

NEHA Certified in Comprehensive Food Safety (CCFS)



Candidate Information Brochure



CCFS Credential

A **Certified in Comprehensive Food Safety (CCFS)** is an expert who works to assure food is safe for consumers by managing or evaluating food facilities and food production processes throughout the food supply chain. This is accomplished by conducting risk assessments, observing and training staff, assessing the physical facility, and assuring corrective measures are implemented to control hazards and prevent foodborne illness.

In order to obtain this credential one must apply, meet the eligibility requirements outlined below and then take and pass the CCFS examination.

Eligibility Requirements

To be eligible for the CCFS credential, a candidate must meet the criteria for A, B, or C as follows:

- A. **Bachelor's 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. And one (1) year full time work experience in food safety management, instruction, compliance, or enforcement.
 - i. To find out if your degree program has been accredited by NEHSPAC, please visit their website at: <http://www.nehspac.org/about-ehac/accredited-programs-ehac-undergraduate-programs/>; OR
 2. A Bachelor's degree with 30 semester hours of core science (defined as a combination of biological sciences, chemistry, pharmacy, physical sciences, food technology, nutrition, medical science, engineering, epidemiology, veterinary medical science, or related science fields.) Degree must be from an accredited institution of higher education or equivalent if a foreign institution. And at least two (2) years full time work experience in food safety management, instruction, compliance, or enforcement; OR
 3. A Bachelor's degree from an accredited institution of higher education or equivalent if a foreign institution. And at least Five (5) years full time work experience in food safety management, instruction, compliance, or enforcement.
- B. **Associates Degree Track:** You are eligible for the credential if you have:
 1. An Associate's degree in science from an accredited institution of higher education or equivalent of a foreign institution. And at least five (5) years full time work experience in food safety management, instruction, compliance or enforcement.
- C. **Experience Track:** You are eligible for the credential if you have:
 1. Registered Environmental Health Sanitarian (REHS) or equivalent credential in good standing. And 1 year full time work experience in food safety management, instruction, compliance, or enforcement; OR
 2. Certified Professional Food Safety (CP-FS) or equivalent credential in good standing. And 2 years full time work experience in food safety management, instruction, compliance, or enforcement.

The Board of Directors has ruled that NEHA cannot accept work experience in lieu of college coursework.

If you are not sure about whether your college courses meet the requirements, you can request a transcript review as noted below.

Transcript Review for United States College Transcripts

Candidates with education from within the United States can request NEHA to review their transcripts for eligibility separate from the application procedure for \$50. A transcript review form must be completed and is available at <http://neha.org/sites/default/files/Transcript-Review.pdf>.

Please see additional instructions on the form.

The \$50 fee is non-refundable even if NEHA finds that your education does not meet the CCFS qualification requirements. It can take 2-4 weeks for your transcripts to be reviewed and you will be notified by letter and/or e-mail.

Foreign Education

If you have college or university education from outside the United States or its territories, you must have your foreign education evaluated by a "third party" foreign education evaluation service to determine equivalency to a Bachelor's degree in the United States. You must submit an evaluation report with your NEHA Credential Application or the report can be sent by the evaluation service directly to NEHA.

NEHA cannot evaluate foreign educational documents even if they have been translated into English. All foreign transcripts must be evaluated by foreign education specialists.

NEHA strongly recommends you choose a service that is a member of the National Association of Credential Evaluation Services (NACES). For information on NACES member companies, go to www.naces.org.

Canadian education is considered foreign education. It must be evaluated by a third-party evaluation service.

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, you may have to test at a different exam administration.

A complete application should include:

1. Completed NEHA Application for Professional Credentials.
2. Official College Transcripts. To be considered an official transcript it should be received at the NEHA office in the sealed envelope from the College Registrar's Office/Transcript Office.
3. Work Experience Verification Form.
4. Appropriate fees.
5. Third party review (applicable for foreign candidates).

Exam Fees

All fees should accompany the NEHA Application for Professional Credentials and fees are subject to change.

	<u>Member Rate</u>	<u>Non-Member Rate</u>
Application fees:	\$90	\$125
Examination fees:	\$155	\$265
Pearson VUE fee (if applicable):	\$110.00	\$110.00

Exam Scheduling and Locations

Candidates can choose to schedule the **CCFS** examination in several different ways:

1. The **CCFS** exam is offered annually at the NEHA Annual Educational Conference (AEC) & Exhibition.
2. State Affiliate and Regional Meetings periodically offer the CCFS 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 testing locations worldwide. 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 unofficial scores with a score report immediately following the conclusion of the exam.
4. Special test sites may be arranged through NEHA in cooperation with its test vendor, PTI. In order to accommodate requests for special test sites, arrangements must be made a minimum of 6-8 weeks prior to the requested date. The fee to set up a special test site is \$350.00. For groups of 10 or more **CCFS** 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 at some Pearson VUE testing centers for military personnel. If you are currently in the US Military, it may be possible to make arrangements to take the exam at a Pearson VUE DANTE CENTER.

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 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 forms and documentation must be returned to NEHA at least 8 weeks prior to the scheduled test date. To receive a copy of the form, please contact Credentialing@neha.org.

If the forms are not returned to NEHA within 8 weeks prior to the scheduled test date, your request for special accommodations may not be honored or may be delayed. 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

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.

Pearson VUE Computer Candidates

NEHA will send you an authorization email when your application is processed as approved. The email will have your Pearson VUE ID number and the Pearson VUE website to schedule a testing time. On test day please bring your photo identification (i.e. driver's license or passport). After scheduling your exam with Pearson VUE, please verify the information is correct and read the Pearson VUE Testing Center policy in your e-mail confirmation. Please contact Pearson VUE if you have any questions regarding what forms of identification are accepted.

Scores

The passing score for the **CCFS** is 650 on a scale from 0 to 900. Your score will be based on the number of questions answered correctly. You will not be given credit for any question left blank and wrong answers do not count against your score. Therefore, if you are unsure of the answer it is better to guess.

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 **CCFS** credential you must 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 (\$130.00 members; \$345.00 non-members) and fees are subject to change.

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. 310 or email credentialing@neha.org.

Exam Description and Content Outline

The **CCFS** examination consists of a total of 135 multiple-choice questions. Of the 135 questions, 120 will be scored. The remaining 15 are unscored, pilot questions. Those items will not be called out to candidates during the exam. Candidates are given a total of two and a half (2.5) hours to complete the exam.

Below is an outline of the seven (7) different content areas the examination covers and the percentages allotted to each of those areas. Please use this outline as a guide when preparing for the examination:

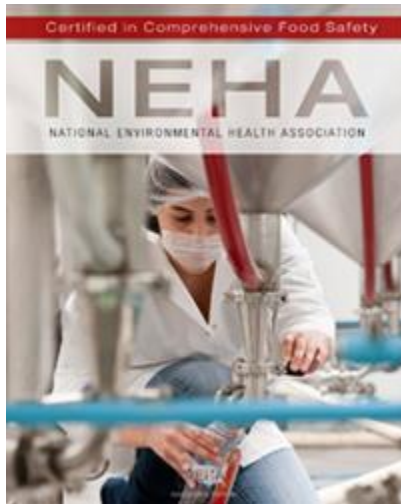
	Content Areas	Percentage
A	Evaluating Food Facilities and Equipment	18.33%
1	Perform a Plan Review	
2	Monitor Potable Water	
3	Assess the Physical Facility	
4	Evaluate Food Contact Equipment	
5	Monitor Equipment Calibrations	
6	Monitor Sewer and Waste Disposal	
B	Managing the Food Flow	21.67%
1	Conduct a Risk Assessment	
2	Evaluate Risks Associated with Special Processes	
3	Manage the Procurement Process	
4	Evaluate Products at Delivery	
5	Evaluate Storage Practices	
6	Observe Food Preparation/Processing	
7	Monitor Handling of Finished Products	
8	Evaluate the Transport of Finished Products	
C	Preventing Contamination and Adulteration	23.33%
1	Monitor Employee Health and Hygiene	
2	Evaluate Contact with RTE Foods	
3	Monitor Cleaning and Sanitizing Procedures	
4	Monitor Pest Control Activities	
5	Monitor Allergen Control	
6	Prevent Chemical Contamination	
7	Assess the Management of Training	
D	Ensuring Regulatory Compliance	12.50%
1	Verify Required Licenses/Permits/Certificates	
2	Conduct Pre and Post Debrief Interview	
3	Evaluate PICs Knowledge	
4	Conduct Menu/Labeling Review	
5	Complete Required Documentation	
E	Managing Adverse Events	9.17%
1	Create a Response Plan	
2	Respond to Adverse Events	
3	Evaluate Effectiveness of Response	
F	Managing Food Defense	9.17%
1	Create a Food Defense Plan	
2	Implement Food Defense Plan	
3	Evaluate Food Defense Plan	

G	Managing the Sample Collection Program	5.83%
1	Conduct Sample Collection Activities	
2	Perform Sample Collection Follow Up Activities	
	Totals	100%

Recommended Study References

Below is a list of study references that are recommended to assist the candidate in preparing for the CCFS examination. The manual is available for purchase through the NEHA online [Bookstore](#):

[Certified in Comprehensive Food Safety \(CCFS\) Manual, \(2014\), NEHA](#)



Individual References

1. Title 21 of the Code of Federal Regulations, Part 110 (21 CFR 110) GFSI Standards
2. GFSI Guidance Document Sixth Edition Issue 3 Version 6.2
3. National Shellfish Sanitation Program Guide
4. 2009 Model Food Code, U.S. FDA
5. Supplement to the 2009 FDA Food Code
6. FDA bad bug book
7. Control of Communicable Diseases Manual
8. Conference for Food Protection FOOD ESTABLISHMENT PLAN REVIEW GUIDELINE
9. Retail Food Protection: Employee Health and Personal Hygiene Handbook
10. CARVER + Shock Vulnerability Assessment

Appendix A

Special Test Site Request Form for Paper and Pencil Group Exams.

Minimum of 3 people testing. \$350 fee for 3-9 people.

Please allow 4-6 weeks for processing.

Name of Person Requesting Site:

Phone Number:

Employer:

Address:

Email Address:

Requested Test Date:

Requested Location:

Number of Expected Exam Candidates: _____

Please attach to this application a list of candidate names and which exam (REHS/RS®, CP-FS®, CCFS, CFSSA or CFOI) they are taking. We need the list a month before the test date. There is a 3-person minimum for setting up a special test site.

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, **a fee of \$350.00** will be incurred and must be **paid in full a month PRIOR** to the test date.

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

Signature

Date

Proctor Information for Special Test Sites

Proctor Name: _____

Title: _____

Mailing Address (Cannot ship to PO Box, APO or FPO):

Street: _____

City: _____ State: _____ Zip: _____

Work Phone: _____

Cell: _____

Email Address: _____

National Environmental Health Association

Attn: Credentialing Department
720 S. Colorado Blvd., Suite 1000-N
Denver, CO 80246

E-mail: credentialing@neha.org

Fax: 303-691-9490

Please allow 4-6 weeks for processing

If you have any questions or need assistance completing this application, please contact the NEHA Credentialing Department at: 303-756-9090, ext. 310.