



TEXAS Health and Human Services

**BUSINESS FILING AND VERIFICATION SECTION
CERTIFIED FOOD MANAGER PROGRAM
INITIAL / INTERNET EXAMINATION
DEVELOPMENT LICENSE APPLICATION**

Internet – 2103

BUDGET:
ZZ106
FUND:
073

LICENSE #

Texas Department of State Health Services

(Health and Safety Code (HSC), Chapter 438, Subchapter G)

Return both the completed application and **non-refundable check or money order** made payable to: Texas Department of State Health Services, RLU-Food and Drug Licensing-MC2003, PO. Box 149347, Austin, Texas 78714-9347

Please note that this application is for **Internet Examination Development only**. A separate application package is required for Certification Programs or test sites. Applications may be downloaded at <http://dshs.texas.gov/food-managers/default.aspx>, or contact this office at (512) 834-6727.

Business applying to operate Test Site: _____

Name of business owner (licensee of Test Site): _____

Physical address of Test Site: _____

City, County, State, Zip Code: _____

Mailing address: _____

Telephone number at physical address: _____

Test Site Email address: _____

Test Site Website (URL): _____

INITIAL LICENSE FEE

INTERNET EXAMINATION: \$2,000.00

EF23-13424

REV 11/7/17

**PAGE 1 OF 10
BE SURE TO COMPLETE ALL PAGES OF THIS FORM**

[Type here]

- I verify the content validity of the submitted food safety certification examination is based on a psychometrically valid job analysis developed by psychometrician(s) and a demographically and technically representative group of individuals with significant experience in food safety.
- I agree to systematically evaluate practices in the *retail food industry* to assure that the *job analysis* on which an examination is based remains appropriate for the development of *food safety certification examinations* on which the approval is awarded.
- I acknowledge that the submitted *job analysis* is valid for five years from the date of validation.

VERIFICATION: I swear or affirm that all information in this application is true and correct. I further certify by signature hereon, that I am authorized to execute this document on behalf of the corporation and am eligible to receive a license. If signing this as owner of a sole proprietorship, I am not delinquent in the payment of any child support owed under Chapter 232, Family Code. If signing as a sole proprietor, I certify I have filed the assumed name certificate in appropriate counties pursuant to Business and Commerce Code, Chapter 36. I further certify that I have read and understand Chapter 438 of the Health & Safety Code, the applicable provisions of 25 Texas Administrative Code, Chapter 229, and agree to abide by them.

Signature of Licensee

Printed name & title

Date

Purpose of this application: Mark appropriate box to indicate purpose of application, and/or any change in status of firm.

New

Change in ownership: Effective Date: _____

Previous business and & license number: _____

A completed application must be submitted with appropriate fees prior to a change of license ownership, site location, or change of name. The effective date of change becomes the new anniversary date.

I, _____
Applicant Title Phone number

Hereby make application to the Texas Department of State Health Services for a
Internet Examination Development License for:

Name of business

Internet examination will be in compliance with Health and Safety Code Chapter 438 and
25 TAC 229.176 Certification of Food Managers as indicated by the completed
documents and specifications enclosed with this application.

Signature of Applicant

THE STATE OF TEXAS

COUNTY OF _____

Before me, the undersigned authority, in and for said county and state on this date
personally appeared _____ who being by me duly sworn
(Applicants name)

On oath stated that the statements in the foregoing instrument are true and correct to
the best of his/her knowledge and belief.

Subscribed and sworn to before me this _____ day of _____
20_____.

Notary Public _____

County of _____, TX.

LICENSE HOLDER INFORMATION: Please enter the 11 digit State Tax Payer's
Identification number on file with the Texas Comptroller of Public Accounts. Also your 9
digit Federal Employee Identification number (EIN).

Taxpayer number

EIN number

For the information below, complete **the box** that applies to the ownership of the License.

SOLE OWNER / PROPRIETORSHIP

Name of Sole Owner: _____

Association **State Agency**

Name of Association / State Agency: _____

Partner Name: _____

Partner Name: _____

Partnership **LP** **LLP** **LTD**

Name of Partnership: _____

Partner Name: _____

Partner Name: _____

University / College

County / Department

Name

CORPORATION

LLC

Name of Corporation: _____

President Name: _____

Officer Name: _____

Officer Name: _____



Texas Department of State
Health Services

§229.176 CERTIFICATION OF FOOD MANAGERS
INTERNET EXAMINATION DEVELOPMENT
APPLICATION COVER DOCUMENT

DIRECTIONS:

This Internet Examination Development Application Cover Document outlines the supporting documents and attachments that **MUST** be submitted with applicable page/paragraph number(s) on the Internet Examination Development Application (pp. 4-8). **DO NOT** submit the application without all required documentation.

Review each section/standard/rule and information requested to demonstrate compliance. Please feel free to add any additional documents or descriptive information that you believe will assist the reviewers in determining whether your internet certification examination complies with §229.176: Certification of Food Managers. Be consistent in your responses and references.

PLEASE SUBMIT:

- Completed internet examination development application which includes the cover document verification checklist (Application pp. 4-8);
- Supporting documents and attachments with applicable page/paragraph number(s);
- Psychometrician report regarding content validity of a food safety certification examination based on a psychometrically valid job analysis developed by psychometrician(s);
- Submit only **ONE** copy of each document, but reference the document in every standard where you are using the document to demonstrate compliance with that standard;
- If providing a training program, a copy of or access to the training program, and
- Appropriate fee

| | Verify Page/ Paragraph # | In Office Use Only ✓ |
|--|---|---|
| 4.0 FOOD SAFETY CERTIFICATION EXAMINATION DEVELOPMENT | | |
| 4.1 Compliance with CFP (See documentation required under 4.2 and 4.3) | | |

| 4.2 Professional Requirements | | |
|---|--|--|
| Describe the process used to conduct the job analysis, including timelines, data collection formats and procedures. | | |
| Describe how the exams are developed and how they relate to the findings of the job analysis. | | |
| Describe how security of exams and scores are assured. Provide details of the process used and the individuals/agencies involved in the process. | | |
| Describe the program's data handling reporting and archiving capacities, policies and procedures. Attach relevant manuals, contracts with outsourced service providers. | | |
| Describe how the program ensures fairness to candidates. Describe the procedures for due process in handling candidate dispute. | | |

| 4.3 Procedures and Personnel | | |
|--|--|--|
| Complete description of the scope and usage of the examination | | |
| Job analysis task list, with knowledge, skill and abilities | | |
| Examination specifications | | |
| The number of unduplicated items in the item bank | | |
| Statistical performance of each item in the bank | | |
| Number of examination forms and evidence of their equivalence to each other | | |
| Description of method used to set passing score | | |
| Copies of personnel lists and descriptions kept as required in the development process | | |
| Summary statistics for each examination form | | |
| Names, credentials, and demographic information for all persons involved in the job analysis, item writing and review, and setting the passing score | | |

| 4.4 Job Analysis | | |
|--|--|--|
| Describe the Subject Matter Expert panel members with respect to their number, demographic representation and qualifications. Subject matter expert demographic descriptors are to include employment setting, years of relevant experience, educational level, geographic region, race, ethnicity and gender. | | |

| | | | |
|------|---|--|--|
| | Describe the scope of the job analysis including the process used to select survey respondents and survey respondent demographics. Survey respondent demographic descriptors are to include employment setting, years of relevant experience, educational level, geographic region, race, ethnicity and gender. | | |
| 4.5 | Knowledge, Skills, Abilities | | |
| | Describe the process used to design the job analysis instruments and to collect information on KSA's. | | |
| | Describe the procedures used to determine that KSA's are reflective of current industry needs and with an emphasis in the prevention of foodborne illness. | | |
| 4.6 | Study of Job Analysis | | |
| | Describe the exam development process with emphasis on how the exam blueprint relates to the results of the job analysis. | | |
| | Describe how the exam table of specification is made available to candidates and the public. Attach candidate manuals and other documentation. Reference the relevant sections of these in the attachment in the application | | |
| 4.7 | Demographic Data (Information is included in 4.4 and no additional documentation is needed). | | |
| 4.8 | Evaluation | | |
| | Provide schedules for conducting a job analysis. Include procedure/rationale for determining how often a job analysis is concluded. | | |
| 4.9 | Psychometric Standards | | |
| | Describe the process used to determine that the examination and passing score are developed in accordance with the Standards for Educational and Psychological Testing referenced in this standard. | | |
| | List the policies and procedures that demonstrate compliance with ADA and other relevant federal requirements in this Standard. Provide a description of any complaints received, the resolution process used and outcome of that process. | | |
| 4.10 | Competencies. (See documentation required under 4.5 and 4.6.) | | |
| | Describe how the certification organization monitors and incorporates changes in relevant food safety regulations. | | |

| | | |
|---|--|--|
| 4.11 Psychometrically Valid Procedures | | |
| Describe the procedure used to determine that different forms of the examination are equivalent. How the information is made available to the public? | | |
| 4.13 Item Bank Translation | | |
| If the examination is translated into other languages, describe the methodology used to translate the examination into other languages. | | |
| List and describe the qualifications of consultants used in translating exams, who are competent in the language of both the original and the translated version of the food safety certification. | | |
| 4.14 Demographic Data | | |
| Provide a description of the categories included in the logs regarding the participants in the test development and administration process. | | |
| 4.15 Security | | |
| Describe the overall examination security plan that covers each step in the examination development and the administration process that includes administration personnel, internet security disposition of secure materials. | | |
| Include description of any incident regarding security issues, the resolution process and outcome. | | |
| 4.16 Periodic Review | | |
| Submit data requested in 4.16 for each examination currently in use: | | |
| Number of food safety certification examinations administered | | |
| Mean | | |
| Mode | | |
| Standard deviation | | |
| Range | | |
| Reliability coefficient | | |
| Number and percentage of candidates passing the examination | | |
| The statistics describing the performance of each item used on food safety certification examinations administered during the six month period. | | |

| | | |
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| 4.17 Specific Procedures for Examination Administration. Describe how the certification organization complies with each of the following: | | |
| Specification of security procedures to assure lack of exposure of test items to unauthorized persons during testing and to prevent theft of examination items | | |
| Requirements for qualifications of test administrators and reseller and suitable training program for each | | |
| A complete administration manual describing each step of the test administration process and the rationale for each | | |
| Clear instructions for candidates | | |
| Clear criteria (with rationale) and procedures for adaptations necessary to accommodate qualified candidates with disabilities | | |
| Clear criteria (with rationale) and procedures for adaptations necessary to accommodate qualified candidates with literacy limitations that may require a reader | | |

| PAGE 1 INTERNET EXAMINATION DEVELOPMENT | Verify Page/ Paragraph # | In Office Use Only ✓ |
|---|---------------------------------|--------------------------------|
| Internet examination development shall meet the criteria established by the CFP Standards for Accreditation of Food Manager Certification Programs, §40. | | |
| Examination questions. Internet examinations shall consist of a minimum of 75 statistically valid questions that are administered at one time. Submit item bank date for the following: <ul style="list-style-type: none"> a. Item bank size (item usage statistics must be provided for all available items in the pool), b. Number of questions for each blue print area. | | |
| Examination forms. Describe the process so that each candidate receives a unique form of the examination with regard to question sequence. | | |
| Describe the process in place to restrict the internet examinations to not exceed 90 minutes. | | |
| INTERNET EXAMINATION ADMINISTRATION | | |
| Describe the policies and procedures to register candidates as required. | | |
| Verify their identity; | | |
| Provide responses to ten personal validation questions; and | | |
| Maintain examination security | | |

| Describe the policies and procedures to inform the candidate of the following: | | |
|---|--|--|
| Reference materials shall not be used during the examination | | |
| The candidate shall not receive assistance from anyone during the examination | | |
| Examination questions shall not be replicated in any fashion | | |
| Describe the policies and procedures in regards to verification of a candidate's identity throughout the examination | | |
| A minimum of five (5) personal validation questions selected from the ten provided during registration shall be incorporated at various times during the examination | | |
| The personal validation questions shall be randomly generated with respect to time and order | | |
| The same personal validation questions shall not be asked more than once during the same examination | | |
| The examination sessions shall cease and the candidate shall be automatically exited from the examination if a candidate answers a personal validation question incorrectly | | |

| Describe how the Certification Organization complies with the following Internet examination system capabilities and security measures | | |
|--|--|--|
| Capability to browse or review previously completed examination questions | | |
| Capability to navigate logically and systematically through the examination' | | |
| Technical support personnel for Internet examination issues | | |
| Security of personal candidate information in transit and at rest | | |
| A back-up and disaster recovery system capability | | |
| Assurance that examination data is maintained in a secure and safe environment and readily available to the department | | |