

## *CPFM Information Bulletin*

### *For Exam Administrators and Proctors*

#### About the Examination

Prometric Certified Professional Food Managers (CPFM) food safety program is accredited by the American National Standards Institute (ANSI) and recognized by the Conference for Food Protection. The exam is available in English and bilingual versions of English/Spanish, English/Traditional Chinese, English/Vietnamese and English/Korean in the paper/pencil format. It is offered in English and English/Spanish and English/Korean in the internet-based (IBT) format and in English in the computer-based (CBT) testing center format.

The examination is a closed-book proctored exam. The exam contains 80 questions in multiple-choice format with four answer options available for each question. Candidates are allowed two hours to complete the exam. The minimum passing score for all exams is 70 percent unless designated otherwise by a jurisdictional government agency.

#### Exam Delivery Options

There are three delivery options for the CPFM exams: paper/pencil, Internet based (IBT) and computer based at a testing center (CBT).

#### Content Outline Overview

The content outline below is the basis of the exam. It lists all subjects covered by each exam and approximate percentage of questions asked about each topic.

| Subject Area               | Percent |
|----------------------------|---------|
| Principles of Food Safety  | 47      |
| Foodborne Illness          | 24      |
| Food Safety Education      | 7       |
| Facilities and Equipment   | 14      |
| Integrated Pest Management | 4       |
| Food Safety Regulations    | 4       |

#### References

The references listed below were used to develop the CPFM exam. While these references may be helpful as study guides, they are not allowed in the exam room.

No other reference materials, loose papers or handwritten notes are permitted in the examination room.

##### References used to create the CPFM exam

|   |  |
|---|--|
| 1 | <i>2009 United States Food Code</i>  |
| 2 | <i>Certified Professional Food Manager: Course Manual</i> , 2010 Edition, NEHA National Environmental Health Association<br>720 S. Colorado Blvd, Suite 1000-N, Denver, CO 80246-1926, support@neha.org; www.neha.org. |

#### Paper/Pencil Answer Sheets and Scoring

Candidates may **not** write in the exam booklets. Proctors must provide candidates with specific directions for completing answer sheets to ensure that the exam will be scored accurately.

All answers must be marked on the separate answer sheets provided with the exam booklets. Exams will not be scored if the answer sheet has not been completed.

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## Certified Professional Food Manager Exam Content Outline

### I. Principles of Food Safety: 47% (38 Questions)

#### A. Food Protection Procedures

1. biological, chemical and physical contaminants
2. cross-contamination prevention methods
3. the spread of foodborne illness (e.g. hand, fecal-oral, person-to-person)
4. written policies and procedures (e.g. eating, drinking, smoking, gum chewing)
5. food contamination by employees (e.g. with bare hands, wash cloths, clothing/attire)
6. personal hygiene practices (e.g. hand washing, hand care, clothing, hair, jewelry)
7. hand washing station requirements (e.g. liquid soap, paper towels, water, trash)
8. glove usage (e.g. types of gloves, when to change gloves)
9. procedures for handling ready-to-eat foods (RTE)
10. thawing procedures
11. batch cooking/prepping principles
12. microwave use (e.g. cooking, thawing, reheating)
13. time as a control
14. potentially hazardous foods (PHF) (time/temperature control safety [TCS])
15. food storage (e.g. raw, ready-to-eat, dry)
16. First-in, First out (FIFO)
17. food labels (e.g. date marking, allergens, ingredients)
18. manufacturer instructions (e.g. Modified Air Packaging specifications)
19. types of thermometers (e.g. digital, analog, infrared)
20. thermometer accuracy/calibration (e.g. ice point, boiling point, reference thermometer)
21. thermometer use (e.g. reading, placement, care/maintenance)
22. security (facility, food [deliberate contamination])
23. admission procedures (e.g. facility entry, inspectors)
24. delivery driver verification
25. vehicle inspection (e.g. sanitation, temperature)
26. approved sources (e.g. food, vendor, equipment, substitutions)
27. receiving (e.g. order, food deliveries, order verification)
28. accept/reject criteria
29. Critical Control Points (CCPs) and Standard Operation Procedures (SOPs) for the operation
30. HACCP Principles (e.g. 7 steps)
31. food safety systems training (HACCP)
32. hazard communication requirements (e.g. right-to-know, MSDS, labels)
33. hazardous materials (e.g. labels, usage, handling procedures, record keeping methods)
34. safe storage (e.g. hazardous materials)
35. labels laws-facility use and disposal of chemicals to prevent groundwater contamination

#### B. Temperature

1. Temperature Danger Zone (e.g. time limits)
2. cooking temperatures (e.g. final cooked, microwave)
3. heating and cooling

## **II. Foodborne Illness: 24.00% (19 Questions)**

- A. Food Safety Principles (e.g. preparation, storage, distribution)
- B. Health policies and practices (e.g. exclusion, restriction)
- C. Causes of foodborne illnesses (e.g. bacteria, viruses, parasites)
- D. Leading causes of foodborne illnesses (e.g. CDC risk factors)
- E. Reportable illnesses (e.g. the Big Five)
- F. Potentially hazardous foods (PHF), time/temperature control for safety (TCS)
- G. Cooking procedures
- H. Food protection (e.g. preparation to service)
- I. Self-service protection (e.g. accessible to consumers)
- J. Foodborne illness symptoms
- K. Chemical contaminants (e.g. pesticides, cleaning agents, heavy metals)
- L. Chemicals storage (e.g. chemicals stored separate from food)
- M. Corrective action for contamination occurrences
- N. Documentation (e.g. incidents, customer complaint, employee illness, reporting, health authorities)
- O. Major foods that cause most allergic reactions
- P. Allergic reactions and symptoms (e.g. rashes, temperatures, anaphylactic shock)
- Q. Customer notifications (e.g. allergens, undercooked foods)
- R. Food labels (e.g. ingredients)
- S. Methods to clean and sanitize contact surfaces and maintain self-service areas (e.g. tray supports, storage area for dishes/flatware, food shield, clean dishes on second service)
- T. Labeling techniques for date marking and identifying foods in storage
- U. Self-inspection formats (e.g. check premises, food process)

## **III. Food Safety Education: 7.00% (6 Questions)**

- A. Employee training (e.g. hand washing, hygiene, basic cleaning and sanitizing, food time/temperature control)
- B. Unsafe food handling practices
- C. Cross-contamination minimization practices
- D. Methods to clean and sanitize (e.g. contact/non-contact surfaces, utensils, equipment)

## **IV. Facilities and Equipment: 14.00% (11 Questions)**

- A. Methods to clean and sanitize (e.g. contact/non-contact surfaces, self-serving areas)
- B. Schedule(s) for cleaning and sanitizing (e.g. hourly, daily, weekly, per use)
- C. Ware washing equipment and temperatures (e.g. sanitizing, testing strips, recordkeeping, descaling)
- D. Manual washing (e.g. three-compartment sink, hot/chemical sanitizing, test strips, air drying)
- E. Hood vents and filter cleaning requirements
- F. Safe food flow
- G. Safe practices (e.g. placement of equipment, appliances)
- H. Guidelines for separate rooms and/or safe storage (e.g. hazardous materials storage, chemical storage)
- I. ANSI standards and approval agencies (e.g. equipment purchasing and selection)
- J. Regulations and standards (e.g. area/task lighting, ventilation)
- K. Gauges and thermometers (calibration, maintaining measuring equipment, proper record keeping)
- L. Prevention of cross connection by air gap or backflow prevention (e.g. devices, identifying situations, proper plumbing)
- M. Waste management practices (e.g. disposal, separating, recycling, scheduling, dumpster location, dumpster cleaning, solid waste)

- N. Hazardous material (e.g. labels, usage, handling procedures, record keeping methods)
- O. Type facility (e.g. type of food preparation, risk assessment)
- P. Approved food facility materials (e.g. floors, ceilings, walls)

**V. Integrated Pest Management: 4.00% (3 Questions)**

- A. Pests (e.g. offspring, carcasses, shedding, droppings, infestation)
- B. Pest behaviors (e.g. contaminate foods, reproductive cycles, marking territory, facility entry, survival)
- C. Surveillance techniques (e.g. pest problems)
- D. Methods to secure facilities against pests (e.g. air curtain, screen, door sweeps, crack and crevice sealing)
- E. Methods to protect food in storage
- F. Integrated pest management (e.g. cleaning practices to discourage pests, sanitation, facility control)
- G. Pest control professionals (e.g. licensed pest control operators)
- H. Pesticide label law (e.g. FIFRA act)
- I. Hazard communication requirements

**VI. Food Safety Regulations: 4.00% (3 Questions)**

- A. Food safety code
- B. Health authority
- C. Food safety inspection reports
- D. Acceptable reasons/methods for sampling
- E. Right to routine inspections
- F. Right to appeal violations (e.g. closures, suspensions, violations)
- G. Employee rights of refusal (e.g. sampling, health interviews)
- H. Process to correct violations
- I. SOPs for safe food handling (e.g. Federal Regulations)
- J. Reportable illnesses
- K. Documentation (e.g. incidents, customer complaint, employee illness, reporting, health authorities)
- L. Signage requirements (e.g. allergens, undercooked foods)
- M. Obligations to honor customer contracts to deliver safe food (e.g. accurately represent menu items, disclosing undercooking hazards, label allergen information, source foods from safe sources)
- N. Code standards (e.g. building code, safety code, food code)
- O. Hazard communication requirements (e.g. MSDS, OSHA)
- P. Employee privacy of personnel and health records (e.g. HIPAA, illness log, privacy law)
- Q. HACCP plan requirement