

SDC Certifications, Inc. Certified Food Protection Manager Exam Blueprint

Content Category	Number of Items
A. Train food workers on food safety practices.	8
1. Develop and implement a training plan and schedule.	
2. Provide orientation and training to food workers on food safety.	
3. Monitor food workers' safety practices and adjust training as needed.	
4. Maintain training records.	
Knowledge, Skills and Abilities:	
<ul style="list-style-type: none"> • Training methods & principles • Change management • Industry standards & regulatory requirements • Foodborne illness risk factors • Populations at risk of foodborne illness (elderly, young children, immunocompromised individuals) • Handwashing techniques • Handwashing skills • Staff management principles • Needs assessment • Training & coaching skills • The "Big 6" foodborne illnesses (Norovirus, hepatitis A, Shigella spp., Shiga toxin-producing E. coli [STEC], Salmonella typhi, nontyphoidal salmonella), their common sources, symptoms & prevention methods 	
B. Monitor cold & hot food holding temperatures in accordance with food safety standards.	8
1. Maintain food temperature records.	
2. Take corrective action if food holding temperatures have not been maintained.	
3. Train food workers on proper temperatures for hot and cold foods.	
4. Monitor temperature during flow of food.	
5. Monitor temperature equipment for proper working (e.g., thermometers, steam tables, cold wells).	
Knowledge, Skills and Abilities:	
<ul style="list-style-type: none"> • Required documentation for temperature logs • Two-stage cooling process • Holding temperatures • Minimal internal cook temperatures for food (e.g., poultry, ground meat, fish) • Reheating procedures & protocols • Use, calibration & maintenance of thermometers (e.g., bimetallic, thermocouple, infrared) 	
C. Enforce personal hygiene practices.	7
1. Inspect personal appearance/uniform compliance in accordance with worker handbook and local regulations.	
2. Monitor staff health.	
3. Correct personal hygiene deficiencies.	
4. Follow mandated reporting and exclusion policies.	
Knowledge, Skills and Abilities:	
<ul style="list-style-type: none"> • Reportable illnesses & symptoms • Personal cleanliness • Requirements for glove use (bare-hand contact policies) • Restriction vs exclusion policies • Requirements for uniforms, hair restraints, jewelry & nail care 	
D. Domain: Purchase and receive food according to Food Code.	8

1. Ensure products are ordered from approved suppliers.	
2. Coordinate deliveries.	
3. Check product for proper temperature and that it is not damaged upon receipt.	
4. Rotate stock to apply FIFO (first in, first out) when storing.	
5. Maintain purchase and receiving records.	
Knowledge, Skills & Abilities:	
<ul style="list-style-type: none"> • Required temperatures for receiving foods • Quality indicators for receiving foods (shellfish tags, USDA stamps, package integrity) • Safety protocols for purchasing & receiving food • Supply chain processes 	
E. Monitor food production according to Food Code.	8
1. Follow prescribed recipes according to operational standards.	
2. Prevent cross-contamination and cross-contact throughout daily operations.	
3. Use the appropriate time and temperature controls.	
4. Keep accurate shift logs.	
5. Monitor critical control points.	
Knowledge, Skills & Abilities:	
<ul style="list-style-type: none"> • Biological, chemical & physical contaminants • Allergen cross-contact prevention methods • Safety protocols for food production & service • Appropriate corrective actions when a critical limit is not met • Standard cooking temperatures • Self-service/buffet/display controls • Re-service & refills • Time as a public health control in service situations • Temperature controls during food transport • Cross-contamination prevention methods • CCPs (Critical Control Points) in the flow of food • Approved methods for thawing TCS (Time/Temperature Control for Safety) food • Prevention of contamination from personnel • Prevention of contamination during service • Calibration & accuracy controls for temperature-measuring devices and other monitoring tools • Protection of contamination during transit • Off-site set-up • Leftover/return handling rules 	
F. Domain: Monitor cleaning and sanitizing of the facilities, equipment, and utensils.	8
1. Institute pest control management.	
2. Maintain cleaning and maintenance schedule for equipment.	
3. Maintain cleaning schedules.	
4. Check dish machine for proper sanitation and temperature.	
5. Inspect manual dishwashing for proper temperature and sanitation.	
Knowledge, Skills & Abilities:	
<ul style="list-style-type: none"> • Cleaning vs. sanitizing differences & when each is required • Temperatures for high-temperature sanitizing • Sanitation operational standards • Use & storage of cleaning chemicals • Procedures for cleaning up bodily fluids & human waste • Ability to develop & implement sanitation/prevention plans • Handwashing sink requirements • Restrooms & sewage/wastewater safeguards 	

<ul style="list-style-type: none"> • Ventilation/lighting/physical facility conditions • Procedures for manual & mechanical warewashing • IPM (Integrated Pest Management) principles • Proper waste & garbage handling • Required documentation of cleaning schedules • Requirements for food-contact surfaces, handwashing stations & general facility maintenance • Water supply & plumbing safeguards (cross-connection prevention, backflow protections, air gaps) • Equipment standards & maintenance 	
G. Monitor food storage, labeling and dating.	8
1. Maintain food storage logs.	
2. Maintain temperature of refrigerator and freezer.	
3. Comply with food storage protocols.	
4. Ensure prepared items are properly labeled.	
5. Discard products that have been compromised (e.g., cross-contamination, damage, time/temperature).	
Knowledge, Skills & Abilities:	
<ul style="list-style-type: none"> • Handling recalls & disposing of unsafe or expired food • Temperature Danger Zone (TDZ) • Storage order in refrigeration (e.g. RTE [Ready to Eat] foods above raw meat) • Ambient air temperature requirements • Time/Temperature Control for Safety (TCS) foods • Proper cold & dry storage temperatures • Storage protocols (FIFO [First In, First Out], rotation, labeling & date marking) 	
H. Domain: Confirm compliance with regulations during imminent health hazard (i.e., power outage, fire/flood, pest infestation, water supply interruption or contamination, sewage back-up, foodborne illness outbreak).	10
1. Identify hazards.	
2. Ensure crisis management plan is in place.	
3. Report to regulatory authority if required.	
4. Implement corrective action.	
5. Document correction action.	
6. Request permission to reopen from appropriate authority.	
Knowledge, Skills & Abilities:	
<ul style="list-style-type: none"> • Hazard Analysis and Critical Control Point (HACCP) system principles • How to deal with imminent health hazards • Emergency response • Required documentation for corrective action logs • When to report hazards to local regulatory authority • Identifying & correcting food safety hazards 	
I. Implement active managerial control of food safety systems.	15
1. Establish food safety policies and procedures aligned with regulatory requirements and organizational standards.	
2. Monitor compliance with food safety practices.	
3. Perform routine self-inspections of food operations.	
4. Review documentation (e.g., logs, checklists, procedures) to verify monitoring of food operations.	
5. Implement corrective actions.	
6. Comply with regulatory recordkeeping requirements.	
7. Coach staff on regulatory requirements.	
8. Ensure required approvals/controls are in place when specialized processes or variances (e.g., curing, smoking, reduced oxygen packing) apply.	

9. Evaluate the effectiveness of the food safety management system.

Knowledge, Skills & Abilities:

- Principles of active managerial control
- When/why variance or special process controls exist
- Documentation and recordkeeping requirements
- Interpreting regulatory requirements
- Implementing corrective action
- Food Code regulations
- Communicating with regulatory authorities
- Training and coaching of staff
- Observing and evaluating food safety practices