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# Candidate Information Bulletin

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## National Registry of Food Safety Professionals

### Food Safety Manager Certification Examination



02/25/09

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Developed and Administered by  
Environmental Health Testing

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# CANDIDATE INFORMATION BULLETIN

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## 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. The reason you are taking this exam is to measure how well you understand food safety and to see if you know how to apply this knowledge in the workplace. This test will show you what you really know about food safety.

## What Does National Registry Do?

The purpose of the Food Safety Manager certification program is to establish food safety standards so that individuals are able to demonstrate that their knowledge and skills meet measurable and specified food safety standards adopted by the Conference for Food Protection to protect the public from foodborne illnesses. National Registry's certification program has been developed to assess the knowledge and skills of entry-level food managers in the food industry. Only candidates who are successful in passing the written examination for the certification, meet all criteria for certification, and remain in good standing are considered certified. Certification is awarded for a period of five years. Applicants must submit with their application a signed code of ethics in order to be considered eligible to take the certification examination. The National Registry has the sole responsibility of granting certification.

Recognized internationally by the food service industry, various state and federal regulatory agencies, and academia alike, National Registry is the resource which the industry has come to trust.

# What Can The Registry Do for Me?

National Registry can provide the following benefits:

- A Diagnostic Score Report to show you how well you did on each section of the exam.
- 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, 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 current edition of the Food and Drug Administration (FDA) Food Code and current food safety practices.

### *2. What subjects does the exam cover?*

There are 19 topics that are the focus of the exam. See the table in Appendix A for more details.

### *3. What types of questions are on the exam?*

This is an 80-question multiple choice exam. Each question has only one correct answer. See the sample questions in the "What Types of Questions are on the Exam?" section of this manual.

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

You have a minimum of two hours to complete the exam. Average time to take the exam is between one-and-a-half and two hours.

### *5. What is the passing score?*

A 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 may accept it for a shorter length of time. We recommend contacting your local health department to verify your local requirements.

## Fairness and Non-Discrimination

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 Certified Food Safety Manager program based on race, religion, sex, national or ethnic origin, marital status, veteran status, age, or disability. National Registry endeavors to administer its certification program in accordance with standards established by the National Council on Measurement in Education, the American Educational Research Association, the American Psychological Association, the US Equal Employment Opportunity Commission, and with full consideration of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

## No Warranty

No certification program can attest to on-going performance or complete adherence to safety standards and thus National Registry cannot and does not warrant the performance of any person certified by National Registry. National Registry welcomes input or concerns about its standards and about those certified by National Registry. Comments should be submitted by contacting National Registry at [customer.service@nrfsp.com](mailto:customer.service@nrfsp.com).

## Name and Address Changes

To ensure that regular communications, announcements, and notices mailed to you will be received, it is vital 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™  
5728 Major Boulevard, STE 750  
Orlando, FL 32819

E-mail: [customer.service@nrfsp.com](mailto:customer.service@nrfsp.com)  
Phone: (407) 352-3830 or (800) 446-0257  
between 8:30 A.M. and 6 P.M. Eastern Time, Monday through Friday  
Fax: (407) 352-3603

Or visit our web site at [www.NRFSP.com](http://www.NRFSP.com)

# ELIGIBILITY & APPLICATION

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## How Do I Prepare for the Exam?

The Certified Food Safety Manager Examination is open to anyone. In general, work experience, studying, or taking a course in food safety and sanitation is usually recommended prior to taking the examination.

PLEASE NOTE: Because laws and regulations vary from place to place, please check with your local health agency to find out 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 you live in an area that does not require training, you may simply take the exam.

## Where Can I Take the Exam?

The exam is offered nationwide by National Registry-approved exam administrators. The administrator is usually your trainer. If you are not working with a trainer, you can register to take the exam on computer at a LaserGrade® exam site. The LaserGrade® network offers hundreds of sites across the United States and Canada. When you are ready to take the exam, call the registration center at 1-800-211-2754. They will help you locate the most convenient exam site and make an appointment. You will need a credit card to make the reservation. If you've purchased an exam voucher, you will also need to bring it with you on the day that you take the exam.

If you are unable to locate an exam administrator, contact National Registry (1-800-446-0257 or online via email at [customer.service@nrfsp.com](mailto:customer.service@nrfsp.com)) to help you locate an exam administrator.

Contact your exam administrator for their specified exam and business policies.

## Application

The candidate consent and completed answer sheet will be your exam application.

# Candidate Consent & Code of Ethics

Before the exam begins you must read and sign that you have read and understand the terms of the Candidate Examination Consent Form and Code of Ethics and by taking the examination you agree to follow them. You also authorize the National Registry to release your results to the appropriate parties.

## Candidate Examination Consent

I agree to follow National Registry's exam administration rules, including (but not limited to) the following:

1. Administrators or proctors may stop me from entering the testing area if I do not have proper photo ID or if administration has begun;
2. The administrators or proctors at my exam site may take any reasonable actions necessary to properly administer the exam and keep the exam site secure;
3. The administrators or proctors may reassign my seat before or during the examination if necessary;
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; and
8. I will not give examination questions or answers to others.

I hereby acknowledge and consent to the confiscation by the exam administrator of any external device capable of recording sound or written material, which is found in my possession during the administration of a National Registration of Food Safety Professional exam. I agree that such a device may be sent to National Registry of Food Safety Professionals ("National Registry") for review. Should the National Registry identify any test related item(s) on the device, the 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 be found, the 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 the 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 the National Registry may subject me to penalties including (but not limited to only) the following: canceling my examination score (with no refund or credit for any future examination), denying scoring of your 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 Certified Food Safety Manager exam attempt 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 and pass at least one time every five years, or more frequently as the law in my location or my company of employ may require.

I understand that the National Registry may:

- Report passing status and verification of my certificate number to local health agencies upon request of such information
- Report passing status and verification of my certificate number to my current or new employer upon request of such information
- Send me correspondence that applies to my certification

## Code of Ethics and 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 the 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 exam administrator by providing a photo ID (a valid state driver's license, current passport, current military ID, or valid state ID). You must bring a photo ID even if you personally know the exam administrator. The Candidate Consent and completed answer sheet will be your exam application. Pay the administration company the appropriate application fee. If you have a voucher for LaserGrade®, please provide them with your voucher. Candidates without acceptable photo ID will not be permitted to enter the exam area nor will they receive a refund of their exam fees. Candidates should expect a location conducive to taking an exam. If the facility or administrator does not provide the right conditions notify National Registry at (800) 446-0257 or via email at [customer.service@nrfsp.com](mailto: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, personal electronic devices such as cell phones, books, papers, 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). Candidates 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. There is no additional charge for special accommodations.

To make a request you must complete the Accommodation Request Form and Documentation of Disability Related Needs Form found in Appendix B at the back of this booklet, 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.

All accommodation paperwork must be received and approved by National Registry at least 30 days before the scheduled exam date. You should contact your exam administrator by then as well. National Registry will review all requests for accommodations and notify the candidate prior to the exam date. If you do not receive notification within two weeks of submitting your accommodation, please contact National Registry.

# Taking the Exam

1. You have a minimum of two hours to complete the exam.
2. Listen to and read all instructions carefully.
3. 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.
4. **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.
5. Answer ALL questions. Blanks are always incorrect. There is no penalty for guessing.
6. Administrators cannot answer questions regarding the examination. If you think a question has a mistake or is unclear, ask for a Candidate Comment Form. Complete the form and return it at the end of the exam. The administrator returns these with the examinations. You may send a letter describing your complaint. The letter must be postmarked no later than seven (7) days after you took the exam and it must be sent by a verifiable method of delivery, such as certified mail or Federal Express. National Registry will not consider complaints sent after this deadline. Please include as much detail and relevant information as possible. All comments receive full consideration and will be reviewed by an expert within 10 business days of receipt.
7. No reference materials, personal electronic devices such as cell phones, books, papers, personal computers, or programmable calculators will be permitted within the exam area.
8. No talking or other communication is permitted during the exam. Examinees shall not provide false information, 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.
9. No smoking, drinking, or eating is permitted in the exam area.
10. No moving about the room or other behavior distracting to other candidates is permitted
11. Only one (1) candidate at a time will be permitted to leave the exam area to use the restroom or for emergencies.
12. Exam materials may not be removed from the exam area.

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

# Obtaining Your Score

All answer sheets will be graded by an optical scanner and are checked for accuracy. You will be given credit for all correct answers.

A Diagnostic Score Report will be mailed to you no later than two weeks after your exam date. If you successfully pass the exam, a certificate and wallet card, in addition to the Diagnostic Score Report, will be sent to you within two weeks of your exam date. Your certification will not be official until National Registry issues your certificate.

If you have questions about your score, you may write a letter to National Registry. The following information must be included in the letter:

- Your name and address
- Exam date
- Where you took the test

Should you fail, you may ask to have it scored again. All requests for a re-score must be in writing from you and postmarked no later than 30 days from the date of your original grade notice.

If for some reason you do not receive your exam results from National Registry within two weeks of your exam date, you must contact National Registry's customer service department at 800.446.0257 or [customer.service@nrfsp.com](mailto:customer.service@nrfsp.com) to have this researched.

# Retaking the Exam

If you fail, you may take the exam again at the next available time. Contact your supervisor or trainer for more information. Carefully review your Diagnostic Score Report and study any problem areas.

## Recertification

Certification is valid for up to five years; some jurisdictions may accept it for a shorter length of time. The only method for maintaining certification is by retaking 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 to verify your local regulations and find out how frequently you must retake the examination to maintain your status as a Certified Food Safety Manager.

## Verification of Certification

If you 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. National Registry will only acknowledge your certification and certification date, and describe National Registry disciplinary actions, if any, against you. E-mail and phone verifications are available without charge.

# POLICY ON USE OF CERTIFICATION TRADEMARKS & RELEASE OF INFORMATION

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## Sharing my Status as a Certified Food Safety Manager

Upon successful completion of the Food Safety Manager Certification Examination, you will be designated as a “Certified Food Safety Manager,” which indicates your qualifications meet or exceed regulatory requirements. Also, you will be entered into the National Registry of Food Safety Professionals™ database. National Registry will verify your status as a Certified Food Safety Manager, and will not provide examination scores for employers, regulatory agencies, and others upon request.

The trademarks “Certified Food Safety Manager”, “Environmental Health Testing”, “EHT”, “National Registry of Food Safety Professionals”, “NRFSP”, “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 trademarks 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 trademarks in other ways, such as on advertising or promotional materials, you must obtain written approval for each use from National Registry.

You will be issued a certificate and wallet card showing that you are a Certified Food Safety Manager. You cannot 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](http://www.NRFSP.com). There is a \$12 fee for each reprint requested.

# CERTIFIED FOOD SAFETY MANAGER DISCIPLINARY POLICY

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National Registry has adopted a Certified Food Safety Manager Disciplinary Policy to articulate a code of ethics required for eligibility of certification and continued certification of Certified Food Safety Managers. A copy of this code of ethics is listed on page seven of the Candidate Information Bulletin. In addition to passing National Registry's examination, candidates 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 which 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 the Disciplinary Review Committee if review is warranted. If good cause is found to further pursue the alleged violation, a hearing will be held before the Disciplinary Hearing Committee. The individual will have the opportunity to present a defense. The Disciplinary Hearing Committee will determine the appropriate sanctions to be imposed, if any; the National Registry may deny, revoke, or otherwise act upon an individual's certification. The individual may appeal an unfavorable decision; otherwise, the Disciplinary Hearing Committee's decision will be final. If eligibility or certification is denied or revoked, an individual cannot be reconsidered for a period of at least three (3) years. In the event that an alleged violation constitutes an imminent threat to the public, this procedure may be accelerated.

# APPENDIX A

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## Preparing for the Exam

Below is a breakdown of the question subject matter. 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".

PLEASE NOTE: Because laws and regulations vary from place to place, please check with your local health agency to find out 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.

Content	Number of Items
Ensure Food Protection	11
Purchase and Receive Food	11
Store Food and Supplies	11
Prepare Foods	9
Serve and Display Foods	9
Use and Maintain Tools and Equipment	2
Clean and Sanitize Equipment, Utensils, and Food Contact Surfaces	4
Select, Monitor, and Maintain Water Sources	1
Monitor and Maintain Plumbing Fixtures	1
Monitor and Maintain Ventilation Systems	1
Select, Monitor, and Maintain Waste Disposal Facilities and Equipment	2
Clean and Maintain Toilet and Handwashing Equipment and Facilities	1
Perform General Maintenance and Housekeeping Duties	2
Monitor the Location of Equipment and Facilities	1
Assure Proper Ventilation Equipment	1
Monitor Personal Hygiene of Personnel	3
Assure Personnel Are Appropriately Trained	2
Monitor Personnel Behaviors Related to Food Safety	7
Ensure Regulatory Compliance and Minimize Legal Violations	1
<b>Total Number of Questions on Test</b>	<b>80</b>

# What Kinds 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.
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
- A. measure it using correct test strips.
  - B. change the solution every 3 hours.
  - C. change the solution at the end of each shift.
  - D. 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. a locked fence
  - B. containers without covers
  - C. a location too far from the building
  - D. containers located on a hard surface
11. During a self-inspection, you see the following situation. Which should you correct at once?

- A. Employees and customers are using the same restroom.
  - B. The waste basket at the handwashing station does NOT have a plastic liner.
  - C. The hand washing station in the kitchen does NOT have foot pedals to turn the water on.
  - D. 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
- A. using hand sanitizer instead of washing their hands.
  - B. wearing a plain wedding band during food production.
  - C. wearing the same apron when changing from raw beef to raw chicken.
  - D. 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
- A. keep the food handlers' hair neat and in place.
  - B. avoid the need for having food handlers wash their hair daily.
  - C. prevent food from getting into food handlers' hair.
  - D. 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
- A. have them do it for you.
  - B. hand them the manufacturer's directions.
  - C. show them a video on cleaning the slicer.
  - D. 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
- A. have them start the preparing the salad anyway.
  - B. move them to the meat slicing area.
  - C. send them to see his doctor, then home for the day.
  - D. 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

## More on Food Safety

The following books and materials are good resources to learn more about food safety. Visit [www.nrfsp.com](http://www.nrfsp.com) for more information on available resources.

1. *Food Safety First Principles*, Chadwick House Group Limited, London, England
2. *Food Safety Management Principles*, Chadwick House Group Limited, London, England
3. *HealthGuard Food Manager Certification Training*, NSF International, Ann Arbor, MI
4. *Food Safety Culture*, Frank Yannis, Springer, New York, NY
5. *FDA 2007 Update to the 2005 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

# APPENDIX B

## National Registry of Food Safety Professionals 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 \_\_\_\_\_ SS# \_\_\_\_\_

Accommodations requested for the Food Safety Manager Certification Examination

Exam Site \_\_\_\_\_ Date \_\_\_\_\_

Please check all that apply:

- Accessible Exam Site       Braille       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
- Other Accommodations (specify)
- \_\_\_\_\_

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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please see page 8 of the Candidate Information Bulletin for complete instructions.

Return completed form along with the Documentation of Disability form to National Registry

Fax: 407-352-3603, Email: [customer.service@nrfsp.com](mailto:customer.service@nrfsp.com), Mail: 5728 Major Blvd., Suite 750, Orlando, FL 32819

# National Registry of Food Safety Professionals Documentation of Disability Related Needs



If you have a learning disability, a 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 exam accommodation.

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

I have known \_\_\_\_\_ since \_\_\_\_\_  
(applicant) (date)

in my capacity as \_\_\_\_\_  
(professional title)

The applicant has discussed with me the nature of the exam 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     Braille     Large Print     Tape
- Reader
  - for visual impairment                       for learning disability
- Scribe
  - for visual impairment                       for learning disability
- Sign Language interpreter
- Extended time (specify)
  - Time and a half (3 hrs)     Double time (4 hrs)     Other (specify \_\_\_ hrs \_\_\_ min)
- Separate testing area
- Other Accommodations (specify)

\_\_\_\_\_

Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ License No. \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_

Please see page 8 of the Candidate Information Bulletin for complete instructions.

Return completed form along with the Accommodation Request form to National Registry

Fax: 407-352-3603, Email: [customer.service@nrfsp.com](mailto:customer.service@nrfsp.com), Mail: 5728 Major Blvd., Suite 750, Orlando, FL 32819