



FOOD PROTECTION MANAGER CERTIFICATION INFORMATION

WHO NEEDS A CERTIFIED FOOD PROTECTION MANAGER?

- Section 500.12 (6) of the Florida Statutes requires the department to adopt rules for the certification of food protection managers. The rule is chapter 5k-4.021 of the Florida Administrative Code. ALL food establishments including mobile vendors permitted by the department must have a certified food manager.
- "Food manager" means a person responsible for all aspects of food establishment operation at a food establishment regulated by the department under Chapter 500, Florida Statutes. However, the food establishment may designate someone who is responsible for the safety of the food supply, to be certified other than the person in charge.
- **EXCEPT:**
 1. Food establishments or mobile vendors that sell, store, or hold only pre-packaged, non-potentially hazardous foods that arrive at the food establishment in a pre-packaged state and that are not opened or otherwise further processed by the food establishment,
 2. Food establishments or mobile vendors that sell pre-packaged individual portion frozen novelties (examples: ice cream sandwich, frozen yogurt bars, popsicles etc.) and;
 3. Food establishments that only process seafood and that are in full compliance with the mandatory HACCP provisions in rule 5k-4.002 (1) (a). F.A.C. (Retail Seafood Markets are not exempt.)

HOW DOES ONE GET CERTIFIED?

- Call or use the website for any of the accredited certifying organizations regarding information on where and when examinations are available.

If you wish to get training, the certifying organizations will have information about where you can get training or you may get training from other sources. Study guides are advised if you wish to bypass training. Each certifying organization will have study materials available. Cost will vary. Most likely, you will be referred to a training company that will give the exam, especially if you want training.

(When calling one of the accredited certifying organizations listed below, be prepared to ask for all the options available to you such as:

- If you only want to take the exam without training or purchasing any materials.**
- If you only want to purchase a study guide and take the exam.**
- If you want training, study guide and take the exam.**
- If you do not pass the exam the first time, what will it cost to retake it.**

WHEN DOES A FOOD MANAGER NEED TO BE ON THE PREMISES?

- At least one certified food manager must be present when there are four or more employees engaged in food establishment operations on the premises at all times. (Example: a large grocery store or convenience store or any food establishment with four or more employees working a shift). However, employees that perform specialized activities within a food establishment such as operation of eye care, pharmacy, film processing centers, cashiers, clerical, stocking or management functions that do not involve stocking, holding, or serving food are not counted. (In other words, employees not involved with food.) So, if there are 4 employees but only 2 work with food in any way then this only counts as 2 employees then a manager would not have to be present at all times just as stated below.



Florida Department of Agriculture and Consumer Services

CHARLES H. BRONSON, Commissioner

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Rev. 7/21/2005

- When there are less than four employees engaged in food establishment operations the certified food manager does not have to be present on the premises at all times. (Example: a convenience store or any small food establishment that only has one, two or three employees working a shift.)

IF THE STORE IS OPEN 24 HOURS A DAY, DOES A CERTIFIED FOOD MANAGER NEED TO PRESENT ALL 24 HOURS?

- Yes, if there are four or more employees working in food establishment operations during the entire 24 hour period. If the store is open 24 hours a day, but there are less than 4 employees working in food establishment operations present during a particular shift, a certified food manager does not have to be present during that shift.

WHAT IF MY CERTIFIED PROTECTION MANAGER QUILTS? HOW LONG DO I HAVE TO GET ANOTHER MANAGER CERTIFIED?

- In the event the certified food protection manager leaves the employment of the food establishment or is relieved of food management responsibilities, the food establishment has 90 days from the date of the employment change to have a certified manager.

HOW LONG IS MY CERTIFICATION GOOD FOR?

- For 5 years from the date the certificate was issued.

THE DEPARTMENT ACCEPTS THE FOLLOWING ACCREDITED EXAMINATIONS:

National Registry of Food Safety Professionals (FSP Certificate) (800) 446-0257 Website:
www.nrfsp.com

National Restaurant Association Educational Foundation (Selvage) 800-765-2122 Website:
www.NRAEF.org.

Thomson-Prometric (formerly Experior Assessments) (800) 624-2736 Website:
www.prometric.com