content of the exam. These exact questions will not be on the exam.

1. Bacteria that can cause a foodborne infection are
 - A. *Ciguatera*.
 - B. *Hepatitis A*.
 - C. *Salmonella enteritidis*.
 - D. *Clostridium botulinum*.
2. The presence or growth of microorganisms is a type of
 - A. *acid hazard*.
 - B. *physical hazard*.
 - C. *chemical hazard*.
 - D. *biological hazard*.
3. A shipment of frozen fish arrives at your food establishment. You see that the outside bottoms of the shipping cartons have too much ice and the fish fillets held within the cartons have brown edges. These are signs of
 - A. *thawing and refreezing*.
 - B. *safe, high quality seafood*.
 - C. *seafood that has been kept in frozen storage too long*.
 - D. *seafood that has been blast chilled*.
4. Potentially hazardous foods MUST be reheated to an internal temperature of
 - A. *130° F (54° C) within 1 hour*.
 - B. *155° F (68° C) within 1 hour*.
 - C. *165° F (74° C) within 2 hours*.
 - D. *171° F (77° C) within 2 hours*.
5. Checking the walk-in refrigerator, you see food stored in the following ways. Which one would you correct IMMEDIATELY?
 - A. *Raw foods are stored on a shelf above ready-to-eat foods*.
 - B. *Loosely covered cooked foods are cooling on the top shelf*.
 - C. *Ice is being used to cool spaghetti sauce in a shallow pan*.
 - D. *Foods are being stored in plastic containers with tight-fitting lids after cooling*.
6. When cooked and raw foods are displayed in a deli, you should
 - A. *Keep the food temperature at 50° F (10° C)*.
 - B. *Physically separate raw and cooked foods*.
 - C. *Physically separate whole raw fish and raw fish fillets*.
 - D. *Use window cleaner on glass inside the case*.
7. Which of the following practices is approved for use in a food establishment?
 - A. *Wooden cutting boards are washed in a 2 compartment sink*.
 - B. *Serving utensils are stored with their food-contact surfaces in the food*.
 - C. *The guard is removed from the slicer to handle large food items*.
 - D. *Single use aluminum pans are reused*.
8. Which of the following are the CORRECT steps to follow when using your manual 3 compartment sink to wash dishes and utensils?
 - A. *Pre-scrape and pre-flush, wash, rinse, sanitize, and air dry*.
 - B. *Pre-scrape and pre-flush, rinse, wash, sanitize, and air dry*.
 - C. *Pre-scrape and pre-flush, wash, rinse, sanitize, and towel dry*.
 - D. *Pre-scrape and pre-flush, rinse, wash, sanitize, and towel dry*.

What Types of Questions are on the Exam? (continued)

9. The only correct way to make sure the proper strength of a chemical sanitizer in the third compartment of the manual warewashing sink is to
- measure it using correct test strips.*
 - change the solution every 3 hours.*
 - change the solution at the end of each shift.*
 - look for the color of the sanitizer in the final rinse water.*
10. Which of the following conditions in an outside waste disposal area needs to be corrected IMMEDIATELY?
- a locked fence.*
 - containers without covers.*
 - a location too far from the building.*
 - containers located on a hard surface.*
11. During a self-inspection, you see the following situation. Which should you correct at once?
- Employees and customers are using the same restroom.*
 - The waste basket at the handwashing station does NOT have a plastic liner.*
 - The hand washing station in the kitchen does NOT have foot pedals to turn the water on.*
 - A hand washing sink in the kitchen is being used to hold a tray of cookies that are cooling.*
12. Corrective action needs to be taken IMMEDIATELY if you see a food handler
- using hand sanitizer instead of washing their hands.*
 - wearing a plain wedding band during food production.*
 - wearing the same apron when changing from raw beef to raw chicken.*
 - using the same paper towels they dried their hands with to touch the handles on the sink to turn off the water.*
13. The MOST important reason for having food handlers wear hair restraints is to
- keep the food handlers' hair neat and in place.*
 - avoid the need for having food handlers wash their hair daily.*
 - prevent food from getting into food handlers' hair.*
 - prevent food handlers from contaminating their hands by touching their hair.*
14. The best method for teaching employees how to clean a slicer is to show the skill and then
- have them do it for you.*
 - hand them the manufacturer's directions.*
 - show them a video on cleaning the slicer.*
 - have another employee show how to do it again.*
15. You see that the food handler you assigned to prepare the salad has a small cut on their hand. You should
- have them start the preparing the salad anyway.*
 - move them to the meat slicing area.*
 - send them to see his doctor, then home for the day.*
 - have them put on a watertight bandage over the cut and wear gloves.*

Answers for Sample Questions

- | | | |
|------|-------|-------|
| 1. C | 6. B | 11. D |
| 2. D | 7. B | 12. A |
| 3. A | 8. A | 13. D |
| 4. C | 9. A | 14. A |
| 5. A | 10. B | 15. D |

The following books and materials are helpful resources to learn more about food safety. Visit www.nrfsp.com for more information on available resources.

1. FDA 2009 Food Code, U.S. Public Health Service Food and Drug Administration, U.S. Department of Commerce, Technology Administration, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161 PB 2005-102200
2. Food Safety Management Principles, Chadwick House Group Limited, London, England
3. Food Safety First Principles, Chadwick House Group Limited, London, England
4. HealthGuard Food Manager Certification Training, NSF International, Ann Arbor, MI
5. Essentials of Food Safety and Sanitation, Food Safety Fundamentals, Food Marketing Institute, Arlington, VA
6. Knowledge Area Guides (KAG) – The Food Safety Knowledge Area Guides were created to provide a condensed snap shot of the most important “basics” of food safety. These are an excellent tool for examinees who have taken the exam before and need to brush up on key learning areas,

Appendix B 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 2012-05-23
Issue Date: 2011-04-11
Contact Person: Liz Corchado Torres
Revision: 2 / 2012-05-23



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:	
SSN#		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"/> Diversys Proctored Computer Based Exam	<input type="checkbox"/> Pearson VUE Computer Based Testing Center
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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"/> 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 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