

NEHA Certified Professional of Food Safety (CP-FS)

Candidate Information Brochure



CP-FS Examination

Eligibility Requirements

To be eligible for the CP-FS credential, a candidate must meet the criteria for Track A, B, or C as follows:

- A. **Degree Track:** You are eligible for the credential if you have:
1. a bachelor's degree in food science or environmental health from a degree program accredited by the National Environmental Health Science and Protection Accreditation Council. To find out if your degree program has been accredited by NEHSPAC, please visit their website at: <http://www.ehacoffice.org/accred-prog/under-prog.php> ; OR
 2. a bachelor's degree with at least two (2) years experience in food protection; OR
 3. a bachelor's degree and possession of the NEHA REHS/RS credential
- B. **Experience Track:** You are eligible for the credential if you have:
1. an associate's degree *and* four (4) years of progressive experience in food-related work, *and* successfully passed the Certified Professional Food Manager (CPFM), Food Safety Manager's Certification Examination (FSMCE), SuperSafe Mark Exam, or ServSafe exam
 2. a high school diploma or GED *and* five (5) years of progressive experience in food-related work, *and* successfully passed the Certified Professional Food Manager (CPFM), Food Safety Managers Certification Examination (FSMCE), SuperSafe Mark Exam, or ServSafe exam
- C. **"In-Training" Status:** If you are applying under condition A-2 of the eligibility requirements, but do not yet have the required work experience, you may apply for an "In-Training" Status registration. You will have three (3) years to acquire the necessary experience to transfer your registration to full-credential status. If you do not acquire the necessary experience in three years, your "In-Training" status will expire. In order to obtain the credential you will need to once again apply and be found eligible to take the exam.

Foreign Applicants

For foreign applicants or those that have attended and received a university degree outside of the United States applying under the Degree Track, a third-party review of your transcript is necessary to determine equivalency to schools within the United States. The report given by the third party will need to accompany your NEHA *Application for Professional Credential*.

You may contact a service such as the International Education Research Foundation www.ierf.org to conduct the third-party equivalency review.

Completing the Application

Applications must be completed and returned to NEHA for review at least 4 weeks prior to the exam date. If an application is received less than 4 weeks prior to when an examination is being given, an additional late fee or expedite fee of \$45 will apply.

A complete application should include:

1. Completed *NEHA Application for Professional Credentials*.
2. Official college transcripts or copy of high school diploma/GED. To be considered official, the transcript should be received at the NEHA office in the sealed envelope from the College Registrar's Office/Transcript Office.
3. Copy of Certified Professional Food Manager (CPFM), Food Safety Managers Certification Examination (FSMCE), SuperSafe Mark Exam, or ServSafe exam (if applicable)
4. Work Experience Verification Form.
5. Appropriate fees.
6. Third-party review (applicable for foreign candidates).

Exam Fees

All fees should accompany the NEHA *Application for Professional Credentials*.

	Member Rate	Non-Member Rate
Application fees:	\$55.00	\$85.00
Examination fees:	\$135.00	\$235.00
Pearson VUE fee (if applicable):	\$100.00	\$100.00

Exam Scheduling and Locations

Candidates can choose to schedule the CP-FS examination in several different ways:

1. The CP-FS exam is offered annually at the NEHA Annual Education Conference in June.
2. State Affiliate and Regional Meetings periodically offer the CP-FS exam at their meetings/conferences. An up-to-date listing of these meeting/conference offerings can be found on the NEHA website at <http://www.neha.org/credential/index.shtml> .
3. Candidates can choose to take the exam on computer through Pearson VUE. By choosing this option, candidates can schedule the examination at their convenience at one of Pearson VUE's 4,400 testing locations. To find a Pearson VUE testing center near you, please visit www.pearsonvue.com/neha. Taking the exam at Pearson VUE not only offers the candidate flexibility in scheduling the exam, but also allows the candidate to receive his/her scores immediately following the conclusion of the exam.

4. Special test sites may be arranged through NEHA in cooperation with its test vendor, Professional Testing, Inc. In order to accommodate requests for special test sites, arrangements must be made a minimum of 4–6 weeks prior to the requested date. The fee to set up a special test site is \$350. For groups of 10 or more REHS/RS and/or CP-FS candidates, the special test site fee is waived. Please complete the Special Test Site Request form (Appendix A) and return it to NEHA with your application.
5. Military base testing is offered to those currently in the U.S. military. Arrangements may be made to offer the exam at your military base testing center. There is no additional fee for this option.

Special Accommodations for Candidates with Disabilities or Impairments

NEHA is committed to ensuring that no individual is deprived of the opportunity to take a credentialing examination solely by reason of a disability or impairment. All test centers are fully accessible and compliant with the American with Disabilities Act (ADA).

To make a request for special accommodations, you must complete the Accommodation Request Form and Documentation of Disability Related Needs Form found in Appendix B at the back of this brochure, including 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. Both forms must be returned to NEHA at least 30 days prior to the scheduled test date.

If the forms are not returned to NEHA within 30 days prior to the scheduled test date your request for special accommodations may not be honored.

With respect to all matters related to testing accommodations, NEHA will only communicate with the candidate, professionals knowledgeable about the candidate's disability or impairment, and the candidate's authorized representative (if applicable).

Admission to the Exam

For paper-and-pencil tests, NEHA will send an admission ticket approximately 2 weeks prior to your test date. The admission ticket will detail the exam date and location, reporting time, and starting time. Those that do not appear on the date of the exam at the appropriate time will forfeit all exam fees. Persons arriving after the examination has started may not be admitted.

If you lost your admission ticket or have not received an admission ticket at least 2 days prior to the test date, please contact NEHA immediately.

Only approved candidates will be admitted to the exam. No walk-in applicants will be admitted.

On test day please bring with you your admission ticket, photo identification (i.e. driver's license or passport), and sharpened #2 pencils.

For computer-based tests, NEHA will send you an authorization-to-test email when your application is approved. The email will include your candidate ID. You will then go to www.pearsonvue.com/neha or call the number provided to choose a testing center and make an appointment.

Each candidate must present **two** valid forms of identification which match the candidate name on record. Candidates who do not present the required ID will not be allowed to test and will forfeit the examination fee.

<p>Primary</p>	<p>The following IDs meet the primary ID requirements:</p> <ul style="list-style-type: none"> • Government-issued driver's license • State/national identification card • Passport* • Military ID* • Alien registration card (green card, permanent resident visa) • U.S. Passport card • U.S. Dept. of State Driver's License <p>* The primary ID must contain a photo & signature <i>unless</i> the signature is embedded in the identification. When this occurs candidate must present another form of signature identification from the primary or secondary list.</p>
<p>Secondary</p>	<p>The following IDs meet the secondary ID requirements:</p> <ul style="list-style-type: none"> • Any ID on the primary list • Social Security card • Credit/bank ATM card (signature required).

Note: Candidates are not allowed to bring personal items into the testing room. Considerations are made for comfort items that the administrator must inspect (pillow / crutches / tissues etc).

Scores

The passing score for the CP-FS is 75 percent. Your score will be based on the number of questions answered correctly, with no penalty for incorrect answers. If you are unsure of the answer, it is better to guess than to leave the question unanswered.

For paper-and-pencil tests, your exam results will be mailed to you from the NEHA office 4–6 weeks after the administration. To insure confidentiality, exam scores will not be released over the phone, via fax or email.

Credential Maintenance

Once you have obtained the CP-FS credential you will need to maintain it. To keep your credential in good standing you must:

1. Earn a minimum of 24 hours of continuing education every two years; and
2. Submit renewal fees for your credential every two years (\$125.00 members; \$325.00 non-members).

NEHA's Credentialing Handbook

It is strongly recommended that you read NEHA's Credentialing Handbook: *Guide to Policies and Procedures for NEHA's Credentialing Programs*. This handbook, which can be downloaded from the NEHA website at www.neha.org, outlines all the policies you are expected to follow by being a NEHA credential holder. The handbook also outlines in further detail the procedures for applying for a credential, submitting continuing education, and maintaining your credential.

If you would like to request a hard copy of NEHA's Credentialing Handbook, please contact the Credentialing Department at (303) 756-9090 ext. 337 or ext. 339, or email credentialing@neha.org.

Exam Description and Content Outline

The CP-FS examination consists of a total of 120 multiple-choice questions. Candidates are given a total of two (2) hours to complete the exam.

Below is an outline of the eight (8) different content areas the examination covers and the percentages of questions allotted to each of those areas. Please use this outline as a guide when preparing for the examination.

I. Causes and Prevention of Foodborne Illness (28% of exam)

1. Differentiate between foodborne illness and foodborne outbreak
2. Differentiate between the cause of foodborne infection and foodborne intoxication
3. Recognize the major types of microorganisms/toxins that cause biological contamination
4. Identify the common types of bacteria and virus and associated illnesses and symptoms
5. Identify the common types of parasites and fungi and associated illnesses and symptoms
6. Define foods that are potentially hazardous
7. Identify biological, physical and chemical contamination
8. Demonstrate knowledge of the hazards associated with cross contamination
9. Demonstrate knowledge of the personal hygiene and employee health to food safety
10. Demonstrate knowledge of the relationship between hand contact and foodborne illness (hand washing)
11. Demonstrate knowledge of the relationship between poor personal habits and foodborne illness
12. Demonstrate knowledge of the relationship between employee illness and foodborne illness
13. Demonstrate knowledge of the hazards of contamination and pests as they relate to foodborne illness
14. Assess the potential for foodborne illness in a food establishment
15. Evaluate standards, policies and procedures for preventing foodborne illness
16. Describe the HACCP Program

17. Prevent hazards prior to and during receipt of food
18. Prevent hazards during food storage
19. Prevent hazards during food preparation
20. Prevent hazards during food service and display
21. Prevent hazards during re-service of packaged foods and service of stored, previously prepared foods
22. Prevent hazards during transportation of food
23. Improve practices and procedures, e.g. self inspection procedures
24. Practice and promote personal hygiene
25. Prevent people with food transmitted diseases from working in the food service establishment
26. Demonstrate knowledge of cleaning and sanitizing utensils and equipment, correct use of chemicals for cleaning and sanitizing, and practices for manual and mechanical warewashing
27. Demonstrate knowledge of allergens and their symptoms, and labeling of food products for allergens

II. Knowledge of Food Safety Inspections (21% of exam)

1. Knowledge of how to observe the facility and personnel practices carefully
2. Knowledge of inspector's proper attire
3. Demonstrate knowledge of collecting data in a scientific manner
4. Analyze inspection findings
5. Determine corrective action required
6. Document inspection
7. Demonstrate knowledge of equipment operation principles
8. Calibrate test equipment
9. Perform accurate measurements and calculations
10. Demonstrate an understanding of how to interpret test results
11. Identify unique variables of institutional high risk populations
12. Examine receipt and storage of food and supplies
13. Assess food preparation facilities and procedures
14. Assess water supply, vector control, and waste management methods
15. Perform appropriate field tests
16. Inspect equipment
17. Assess potential for cross-contamination
18. Assess potential for temperature abuse
19. Assess food storage procedures
20. Identify food source
21. Verify product identification and Evaluate labeling and product representation
22. Identify proper display and service techniques
23. Use, test, and calibrate thermometers used in food preparation, service and storage.
24. Identify proper temperatures for heating, reheating, holding, cooling, and display of food
25. Identify proper story and placement of food items in refrigerators
26. Demonstrate knowledge of proper loading, maintenance, and use of mechanical warewashers and cleaning and sanitizing procedures

III. Facility and Plan Review (13 % of exam)

1. Demonstrate and understanding of the concepts associated with proper hand washing facilities

2. Demonstrate and understanding of the issues associated with facilities for storing hazardous materials
3. Demonstrate and understanding of the issues associated with facilities for dressing, restrooms, and laundry
4. Demonstrate knowledge of suitable facility construction and design for food establishments
5. Demonstrate knowledge of appropriate materials and design for floors, walls, and ceilings for food establishments
6. Demonstrate knowledge of proper lighting and ventilation
7. Demonstrate knowledge of proper plumbing installation and water supply
8. Demonstrate knowledge of proper procedures for disposal of solid waste and wastewater
9. Identify rules and regulations related to facilities and pest control
10. Evaluate the adequacy of equipment for refrigeration, cooking, hot holding, cooling and display
11. Identify proper design and location of equipment
12. Evaluate equipment and utensils to verify they are designed and constructed to be durable and to retain their characteristic qualities under normal use and conditions
13. Demonstrate knowledge of problems associated with the use and maintenance of equipment and utensils
14. Identify proper floor or counter clearance for equipment
15. Identify appropriate use and location for different types of refrigerators and freezers
16. Identify proper use and location of equipment used to heat food

IV. Special Categories (13% of exam)

1. Develop plans for special needs (e.g. food banks, soup kitchens, athletic events)
2. Use knowledge of risk assessment
3. Use knowledge of Modified Atmosphere Packaging (MAP)
4. Use knowledge of barriers – multiple hurdle technology
5. Understand parameters of food relative to foodborne illness
6. Use knowledge of emerging pathogens
7. Access relevant documents on Internet
8. Use knowledge of food irradiation and its hazards
9. Use knowledge of irradiated food labeling requirements
10. Assist with planning for emergencies
11. Understand techniques used in emergencies (e.g. flooding, power failures, fires)
12. Demonstrate knowledge of shipping manifest documents
13. Inspect transportation vehicles and related equipment
14. Evaluate critical controls during transport/delivery of food (time/temperature records)
15. Demonstrate knowledge of Food and Bio Security associated with the food service industry
16. Demonstrate knowledge of special requirements of high risk populations and establishments

V. Legal Aspects of Food Safety (10% of exam)

1. Knowledge of definition of adulteration
2. Knowledge of definition of contamination

3. Knowledge of embargo, search, seizure, condemnation, recall, and nuisance abatement
4. Knowledge of current food safety laws and regulations (e.g. adulteration, misbranding of food)
5. Knowledge of state food safety laws and regulations
6. Knowledge of local food safety laws and regulations
7. Follow procedures for access to establishment
8. Follow procedures when denied access
9. Follow procedures for ceasing operations
10. Follow procedures for resuming operations
11. Knowledge of privacy protection for permit holders
12. Knowledge of privacy protection for employees
13. Knowledge of summary abatement

**VI. Food Safety Education & Consumer Protection & Awareness
(6% of exam)**

1. Provide on-site training for groups (e.g. food workers, church supper, events)
2. Apply basic principles of education and training
3. Educate food managers when inspecting
4. Demonstrate knowledge of time, temperature, and hygiene factors
5. Demonstrate knowledge of hand washing procedures
6. Demonstrate knowledge of HACCP
7. Train employees and others to follow proper practices of food production and service

**VII. Knowledge of Sample Collection and Interpretation of Results
(4% of exam)**

1. Use knowledge of sampling techniques
2. Conduct scientific sampling
3. Collect specimens in a legally defensible manner
4. Preserve and protect samples and specimens
5. Document critical information about samples and sites
6. Interpret test results accurately
7. Apply correct food sampling procedures

VIII. Identify and Understand Pest Control (4% of exam)

1. Identify vectors and pests
2. Knowledge of the life cycle and conditions favorable to growth of vectors, pests
3. Understand multi-method control (education, biological, physical, legal)
4. Understand chemical controls (use, storage, health risks, environmental hazards)
5. Provide public instruction about vectors and pests

Recommended Study References

Below is a list of study references that are recommended to assist the candidate in preparing for the CP-FS examination. All resources are available for purchase through the NEHA online [Bookstore](#).

CP-FS Study Guide Package

NEHA recommends this package to help candidates prepare for the CP-FS examination. These references are informative and useful not only in getting ready for the exam, but as important tools to use in your professional career. This package includes the *CP-FS Study Guide (2010 Edition)*, NEHA's *Certified Professional Food Manager* course book, *2005 Model Food Code* on CD, and *2009 Model Food Code* on CD.

CP-FS Online Review Course

NEHA offers an online review course that is designed to help you prepare for the exam. It includes access to the 2006 *CP-FS Study Guide*; a 10-hour, videotaped CP-FS review course; and online review questions.

Individual References

1. *CP-FS Study Guide (2010 Edition)*, 2010, NEHA, catalog #1091
2. *Certified Professional Food Manager*, 2010, NEHA and MindLeaders, Inc. (portions), catalog #EZ6002CPFS
3. *Control of Communicable Diseases Manual (Nineteenth Edition)*, 2008, D. L. Heymann (Editor), catalog #573
4. *Food Safety Fundamentals: Essentials of Food Safety and Sanitation (Second Edition)*, 2010, D. McSwane, R. Linton, N.R. Rue, and A.G. Williams, catalog #1093
5. *HACCP: Managing Food Safety Hazards at the Retail Level*, 2009, NEHA, catalog #EZ6013
6. *Handbook of Environmental Health, Volume 1: Biological, Chemical, and Physical Agents of Environmentally Related Disease (Fourth Edition)*, 2003, H. Koren and M. Bisesi, catalog #215A
7. *Modern Food Microbiology (Seventh Edition)*, 2005, J. M. Jay, M. J. Loessner, and D. A. Golden, catalog #578
8. *Principles of Food Sanitation (Fifth Edition)*, 2006, N.G. Marriott and R.B. Gravani, catalog #126
9. *SuperSafeMark Guide to Food Safety*, 2008, D. McSwane, R. Linton, and N. Rue, catalog #820
10. *2005 Model Food Code*, U.S. FDA

Appendix A.

Special Test Site Request Form

Name of Person Requesting Site: _____

Phone Number: _____

Employer: _____

Address: _____

Email Address: _____

Requested Test Date: _____

Requested Location: _____

***Number of Expected REHS/RS Candidates:** _____

***Number of Expected CP-FS Candidates:** _____

*If available please attach a list of candidate names and which exam they are taking to this application.

Acknowledgement Statement

I, _____, acknowledge that this request to the National Environmental Health Association (NEHA) for a special test site is only a request and not a binding agreement to provide such a test site. I also acknowledge that if there are fewer than 10 candidates testing for either the REHS/RS and CP-FS or any combination of the two, a fee of \$350.00 will be incurred and must be paid in full prior to the setting up of the test site.

My signature below attests to my understanding and abiding to the above statement.

Signature

Date

Proctor Information:

Proctor Name: _____

Title: _____

Mailing Address (can not ship to P.O. Box address, APO, FPO):

Street: _____

City: _____ ST: _____ Zip: _____

Day Phone: _____

Evening Phone: _____

Email Address: _____

Appendix B.

Accommodation Request Form

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

Name_____

Address_____

Phone_____

Accommodations requested for the Certified Professional of Food Safety (CP-FS) Examination

Exam Site_____ Date_____

Please check all that apply:

- Accessible Testing Site Large Print Tape
- Reader
 - for visual impairment for learning disability
- Scribe
 - for visual impairment for learning disability
- Sign Language Interpreter
- Extended time (please specify)
 - Time and a half (3 hrs) Double time (4 hrs) Other (specify ____hrs ____ min)
- Separate testing area
- Use of computer or other adaptive equipment (specify)

 Other Accommodations (specify)

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

Signature_____ Date_____

Documentation of Disability Related Needs

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

If you have existing documentation of having the same or similar accommodations provided to you in another test administration, you may submit such documentation in lieu of this form.

I have known _____ since _____
(applicant) (date)

in my capacity as _____
(professional title)

The applicant has discussed with me the nature of the test to be administered. It is my opinion that because of the applicant's disability, he or she should be accommodated by providing the following:

Please check all that apply:

- Accessible Testing Site Large Print Tape
- Reader
- for visual impairment for learning disability
- Scribe
- for visual impairment for learning disability
- Sign Language Interpreter
- Extended time (please specify)
 - Time and a half (3 hrs) Double time (4 hrs) Other (specify ____ hrs ____ min)
- Separate testing area
- Use of computer or other adaptive equipment (specify)

 Other Accommodations (specify)

Name (Printed) _____ Signature _____

Title _____ License # _____

Phone (____) _____ Date _____