National Environmental Health Association

NEHA Professional Food Handler Certificate Program, Online Course

Handbook

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION
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Purpose, Scope, and Intended Learning Outcomes

Purpose

Congratulations on taking a step towards holding a NEHA Certificate Program certificate. Holding a NEHA Certificate Program Certificate benefits not only an individual in proving competency and capability in the field of food safety and protection, but also benefits the community and employers. It is through the device of a Certificate that a community gains assurance that the workforce handling this responsibility is competent, properly trained, and equipped to carry out their responsibilities. The Certificate serves to verify that a professional has achieved what is perceived as a baseline level of competence in this complicated subject area of environmental health protection. By having staff who hold Certificates, employers are assured of having a workforce of employees that are reasonably capable of handling whatever challenges their job responsibilities and their employer present.

The course is designed to provide individuals with the ability to explain foodborne illness and contamination; receiving, storing, preparing, and serving food; personal hygiene; cleaning and sanitation; and pest prevention. A food handler is defined as any person employed in a food premise, who at any time may be involved in the manufacturing, preparation, packing, or service of food for distribution.

NEHA's Professional Food Handler Certificate Program benefits from our nationwide recognition and reputation, consultation of food safety experts within our membership, and the continual update of food safety information based on the ongoing assessment of the dynamic food safety field.

Scope

This online course covers food safety hazards, how to control those hazards, and summarizes personal hygiene, handling food safely, the flow of food through a facility, and the basics of pest control. The program is self-paced and includes instruction on foodborne illness and contamination; receiving, storing, preparing, and serving food; personal hygiene; cleaning and sanitizing; and pest prevention.

Terminal Learning Objectives/competency Statements

- Explain the importance of food safety to preventing foodborne illness and contamination.
- Describe how to handle food safely during receiving.
- Describe how to store food safely.
- Describe how to handle food safely while thawing, cooking, cooling, and reheating.
- Explain the importance of personal hygiene when working with food.
- Explain cleaning and sanitizing.
- Describe pest control.

Audience

The NEHA Professional Food Handler Online Certificate Program is designed for individuals in the food safety field so that, upon completion of the course, they may describe science-based procedures needed for food safety and protection.

Requisites to Earn a Certificate

Definition of Holding a NEHA Certificate

Our definition of a certificate holder is *an individual who has completed a prescribed course of study designed specifically to meet predefined industry requirements and successfully completed the summative assessment with a score that equals or exceeds the predetermined cut score.* Studying for and receiving a NEHA Food Handler Certificate demonstrates a commitment to safe food. Individuals holding a NEHA Certificate are viewed as leaders and role models and show that they have completed a prescribed course of study designed specifically to meet predefined industry requirements.

The certificate is not an attestation of qualification, competence, or authority on a subject. There are no acronyms or other marks associated with the certificate.

Course Standards

We are committed to offering fair, valid, and reliable certificate courses. A fair course is not biased for or against any groups because of ethnic background, geographic locale, or any other demographic criterion. A valid course accurately reflects the knowledge, skills, and abilities required for competent practice. Reliability means the course is consistent in its presentation of the knowledge, skills, and abilities of competent practice. All course materials been verified for accuracy and reliability and referenced to a published source.

Application Procedures

No application is required to take the NEHA Professional Food Handler Certificate online course.

Non-Discrimination Policy

It is our policy that no individual shall be excluded from the opportunity to participate in NEHA Certificate Programs based on ethnic origin, national origin, religion, sex, age, or disability.

Special Accommodations for Participants with Disabilities or Impairments

We are committed to ensuring that no individual is deprived of the opportunity to take a certificate course solely by reason of a disability or impairment. This online course has been created using 508-compliant design principles.

Foreign Applicants

All our certificates are available to any person who can participate in the NEHA Professional Food Handler Certificate course. Materials are available in English and Spanish.

Membership
Membership in any association or organization, including NEHA, is **not** required to participate in any of our certificate programs.

Assessment Score Requirements
A certificate will be issued upon successful completion of the NEHA Professional Food Handler Certificate course.

Intended learning outcomes are measured by the summative assessment given at the end of the course. Participants must receive a 70% or higher score on the course summative assessment to be eligible for a NEHA Professional Food Handler Program Certificate.

Self-paced Course Instruction
The self-paced, online course is available to individuals in need of a food handler certificate or to an organization in bulk (e.g., 300 logins to the course). It is self-paced and does not require an instructor.

Fees, Deadlines, Cancellations, and Refunds
Cost
The NEHA Professional Food Handler Certificate Program Online Course is $15 per student.

Deadlines
The online asynchronous course is self-paced and therefore has no deadlines for completion. However, there is only one attempt allowed for summative assessment completion.

Participants may self-register for the online course, but it is up to the individual to know if online courses are approved for them, either by state law or business policies. Participants may also be registered for the online course by their employer as a requisite for employment. Participant records will not be shared with others unless expressly approved by the participant.

Refunds
Refunds are not available for the NEHA Professional Food Handler Certificate Program Online Course unless technical reasons kept you from logging in to or completing the course.

Inferences as Certificate Holders
The NEHA Professional Food Handler Certificate is not an attestation of qualification, competence, or authority on a subject. It is simply a representation of a participant's successful completion of the course work and achievement of a passing score on the summative assessment for the NEHA Professional Food Handler Certificate Program. There are no acronyms or other marks associated with the certificate.

Information Collection

Collection of Data

NEHA does not collect personal data about individuals except when such individuals or stakeholders specifically provide such information on a voluntary basis. Certificate holders and stakeholders need to be aware that non-personal information and data may be automatically collected through the standard operation of NEHA's internet servers or by using "cookies."

Purpose

The personal data collected is used by NEHA and third parties acting on its behalf for customer administration and marketing related purposes including to provide resources to and manage NEHA's relationship with all stakeholders, to process and respond to queries received from the public, and to send marketing communications on NEHA's behalf and on behalf of other selected vendors.

In some cases, such as the program registration, NEHA requires the collection of home address and telephone numbers. It has been NEHA's experience that residential contact information is more constant than business contact information because of the mobility of professionals through their careers. This information is used to contact individuals about upcoming certificate programs, convey awareness information, and for the distribution of certificates.

NEHA occasionally performs statistical analyses of user behavior and characteristics in order to measure interest in and use of the various areas of the website. NEHA provides only aggregated data from analyses to affiliated third parties.

NEHA also uses an IP address to help diagnose problems with its servers and to administer the website.

As NEHA is an organization based in the United States, some personal data will be collected and processed in the United States by NEHA and third parties acting on its behalf in accordance with and for the purposes set out in this Privacy Policy. Those not wishing personal data to be handled in this way should inform NEHA using the contact details listed in this document.

Participant Identity

As part of the online program, only authorized participants can access the program and assessments using their unique username and password.

Confidentiality

We hold in confidence and handle in a secure manner any information of a confidential nature related to, or obtained from, our certificate programs. Such information includes:

- Participant details (e.g., learners and Certificate holders)
- Learning outcomes

- Evaluation instruments (i.e., assessments)
- Answer keys
- Assessment results
- Other related educational materials

Conditions for Disclosure

We ensure personal information is not disclosed without the explicit permission of the person concerned, strict personal information security is maintained, and proper safeguards are in place to protect against unauthorized disclosure of information.

Credit Earned

No academic or continuing education credit is earned through participation in the NEHA Food Handler Certificate Program. Continuing education is not necessary or valid for maintaining or renewing a NEHA Certificate. Once expired, a past certificate holder must retake a face-to-face or asynchronous online course and pass the summative assessment again to earn a new certificate.

Certificate Period

The NEHA Professional Food Handler Certificates must be renewed on a three-year cycle, based on the updating of the FDA *Food Code*. The *Food Code* is fully updated every four (4) years, with supplements available every 2 years. We assess the *Food Code* supplements and update the course within 1 year of the updates, if needed, making our course material new every 3 years. The first day of the certificate period is the date the certificate course assessment was successfully completed.

Certificate Renewal

At the end of the three-year certificate cycle, individuals must retake the Professional Food Handler Certificate course for the certificate to remain valid. You can retake the assessment by taking (i.e., paying for) the course again.

Commercial Support Disclosure

No commercial support is provided to the NEHA Professional Food Handler Certificate Program.

Special Requirements for the Online Course

The online course is accessed from our Learning Management System (LMS) site. Computer requirements include:

- High-speed access to the Internet
- Video support for 1024 X 768 display resolution
- Audio support with computer speakers or headphones

- Keyboard and mouse input devices
- Connection to a printer is preferred
- An operating system that can support Internet browser applications such as Chrome, Firefox, or Microsoft Edge

Course Ownership

Our certificate courses are the exclusive property of NEHA. Participants who take a NEHA certificate course acknowledge that they understand the following:

- Federal copyright law protects the course and information contained therein. No part of the course may be copied or reproduced in part or whole by any means whatsoever.
- The theft or attempted theft of NEHA copy written material is punishable as a felony.
- Individual participation in any reproduction of the course may be sufficient cause to terminate the individual's participation, invalidate their Certificate, or take other appropriate action deemed necessary.

Contact Details

It is the Certificate holder's responsibility to notify us in writing of any change in your name and/or address. Without this information we are unable to send you important information about courses.

Mailing Address:

NEHA
720 S. Colorado Blvd., Ste. 105A
Denver, CO 80246
Fax: 303-651-9490

Email:

support@neha.org