

## Application for Food Safety Training Program Equivalency Review

<b>Name of Organization:</b>	<b>Date:</b>	
<b>Applicant Name:</b>		
<b>Mailing Address:</b>	<b>Tel:</b>	<b>Fax:</b>
	<b>Email:</b>	
<b>Name of Food Safety Training Program:</b>		
<b>Method of Course Delivery:</b>	<input type="checkbox"/> Classroom	<input type="checkbox"/> Online
<b>Method of Exam Delivery:</b>	<input type="checkbox"/> Classroom	<input type="checkbox"/> Online

***Please check all that apply (a checkmark indicates an affirmative answer)***

<b>ORGANIZATION REQUIREMENTS</b>	
<b>Type of Organization</b>	<input type="checkbox"/> public or private training institution <input type="checkbox"/> public health or other government organization <input type="checkbox"/> food industry or professional organization <input type="checkbox"/> private trainer or training company that has document support of credibility
<b>Organizational Values and Responsibilities</b>	<input type="checkbox"/> has a philosophy, mission and/or goals towards food safety education in the retail/food service industry that are aligned with the learning outcomes of the FRFS Code <input type="checkbox"/> is responsible to its students and is capable of administrating and maintaining student records according to privacy legislation <input type="checkbox"/> ensures that any translation of course promotion, content and examination is equivalent to the information in the original language <input type="checkbox"/> has policies regarding students that have English/French as a second language as well as students with disabilities and low literacy levels
<b>Comments:</b>	

COURSE CONTENTS	
Course Development	<input type="checkbox"/> has been developed by an individual/team that has food safety qualifications and instructional design qualifications ( <u>explain</u> ) <input type="checkbox"/> individual/team involved in the development of the online course has online instructional design qualifications ( <u>explain</u> )
Target Audience and Literacy Level	<input type="checkbox"/> target audience for this program has been identified ( <u>explain</u> ) <input type="checkbox"/> literacy level is adequate for the target audience, without compromising course contents ( <u>explain</u> )
Course Attributes	<input type="checkbox"/> is accurate and current <input type="checkbox"/> has a logical progression of contents <input type="checkbox"/> allows one to progress at an appropriate pace, based on anticipated capabilities of students <input type="checkbox"/> provides examples that are applicable to current practices <input type="checkbox"/> is user-friendly <input type="checkbox"/> is inclusive of cultural/disability/gender differences
Course Components	The course includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> learning outcomes</li> <li><input type="checkbox"/> unit outlines, including key points</li> <li><input type="checkbox"/> explanations, demonstrations and examples</li> <li><input type="checkbox"/> glossary of terms</li> <li><input type="checkbox"/> practice and problem-solving exercises</li> <li><input type="checkbox"/> self-assessment, feedback and review activities</li> </ul>
	For online courses and those delivered through alternate methods: <ul style="list-style-type: none"> <li><input type="checkbox"/> provides a means for easy navigation by students</li> <li><input type="checkbox"/> has controls in place to ensure that students will successfully progress through all course material in a prescribed manner (<u>explain</u>)</li> </ul>
Detailed Course Contents	Please complete <b>Appendix A</b> at the end of this application.
<b>Comments:</b>	

COURSE DELIVERY	
Course Information and Prerequisite Skills	<p>Written information is provided to students regarding:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> costs of the course and examination</li> <li><input type="checkbox"/> mode of payment, including refund policy</li> <li><input type="checkbox"/> delivery format</li> <li><input type="checkbox"/> course duration and estimated time commitment for completion</li> <li><input type="checkbox"/> language(s) in which the course/exam are offered</li> <li><input type="checkbox"/> activities and assignments required for successful completion</li> <li><input type="checkbox"/> information on instructors</li> <li><input type="checkbox"/> passing mark required for certification</li> <li><input type="checkbox"/> expected time frame for receiving test results and certification upon successful completion of course</li> <li><input type="checkbox"/> confidentiality of students' test results</li> <li><input type="checkbox"/> required language, literacy skills and any other prerequisite skills</li> </ul>
	<p>For online courses and those delivered through alternate methods, written information is provided to students regarding:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> independent learning and study skills</li> <li><input type="checkbox"/> computer literacy skills</li> <li><input type="checkbox"/> availability of technical assistance</li> <li><input type="checkbox"/> technical requirements for hardware/software</li> <li><input type="checkbox"/> access to course materials</li> <li><input type="checkbox"/> access to a qualified instructor</li> <li><input type="checkbox"/> interactions with other students</li> <li><input type="checkbox"/> online self-assessment, feedback and exam procedures</li> <li><input type="checkbox"/> maximum time permitted to complete course</li> </ul>
Instructor Qualifications	<p>Instructors have adequate qualifications in food safety education, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> post-secondary (degree/diploma/certificate) education in an applicable discipline, or a combination of education of experience and completion of "Train-the-Trainer" courses</li> <li><input type="checkbox"/> knowledge of applicable, current food safety legislation and food safety practices</li> <li><input type="checkbox"/> successful completion of course to be taught (i.e., minimum 90% mark on the exam)</li> </ul>
	<p>Instructors of online courses have:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> education or experience in online instructional practices and techniques</li> </ul>
	<p>The organization ensures qualifications of instructors remain current by:</p>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> on-going teaching or renewed training/certification (<u>explain</u>)</li> <li><input type="checkbox"/> setting a maximum period of time without teaching a course after which an instructor must successfully complete the course or successfully challenge the exam (<u>explain</u>)</li> </ul>
<p>Course Delivery All Forms</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> class size limited to 25 students or less</li> <li><input type="checkbox"/> variety of teaching formats used (<u>explain</u>)</li> <li><input type="checkbox"/> teaching materials include an instructor guide and a student manual and/or workbook(s)</li> <li><input type="checkbox"/> additional teaching materials used include instructional media (i.e., audio and/or video presentations, slides, displays, etc.) (<u>explain</u>)</li> <li><input type="checkbox"/> teaching materials are based on course content requirements</li> <li><input type="checkbox"/> course outline is provided to students</li> <li><input type="checkbox"/> course outline clearly identifies topics in each section, learning objectives for each section, time allotted for each section and criteria to evaluate student success</li> </ul> <p>The instructor guide:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> reflects the contents of the student materials</li> <li><input type="checkbox"/> describes delivery methods and opportunities for students to receive assistance and resource materials required for all course sections</li> <li><input type="checkbox"/> identifies supplementary information not contained within the student materials</li> </ul>
Classroom Course Delivery	<ul style="list-style-type: none"> <li><input type="checkbox"/> course length at least 8 hours</li> </ul>
Online Course Delivery	<ul style="list-style-type: none"> <li><input type="checkbox"/> course length minimum 6 hours</li> <li><input type="checkbox"/> course length maximum 1 month</li> </ul>
Other Alternative Forms of Course Delivery	<ul style="list-style-type: none"> <li><input type="checkbox"/> course length minimum 8 hours</li> <li><input type="checkbox"/> course length maximum 1 month</li> <li><input type="checkbox"/> provides appropriate access to course materials</li> <li><input type="checkbox"/> provides appropriate access to assistance and instructors</li> <li><input type="checkbox"/> has controls to ensure students cover all course materials in the prescribed manner</li> <li><input type="checkbox"/> has procedures to safeguard the exam process</li> </ul>
<b>Comments:</b>	

COURSE EXAMINATION	
Examination Development	<p>Exam questions:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> developed to assess knowledge of the learning outcomes corresponding to course contents</li> <li><input type="checkbox"/> based on adult learning principles, and are piloted and/or pretested to ensure they are well understood and yield anticipated answers</li> <li><input type="checkbox"/> formatted appropriately to the target audience (i.e., multiple choice, short answer)</li> <li><input type="checkbox"/> sufficient in number to assess achievement of the learning outcomes and provide comprehensive coverage of course contents (i.e., 50 questions or more)</li> <li><input type="checkbox"/> questions addressing Public Health and food safety risk are either weighted higher than other questions and/or the exam has a higher proportion of these questions (<u>explain</u>)</li> <li><input type="checkbox"/> there is a bank of questions of sufficient size to ensure randomization of questions/exams</li> </ul>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> 70% or higher is required for successful completion of exam</li> </ul>
Examination Administration and Security All Forms of Delivery	<p>Specific exam procedures are in place to ensure security of exam questions and results:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> identification of proctor requirements (i.e., counting and matching exams to attendees, returning exams for marking)</li> <li><input type="checkbox"/> ordering and receiving exams (i.e., maximum number of exams per proctor, exam packages are only to be opened by an authorized instructor/proctor; exams are kept in a secure location)</li> <li><input type="checkbox"/> appropriate testing room (i.e., adequate supply of chairs and writing surfaces, well signed, well lit, free from noise distractions, appropriate size for number of attendees)</li> <li><input type="checkbox"/> identification of measures to accommodate students with special needs</li> <li><input type="checkbox"/> identification of measures to safeguard security of final exam (i.e., proper identification of examinees, use different exam versions, protect exams and answers, maintain examinees' records)</li> <li><input type="checkbox"/> identification of standard verbal instructions that proctors are to provide to examinees (i.e., protocol during exam, minimum passing grade, time limit)</li> <li><input type="checkbox"/> identification of how exams are to be distributed and collected</li> <li><input type="checkbox"/> exams are conducted in a "closed book" manner with proctor and/or instructor supervision</li> <li><input type="checkbox"/> identification of steps to be taken in the event of a security violation and/or appeal (i.e., breach of protocol resulting in revocation of trainer certification, confirmed cheating by a student during exam)</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> identification of documentation to be completed by proctor and required timelines for completion (i.e., confidentiality agreement, order form, irregularity report, failure reports)</li> <li><input type="checkbox"/> identification of confidentiality requirements in reporting examination results to third parties</li> <li><input type="checkbox"/> there is a signed contractual agreement between the organization and authorized instructor/proctor requiring adherence to above-noted exam procedures</li> <li><input type="checkbox"/> there are procedures that provide the proctor with detailed information on the administration of the exam as well as on the process to ensure valid test results (i.e., provision of the student's password for access to final test)</li> </ul>
Examination for Courses with Alternative Forms of Delivery	<p>Proctoring is provided by one of the following methods:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> student is required to locate a suitable proctor (i.e., registered member of a profession such as a Public Health Inspector, an educator, librarian, faith leader, nurse, hospital technologist, accountant, professional engineer, etc.)</li> <li><input type="checkbox"/> organization takes responsibility of assigning an appropriate proctor</li> </ul>
Scoring Examinations and Communication of Results	<ul style="list-style-type: none"> <li><input type="checkbox"/> procedures are in place for communicating exam results to students within a given time frame (i.e., two-week period) and providing certification, if applicable</li> </ul>
Student Concerns and Appeals	<ul style="list-style-type: none"> <li><input type="checkbox"/> procedures are in place for addressing student concerns and appeals which include the timeline for an appeal and the required documentation to complete an appeal</li> </ul>
<b>Comments:</b>	

**TRAINING PROGRAM EVALUATION AND MAINTENANCE**

Evaluation	<input type="checkbox"/> programs are evaluated on a regular basis ( <u>explain</u> ) <input type="checkbox"/> organization seeks input from instructors and students ( <u>explain</u> ) <input type="checkbox"/> organization seeks input from Public Health authorities, academic institutions and subject matter experts ( <u>explain</u> )
	<input type="checkbox"/> students are given opportunity after completing the course to anonymously complete a course evaluation
	Course evaluation includes: <input type="checkbox"/> effectiveness of the training material <input type="checkbox"/> instructor <input type="checkbox"/> teaching and evaluation methods
Maintenance	<input type="checkbox"/> organization reviews input and evaluates identified deficiencies <input type="checkbox"/> course changes are made as soon as feasible where identified deficiencies warrant <input type="checkbox"/> survey results are kept on file and subsequent follow-up actions are documented

**Comments:**






## APPENDIX A: DETAILED COURSE CONTENTS

The following table outlines 11 content categories (and subcategories) that should be included in specific course contents. The key points within each subcategory can be found in the FRFS Code. Please review the FRFS Code and ensure that all areas are covered in the training program before checking off a subcategory.

Note: Checking a box indicates an affirmative answer (i.e., the topic is covered in the training program in sufficient detail).

<b>1. Legal Requirements</b>		
<input type="checkbox"/> Authorities	<input type="checkbox"/> Responsibilities	
<b>2. Foodborne Illness (FBI) / Injury</b>		
<input type="checkbox"/> Causes of FBI or injury	<input type="checkbox"/> Why is FBI or injury serious?	<input type="checkbox"/> FBI / injury complaints
<b>3. Food Contamination (Sources and Prevention)</b>		
<input type="checkbox"/> Microbial Contamination (including cross-contamination / indirect contamination)	<input type="checkbox"/> Chemical Contamination <input type="checkbox"/> Physical Contamination	<input type="checkbox"/> Allergen Contamination
<b>4. Basic Microbiology and Factors Affecting Microbial Growth</b>		
<input type="checkbox"/> What are microorganisms and why are they important?	<input type="checkbox"/> Carriers <input type="checkbox"/> Transmission of microorganisms	<input type="checkbox"/> pH <input type="checkbox"/> Water Activity ( $A_w$ ) and moisture
<input type="checkbox"/> Types and sources of microorganisms	<input type="checkbox"/> Temperature control and Danger Zone	<input type="checkbox"/> Oxygen <input type="checkbox"/> Potentially hazardous foods
<input type="checkbox"/> Toxins	<input type="checkbox"/> Nutrients / protein	
<input type="checkbox"/> Spores		
<b>5. Food Safety Management System</b>		
<input type="checkbox"/> Importance <input type="checkbox"/> Elements	<input type="checkbox"/> Main critical control points (CCPs) and related control measures	<input type="checkbox"/> Prerequisites

<b>6. Time / Temperature Controls for Potentially Hazardous Foods</b>		
<input type="checkbox"/> Thermometer	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Cooling after cooking
<input type="checkbox"/> Sequence	<input type="checkbox"/> Cooking	<input type="checkbox"/> Cooling after preparation at room temperature
<input type="checkbox"/> Freezing	<input type="checkbox"/> Hot holding	<input type="checkbox"/> Re-heating
<input type="checkbox"/> Thawing	<input type="checkbox"/> Room temperature holding	
<b>7. Displaying, Serving / Dispensing and Discarding</b>		
<input type="checkbox"/> Food display controls	<input type="checkbox"/> Food serving / dispensing techniques	<input type="checkbox"/> Discarding food and single-service items
<b>8. Facility and Equipment</b>		
<input type="checkbox"/> Facility	<input type="checkbox"/> Equipment	
<b>9. Receiving and Storage</b>		
<input type="checkbox"/> Receiving	<input type="checkbox"/> Storage requirements	<input type="checkbox"/> Stock rotation
<b>10. Cleaning and Sanitation</b>		
<input type="checkbox"/> Importance	<input type="checkbox"/> Clearing and cleaning tables	<input type="checkbox"/> Manual dishwashing
<input type="checkbox"/> Equipment – cleaning and sanitizing frequency	<input type="checkbox"/> All dishwashing	<input type="checkbox"/> Mechanical dishwashing
<input type="checkbox"/> Equipment – cleaning and sanitizing method		
<b>11. Personal Hygiene</b>		
<input type="checkbox"/> Hand washing	<input type="checkbox"/> Working when ill	<input type="checkbox"/> Clothing
<input type="checkbox"/> Personal habits		

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date