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Chapter 12

Certified Food Manager

Parts

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12-1	DEFINITIONS
	Subpart
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12-101.11 Statement of Application.

The provisions of this chapter do not apply to prePACKAGED restaurants as defined in s. HFS 196.03(4) and TEMPORARY FOOD ESTABLISHMENTS, or retail FOOD stores that do not conduct MEAL service activities.

12-101.12 Definition of Terms.

The following definitions apply only to this chapter:

- (A) “**Certified manager**” means the OPERATOR or a manager of a FOOD ESTABLISHMENT who has been certified by the DEPARTMENT under this section.
- (B) “**Department**” means the state of Wisconsin department of health and family services.
- (C) “**Manager**” means an individual who has direct authority over or exercises control or supervision over the EMPLOYEES and operations of a FOOD ESTABLISHMENT.
- (D) “**Testing service**” means the developer of a FOOD protection practices examination.

12-2	FOOD MANAGER CERTIFICATION.
	Subparts
12-201	Certification Requirement
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12-201.11 General.

One Manager

(A) The OPERATOR or at least one MANAGER of a FOOD ESTABLISHMENT shall have a certificate issued by the DEPARTMENT that states that the OPERATOR or MANAGER has passed a DEPARTMENT APPROVED EXAMINATION on FOOD protection practices. However:

- (1) A new FOOD ESTABLISHMENT or a FOOD ESTABLISHMENT undergoing a change of OPERATOR after February 1, 2001 shall have a certified FOOD MANAGER within 90 days of the initial day of operation or provide documentation that they are scheduled within three (3) months to take and pass an APPROVED examination as specified in § 12-301.11.
- (2) FOOD ESTABLISHMENTS which are not in compliance because of EMPLOYEE turnover or other loss of a CERTIFIED MANAGER, shall have 90 days from the date of the loss of a CERTIFIED MANAGER to comply with this chapter, or provide documentation that the PERSON designated to be the certified FOOD MANAGER will become certified within the time specified in this subparagraph.

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- One Establishment** (B) If more than one FOOD ESTABLISHMENT operated by the same PERSON is located on the same property or contiguous properties, only the OPERATOR or one MANAGER is required to be certified.
- Post Certificate** (C) A FOOD ESTABLISHMENT shall post a certificate issued by the DEPARTMENT under this section in a conspicuous place on the PREMISES of the FOOD ESTABLISHMENT.
- Notification Of Change** (D) The OPERATOR of a FOOD ESTABLISHMENT shall promptly notify the DEPARTMENT when the CERTIFIED MANAGER terminates employment with the FOOD ESTABLISHMENT and shall supply the DEPARTMENT with the name and state certificate number of the new CERTIFIED MANAGER.

12-201.12 Expiration Date.

With the exception of ¶¶ (A), (B), and (C), a certificate issued under this section shall expire 5 years after the date of issue:

- (A) A certificate issued to a PERSON applying for *certification* more than 12 months after passing an APPROVED examination shall expire 5 years from the examination date.
- (B) A certificate issued to a PERSON applying for *recertification* more than 6 months after the expiration date of a FOOD MANAGER certification certificate shall pass an APPROVED examination.
- (C) A certificate issued to a PERSON applying for certification by reciprocity shall expire 5 years from the date of issuance of their current certification.

12-201.13 Reciprocity.

PERSONS requesting certification by reciprocity shall:

- (A) Hold a current certification by passing an APPROVED examination; or
- (B) Hold a current certification from an accredited program approved by the Conference on Food Protection.

12-202.11 Application for Certification.

- (A) Application for certification shall be made on a form provided by the DEPARTMENT.
- (B) A completed application form shall be submitted to the DEPARTMENT along with a certification fee of \$10 and evidence that the applicant has successfully completed a written examination within the previous three years that meets the criteria as specified in § 12-301.11.
- (C) A PERSON whose certification has expired more than 6 months shall be required to take and pass an APPROVED examination as specified in § 12-301.11 to become certified.

Note: To obtain a copy of the application form, write Food Safety and Recreational Licensing Section, Bureau of Environmental and Occupational Health, P.O. Box 2659, Madison, Wisconsin 53701-2659, telephone 608-266-2835

12-202.12 Action by the Department.

Within 30 days after receiving a complete application for certification, payment of the certification fee and receipt of evidence that the applicant has passed a written examination which meets the applicable criteria of Part 12-3, the DEPARTMENT shall APPROVE the application and issue a numbered certificate. If the application for a certificate is denied, the DEPARTMENT shall give the applicant reasons, in writing, for the denial.

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12-3 APPROVED EXAMINATION**Subpart****12-301 Examination Criteria**

12-301.11 Examination Criteria.

Criteria for DEPARTMENT APPROVAL of a written examination on FOOD protection practices may include the following:

(A) The testing service is:

(1) Experienced in examination development and administration on a statewide or multi-state basis;

(2) Experienced in the development of an examination pertaining to FOOD service protection practices; and

(3) Qualified in examination development, administration and measurement;

(B) The examination is currently being used by a trade or regulatory organizations;

(C) The examination is accepted by public health officials and has been administered on a statewide basis;

(D) The examination and correct answers to examination questions have been reviewed by the DEPARTMENT. Review includes a statistical summary of mean, standard deviation, mode, range, minimum and maximum scores, coefficient of reliability and number and percentage of applicants passing and failing the original and retake examinations;

(E) The questions and answers are consistent with the examination requirements of this chapter;

(F) Security procedures are in place which protect the examination from compromise in preparation, printing and transportation of the examination;

(G) The examination will be administered by a PERSON certified by the TESTING SERVICE to administer the examination, to ensure that the examination taker and the applicant are the same person;

(H) General analyses of examination results will be available annually;

(I) The examination is available and may be taken at location geographically accessible to PERSONS who want to take it;

(J) There is advance notice of examination dates available;

(K) An examination that is given under contract with a TESTING SERVICE for a specified period of time is subject to review by the DEPARTMENT upon renewal;

(L) A designated examination coordinator or contact per is available;

(M) The examination shall be evaluated and listed by an accrediting agency as specified in Subparagraph 201.10(B)(1).

(N) The examination is developed using psychometrically accepted methods involving representation from affected groups;

(O) The needs of special populations for accommodation to be able to take the examination are addressed by the TESTING SERVICE;

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(P) A study guide and list of resources is available to PERSONS who are preparing to take the examination;

(Q) The proposed examination is consistent with already APPROVED examination in regard to rigor and types of questions; and

(R) The proposed examination will permit reciprocity between states.

Note: To obtain a list of DEPARTMENT APPROVED FOOD MANAGER certification examinations contact the Food Safety and Recreational Licensing Section, Bureau of Environmental and Occupational Health, P.O. Box 2659, Madison, WI 53701-2659, telephone 608-266-2835.

12-4 RECERTIFICATION

Subparts

12-401 Recertification

12-402 Recertification Training Course Approval

12-401.11 Recertification.

(A) A certificate issued under this section may be renewed within six months of expiration, if the CERTIFIED MANAGER successfully completes a recertification training course APPROVED by the DEPARTMENT as specified under § 12-402.11. The recertification training course shall be completed prior to issuance of a new certificate.

(B) Application for recertification shall be made on a form provided by the DEPARTMENT. The application form shall be submitted to the DEPARTMENT at least 30 days before expiration of the certificate, along with evidence of successful completion of the recertification training course and payment of a \$10 recertification fee.

(C) PERSONS who do not renew their certificate as specified in ¶ (A), shall be required to be certified by passing an APPROVED examination as specified in § 12-201.11.

Note: To obtain a copy of the recertification application form, write Food Safety and Recreational Licensing Section, Bureau of Environmental and Occupational Health, P.O. Box 2659, Madison, Wisconsin 53701-2659, telephone 608-266-2835

12-402.11 Recertification Training Course Approval.

(A) Training courses in FOOD protection practices to prepare CERTIFIED MANAGERS for recertification are subject to APPROVAL by the DEPARTMENT in accordance with this subsection.

(B) A course shall consist of at least 3 hours of instruction time and include an examination on the information presented.

(C) A course shall cover the following subjects:

- (1) Temperature control of POTENTIALLY HAZARDOUS FOOD during PREPARATION, storage, transportation and service;
- (2) Effective cleaning and SANITIZING of UTENSILS and EQUIPMENT;
- (3) FOOD protection, including the shelf life for FOODS;
- (4) FOOD worker personal hygiene;

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- (5) Effective handwashing techniques;
- (6) Identification of POTENTIALLY HAZARDOUS FOOD;
- (7) Storage and use of toxic products;
- (8) HACCP concepts and practices; and
- (9) Special problems in FOOD service sanitation.

(D) The DEPARTMENT, may authorize modification of course content to address code changes and emerging FOOD safety issues.

(E) A request for APPROVAL of a recertification training course shall be submitted to the DEPARTMENT in writing along with the proposed curriculum.

(F) The DEPARTMENT may cancel its APPROVAL of a training course at any time if its investigation reveals that the criteria in this subsection are not being met.

Note: To request APPROVAL of a recertification training course, write Food Safety and Recreational Licensing Section, Bureau of Environmental and Occupational Health, P.O. Box 2659, Madison, Wisconsin 53701-2659, telephone 608-266-2835