

APPLICATION INSTRUCTIONS

UTAH FOOD HANDLER TRAINING PROVIDER – INITIAL REGISTRATION

1. Please print and complete the Provider Application for Utah Food Handler Training Program (Application) as the first step in becoming registered in Utah as an approved food handler training provider.
2. Please submit the Application with Affidavit to the Utah Department of Health (Department). Please submit the application with a means to allow Department reviewers to access the food handler training program you will be using. This access could be provided in the form of a written course curriculum, a trainer-led course description containing all training points and teaching concepts covered, user names and passwords to an online course, a copy of the slides from a computer presentation program such as PowerPoint or Presentations with accompanying script, or other comparable media or documentation that would enable the Department to determine compliance with the requirements of R392-103 Food Handler Training and Certificate.
3. If applicable, please submit the required testing documentation and information with the Application. The specific requirements are listed in the test portion of the Application. If you choose to use your own test, you will be billed for a review fee after the review is completed. The fee will be based on the time needed to perform the review with a maximum fee of \$500.
4. There are 3 possible ways to submit the documents required with the Application. They can be submitted to the Environmental Sanitation Program either by email of the scanned documents to foodhandler@utah.gov, or by mail to:

Attn: Cassandra Fairclough
Environmental Sanitation Program
Utah Department of Health
PO Box 142104
Salt Lake City, UT 84114-2104

Fed Ex & UPS
288 North 1400 West
Salt Lake City, UT 84116

or delivered in person (Attn: Cassandra Fairclough) to 288 N 1400 W, Salt Lake City, UT.

If you submit your application by email and do not receive a confirmation within a week that your application has been received, please contact us.

For questions regarding the food handler training provider application and revalidation, please contact Cassandra Fairclough at the Utah Department of Health at 801-538-6191, or by email at foodhandler@utah.gov

PROVIDER APPLICATION

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Training Provider Program Name	
Training Provider Contact Person	
Training Provider Mailing Address	City / State / ZIP
Contact Person's Phone Number	Contact Person's Email Address

CHOOSE A TESTING OPTION (CHECK ONE)

<input type="checkbox"/>	I have chosen to use the Department provided questions. I understand that the Department provided bank of food handler test questions are to remain confidential under penalty of law and shall not be shared with any other entity except through the administrative use of the questions as outlined by rule.
<input type="checkbox"/>	I will use a new bank of test questions developed by the training provider and not yet approved by the Department of Health. I understand that the bank of test questions must be approved by the Utah Department of Health before use as required in R392-103 . Along with this application I have provided a copy of a bank of at least 200 questions organized by the learning objectives required in R392-103-6 . I have included documentation of the analysis and positive recommendation of the test questions by an independent instructional design and testing expert as defined in R392-103-7. I have reviewed the examination requirements in R392-103-7 to make sure my test and testing procedures are in compliance. I understand that a review fee will be charged for this option, and I agree to pay the fee.

COMPLETE THE FOLLOWING CHECKLIST (SELECT ALL THAT APPLY)

<input type="checkbox"/>	I have read R392-103 Food Handler Training and Certificate Rule.
<input type="checkbox"/>	I will provide each person taking the course and passing an exam with a numbered certificate that includes the person's name, date of issuance, training provider name, and a statement that the certificate is valid for 30 days.
<input type="checkbox"/>	I will send certificate information to the applicant's local health department within seven days.
<input type="checkbox"/>	The training program includes at least 75 minutes of training to be offered either in an internet-based course, a trainer-led course, or a combination of both.
<input type="checkbox"/>	The training program contains basic training information regarding the Centers for Disease Control's top 5 risk factors associated with foodborne illness.
<input type="checkbox"/>	The training program only contains information that is consistent with the FDA national model food code standard incorporated by reference in R392-100 .
<input type="checkbox"/>	I will maintain a list of past and current instructors registered with a local health department denoting the dates the instructor taught food handler courses.
<input type="checkbox"/>	I will maintain a system to verify a certificate upon request of the Utah Department of Health, the local health department, or the food establishment where the food handler is employed.
<input type="checkbox"/>	I have implemented the required procedures to prevent cheating on exams. I will ensure that exam questions are protected from unauthorized access, copy or alteration, and access to food handler applicants outside of established exam time.

<input type="checkbox"/>	An agreement will be established with applicable local health departments to collect permit fees and transmit data for each food handler permit applicant. (Agreements with applicable LHDs - all Local Health Departments for internet-based training providers - must be completed to maintain UDOH approval).
<input type="checkbox"/>	I will maintain records of each food handler applicant's name, mailing address, email address (if provided), primary phone number, date of birth, date of exam, exam score, certificate expiration date, and name of instructor.
<input type="checkbox"/>	Procedures have been implemented to prevent the unauthorized duplication of certificates.
<input type="checkbox"/>	The training program will require applicants to sign, either electronically or in person, to attest that they have complied with the exam requirements.
<input type="checkbox"/>	The training program will only issue a certificate to a food handler applicant who has passed the required exam by correctly answering at least 75% of the exam questions.
<input type="checkbox"/>	The training program will invalidate the certificates of any food handler applicant involved in the violation of any of the exam security requirements listed in R392-103-7(8).

INTERNET-BASED TRAINING PROVIDERS COMPLETE THE FOLLOWING CHECKLIST	
<input type="checkbox"/>	Procedures have been implemented to reasonably inhibit fraudulent attempts to circumvent the training and exam requirements and to reasonably ensure a food handler applicant taking a course and exam is focused on training materials and actively engaged throughout the training period.
<input type="checkbox"/>	The training program logs the start and end time of each online exam.
<input type="checkbox"/>	The training program monitors any repeat attempts to pass an online exam, and requires a food handler applicant to retake a food handler training course after three failed attempts to pass the exam.
<input type="checkbox"/>	The training program tracks the Internet Protocol (IP) address or similar electronic location identifier of a food handler applicant who begins an online exam.
<input type="checkbox"/>	The training program requires a food handler applicant to provide an electronic signature before taking an online exam to attest that the applicant will comply with exam requirements.
<input type="checkbox"/>	The training program requires a food handler applicant to provide all required applicant information and electronically links the information to the exam before the exam is offered.
<input type="checkbox"/>	The training program presents a minimum of four pre-exam questions at the end of each learning section. A food handler applicant is not allowed to proceed to the next section until correctly answering 75% of the pre-exam questions, and the food handler applicant cannot proceed to the online exam before completing all pre-exam questions.
<input type="checkbox"/>	The training program provides technical support to users by way of the internet, phone, or other method when technical difficulties occur.

REQUIRED LEARNING OBJECTIVES

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For each of the following learning objectives required by Section R392-103-6 to be included in your food handler course, please describe where in your course each learning objective will be covered. The description can be the paragraph number in your written curriculum, the number of minutes into a training video, the page number in an online course, or a similar description in other training types.

(A) Food Protection – Limiting Harmful Pathogens
Define potentially hazardous foods (foods that require time or temperature controls for safety, TCS).
Provide a comprehensive list of foodborne pathogen sources.
Discuss ideal conditions for bacterial growth in food.
List the temperature danger zone.
List proper hot and cold holding temperatures of food which requires time or temperature control for safety.
List the appropriate temperatures for refrigerators and hot holding equipment.
Describe the approved procedures for thawing frozen foods.
Describe the approved methods for cooling food.
Describe approved and unapproved food sources.
Describe the correct procedures for date marking and discarding food.

Identify the conditions in which time can be used as a public health control without temperature control.

(B) Food Protection – Destroying Harmful Pathogens and Preventing Food Contamination
List the required final cook temperatures for foods.
Describe the procedure and list the final temperature for reheating leftovers for hot holding.
Describe the relationship between cooking time and temperature in killing microorganisms.
Define cross contamination.
List the possible sources of cross contamination when handling food.
Discuss how a food handler might contaminate food.
Identify steps to prevent cross contamination.
Stress the importance of eliminating bare-hand contact with ready-to-eat food.
Describe how, when, and where to use utensils or gloves.
Define and give examples of the major food allergens.
Describe the range of symptoms, including the types of mild reactions to anaphylactic shock or death, that an individual having an allergic reaction may experience after exposure to a food allergen.

Identify steps to prevent cross-contact of food allergens, and stress that cooking does not remove an allergen from food.

(C) Equipment, Utensils, and Linens

Explain the difference between cleaning and sanitizing, and describe the correct procedures for each.

Identify when surfaces should be cleaned and sanitized.

Identify the commonly-used chemicals approved for sanitizing food-contact surfaces.

Describe how to test chemical concentration of sanitizing solutions used on food-contact surfaces, and stress its importance.

Describe the 3-compartment sink method of cleaning, rinsing, and sanitizing utensils and how to correctly dry dishes.

Describe the correct procedure for cleaning and sanitizing utensils and equipment when using a warewashing machine.

Describe the correct procedures for storing cleaned dishes and utensils, laundered linens, and single-service and single-use articles.

Describe the procedures for safe chemical storage and use.

Describe the correct procedures for handling, storage, and removal of solid waste.

(D) Employee Health and Hygiene

List the reportable foodborne illness diagnoses as well as reportable symptoms, past illnesses, and history of exposure that a food handler must report to the person in charge.

Describe the personal hygiene practices a food handler must follow to prevent food contamination.

Describe the proper hand washing procedure and when a double hand wash is required.

Describe how hands become contaminated and when and where hand washing should occur.
List approved jewelry, clothing, and hair restraints.
Describe the correct procedures to prevent a foodborne illness from a cut, burn, or other wound.
Describe the conditions in which an employee may eat, drink, or use any form of tobacco as well as the precautions to take after these activities.
Define a foodborne illness.
List the population groups that are the most vulnerable to foodborne illness.

AFFIDAVIT

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I, _____ (Name), the undersigned, acknowledge that I am an authorized representative of _____ (Provider Name), a food handler training provider, which provider is making application with the Utah Department of Health to become an approved food handler training provider in Utah. I, the undersigned, affirm that all statements made in the application for training program approval are true and correct. I, the undersigned, state that the training provider:

1. has received, read, and understood R392-103 Utah Food Handler Training and Certificate Rule; and that upon approval of the Provider's food handler training course by the Utah Department of Health
2. will comply with R392-103 Utah Food Handler Training and Certificate Rule; and
3. will transmit data to the appropriate local health department using the approved format; and
4. will collect payment for the \$15 food handler permit fee, and will send this money on behalf of the food handler applicant to the appropriate local health department at a minimum of monthly, but more frequently if stated by the agreement made with the local health department to maintain state approval.

Signature

Date

Printed Name