



Pat Quinn, Governor
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Frequently Asked Questions
regarding changes to the Food Service Sanitation Manager Certification

What is the last date that I can request state of IL FSSMC exams?

You can request initial certification exams via Course Notification Form (CNF) be mailed to you with an exam date no later than December 31, 2013.

What about retake exams?

Students who originally took a state exam, but failed, can choose to retake a state exam until June 30, 2014 (as long as it is within their allotted 6 month retake period). The instructor can request a state exam for those retakes by entering a CNF and putting an explanation in the instructor comment section of the CNF letting us know that it is for a retake. An instructor can also give a retake with a national exam.

Do I still need to enter CNFs on the web portal?

Yes, a CNF will still be required, but since we won't be mailing out exams (unless it is a retake), CNFs can be approved with less than 30 days notice. CNFs are still necessary to monitor courses, for auditing purposes, and so the course information can be posted on our public website.

Will we still need to use IDPH scantrons?

Yes, even though you will be using a national exam that has its own scantron, you will still need to have your students complete an IDPH scantron. This is the method to which the student's demographic information and grade is entered into our database. After the exam, you will hold onto these scantrons and once you receive the grades back from the national exam, you will bubble in the score in box #15 for each student and send us a copy of those grades in your packet. You will not have to return the scantrons by a certain date, since you will not have our exams (unless you have a retake exam).

Will IDPH still send out scantrons?

At this time, we will continue to send instructors scantrons, but will not be sending them out for each course taught. Instructors must use a "Bulk Scantron Order Form", available on the web portal, to order scantrons and request as many as they think they will use in the next 6 months. Scantrons will no longer be ordered via CNF on the web portal, so instructors will mark "No Materials Needed" on the CNF (unless retake exams are being requested). (12/03/13) This way, the instructor has all of their materials on hand and does not have to rely on IDPH to send them materials.

Will IDPH still send us paperwork (Inventory Control Sheet and copy of the CNF)?

The Inventory Control Sheet will not be necessary unless you are receiving exams for a retake. You can simply print out a copy of your approved CNF and send that in with your packet so that we can track the log number for that exam date.

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When can I start teaching an 8 hour course?

You cannot start teaching any course less than 15 hours until July 1, 2014.

When will Refresher courses end?

Refresher courses can be taught until June 30, 2014. Students receiving their one year notices that have an IL FSSMC expiring in July, August, September and October 2014 were told that they could take a refresher course or renewal exam until July 1, 2014 in order to recertify. The proposed rule states, “Recertification training cannot be taken more than 12 months prior to certificate expiration date”. The one year letter sent to students that expire November 1, 2014 and after states that a refresher course may be taken prior to July 1, 2014 only if it is within one year of their expiration date. So, for example, if a FSSMC expires on January 1, 2015, the student cannot take a refresher course prior to January 1, 2014. The letter also states, that if someone expiring on November 1, 2014 or after has taken a refresher course prior to one year of their expiration date, those refresher hours will not count toward recertification. Please see attached “Refresher Course Eligibility Chart”. (12/03/13) Please note that an individual’s certificate is valid for no more than five years.

Who are the 4 approved exam providers?

The contact information for each provider is below.

ServSafe (National Restaurant Association)
<http://www.servsafe.com/instructors-proctors>

Prometric
www.prometric.com/foodsafety

National Registry for Food Safety Professionals (NRFSP)
www.envhealthtesting.com
Terry VanWinkle: 800-446-0257 ext. 222

360training.com
amir.jawed@360training.com
Amir J. Sultan: 512-236-5479

Do I have to sign up with each one?

No, only the exam providers you wish to use. You must become an approved proctor with a provider prior to them sending you materials. Each provider states that it takes only a few days to become an approved proctor. Additional requirements must be met prior to becoming an approved instructor with the national exams that have a curriculum.

Do I still have to maintain my Illinois Instructor Certification?

Yes, you will still be required to maintain your instructor certification, but the instructor certification is also being reviewed in the FSSMC workgroup and requirements may change. It will be reviewed during the rulemaking process if you will need to maintain both your FSSMC and your instructor certificate.

Will new instructors have to be approved by IDPH?

Yes, anyone wishing to teach a course in Illinois and have their students be eligible for an IL FSSMC will have to become an IL approved instructor by completing an instructor application and taking an instructor exam in Springfield.

Will I need to submit a new syllabus to IDPH before I start teaching an 8 hour course?

Yes, every active instructor will need to submit a new syllabus prior to teaching the 8 hour course. The 8 hour syllabus will be developed in the FSSMC workgroup, which will then go through the rulemaking process. This approval process can take several months and therefore the new syllabus may not be available until spring 2014. Once it is approved, the syllabus will be posted on the web portal and all instructors will need to submit a copy of their new syllabus or confirm that they will be using the state approved syllabus.

What about the new Food Handler training requirement?

The FSSMC workgroup is currently working on the rules for this section of the Act. Once approved, the rules will state who can teach the food handler courses. There is a Frequently Asked Questions list regarding food handler training posted on the web portal, under FSSMC Instructors, Announcements. (12/03/13)

Refresher Course Eligibility Chart

The following information is based on Public Act 098-0566 and proposed rules that are in the review process. Some answers are subject to change.

The proposed rule states, “Recertification training cannot be taken more than 12 months prior to certificate expiration date”.

Refresher courses will no longer be available beginning July 1, 2014.

FSSMC expiration date between now and October 31, 2014	FSSMC expiration date between November 1, 2014- June 30, 2015	FSSMC expiration date on July 1, 2015 or after
<p>Can take a refresher any time prior to July 1, 2014</p> <p style="text-align: center;">*still must pay the renewal fee on time</p> <p>Also may take an 8 hour course with exam after July 1, 2014 in order to recertify</p>	<p>Can take a refresher prior to July 1, 2014 as long as it is not sooner than 1 year prior to expiration date. For example, someone with an expiration date of December 20, 2014 cannot take a refresher course prior to December 20, 2013</p> <p style="text-align: center;">*still must pay the renewal fee on time</p> <p>Also may take an 8 hour course with exam after July 1, 2014 in order to recertify</p>	<p>Not eligible to take a refresher any time and if they have already taken a refresher course, it will not count toward recertification.</p> <p style="text-align: center;">Must take an 8 hour course and exam in order to recertify.</p>

12/03/2013