

CERTIFICATION HANDBOOK

Industrial Meat Cutter Level 1



FOOD PROCESSING SKILLS CANADA CONTACT INFORMATION

FPSC is here to help!

This Handbook covers all the information on the Canadian Industrial Meat Cutter Level I certification.

If you have questions after reviewing the Handbook, please contact the Certification Team

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1. CANADIAN CERTIFIED INDUSTRIAL MEAT CUTTER (CCIMC) LEVEL 1

1.1. The Process to your Canadian Industrial Meat Cutter Certification

Earning the prestigious Canadian Certified Industrial Meat Cutter (CCIMC) Level 1 involves two steps:

1. Evidence of the minimum amount of practical experience and successful completion of the exam to test knowledge and;
2. Successful performance evaluation which will be conducted by a trained in-house evaluator using a smartphone, tablet or digital camera (e.g. Go Pro) technology to record the candidates carrying out the tasks and a digital interface to upload videos, complete checklists, enter observations and auto-fill the performance summary score. This Performance assessment will be conducted after candidates have successfully completed the knowledge assessment. This would serve to demonstrate your skills in four task areas.

Candidates must achieve the passing score for each of the four sections of the performance evaluation.

THE PROCESS

ONLINE EXAM + PERFORMANCE ASSESSMENT = CERTIFICATION



Eligibility Criteria:

To challenge the CCIMC Level 1 exam, all candidates must demonstrate a minimum of Three (3) months of practical work experience. Candidates must have worked in a meat packaging organization in a position where they have used conventional knives. They may have work experience in the slaughter side and/or the cutting side of a meat processing operation. CCIMC Level 1 is not available to those employed in the poultry industry.

Candidates may also come from a variety of educational backgrounds, including, for example:

- On-the job training
- Butcher/Meat Cutter apprenticeship programs

- Butcher/Meat Cutter post-secondary training programs (e.g. 1 to 2 years certificate or diploma programs)

Candidates must gather information on the various types of experience in order to complete the Part B Application Form. The online submission of this document will begin the application process.

How to check your eligibility?

For a candidate to qualify for this certification, they must carefully inspect their previous IMC experience, review components of their current and previous employment positions to see if they fit in with the CCIMC exam content, including volunteer and academic experience. If necessary, candidates should contact previous employers or teachers to review the components of their time in the industry carefully.

All candidate applications are subject to random audits by the Food Processing Skills Canada Certification Governance Committee. The FoodCert Office is responsible for conducting random audits on 5% - 10% of all applications received. Applications selected for the audit will require candidates to provide evidence of the information submitted. Candidates will be informed if their submission is subject to an audit.

1.2. The CCIMC Level 1 Exam

The CCIMC Level 1 Certification exam is based on the National Occupational Standard for an IMC Professional. It is a virtually proctored exam consisting of 30 multiple choice questions; each question has four (4) possible choices, with only one (1) correct answer. All choices are designed to be realistic. Qualified candidates will need to read the choices carefully in order to be successful.

Candidates have 1 hour to complete and submit the exam. The exam can be taken online at any time of the day and at any location of the candidate's choice (i.e. home, closed office, library, space provided by the employer etc.) with the oversight of a virtual proctor.

Virtually Proctored Exam:

The CCIMC Level 1 Exam is taken in a "virtually proctored" environment. An online supervisor monitors the examinee via a webcam as he/she completes the exam. Examinees are required to provide the proctor with two pieces of Government issued ID. Virtual proctors are available 24 hours a day, 7 days a week, and can be scheduled "on demand."

Acceptable forms of Government Issued ID in Canada: For the purposes of this exam, all forms of ID must include a photo and your full name.

- ✓ Registered driver's license
- ✓ Passport
- ✓ Health Card – must have a picture to be valid
- ✓ Citizenship, Permanent Resident, Immigration/ Refugee Card – must have a picture to be valid
- ✓ Age of majority card

For questions relating to acceptable forms of ID, please contact foodcert@fp-sc-ctac.com; all discrepancies will be handled on a case-by-case basis.

What is Online Proctoring?

Online proctoring allows examinees to take their online exam from a quiet and distraction-free location, like their home, closed office, library, location provided by the employer etc. The Certified Online Proctors help students schedule their exam, test their technology components, and successfully complete their online examination while at home.

What are the benefits of Online Proctoring?

- Taking the exam online without having to travel to a testing center location
- Greater flexibility for shift workers, online exam appointments available 7 days a week
- 24-hour support for students and testing administrators
- No software installs for students during exam
- Minimal time away from work
- One-on-one proctoring

Once registered, all virtual proctoring requirements will be sent to approved candidates.

Candidate Support:

FPSC will support candidates via phone or email in:

- Answering questions about the CCIMC Level 1 application, eligibility and enrollment processes
- Providing guides and practice examinations
- Identifying study resources to prepare for the exam
- Ensuring accommodation for diverse needs when taking the exam
- Informing in-progress candidates of updates to programs and encouraging them to complete the process

Technical Requirements:

The Examinee is required to have a webcam installed on their exam workstation and reliable access to the Internet. An internet connection disruption will suspend the test session. The following are minimum technical requirements:

- A good working computer with 1 GB of RAM or higher
- A high-speed internet connection (3MBps). Wireless is acceptable; however, a wired connection is preferred
- A webcam with 640x480 video pixel resolution (a laptop camera is acceptable)
- Working speakers connected to the computer
- A microphone connected to the computer (consider a webcam with a built-in microphone)
- Flash player version 7 or higher

- Browser compatibility: IE (recommended), Firefox, Chrome, Safari

Live Online Proctoring –Examinee Expectations:

1. The Examinee’s desk must be clear of any papers, folders, books, cell phones, and electronic equipment. Any whiteboards or blackboards must be erased or covered.
2. Any second monitors must be disabled and turned facing away from the Examinee.
3. Any blue tooth enabled devices must be disabled.
4. Any allowed items must be communicated in advance to the proctor, and the Examinee must display them during the room scan. (Ex: Notes, calculators, graphing tools, notes, formulas.)
5. The Examinee is not allowed to talk or receive assistance from other people during the exam.
6. Prior to starting the exam, the Examinee must close out any open applications including web pages, mail, chat or IM programs.
7. The Examinee must comply with all proctor instructions for the live online proctored exam.

If the proctor detects any aberrant behaviour (behaviour not in line with the code of ethics/integrity policies/Live Online Proctoring Expectations), the proctor will suspend the exam and refer the Student or Examinee back to FPSC. If a candidate FAILS the exam, they will receive information on the costs and steps associated with re-writing the exam. Candidates must wait 30 days before they are eligible to re-write the exam. Refunds will not be provided to candidates who fail the CCIMC Level 1 exam. Additionally, there is a fee to re-write the exam. Candidates who fail more than three times will have their files closed and must wait a minimum of one (1) year before applying and attempting the exam again.

FPSC, through its Certification Governance Committee, reserves the right to cancel or withhold any exam scores. The governance committee may cancel or invalidate any candidate’s score if, upon investigation, violation of policies is established or if doubts arise from the proctor of suspected misconduct or cheating by a candidate. Candidates who are caught cheating or stealing exam content will receive an automatic fail on their assessment (examination or performance assessment) and will not be allowed to re-write for a minimum of 2 years. It is expected that candidates are cooperative with any investigation to determine if the score is valid.

1.3. Performance Assessment

The CCIMC Level 1 Performance Assessment will be conducted by trained in-house evaluators using smartphone, tablet or digital camera, (e.g. Go Pro) technology to record candidates carrying out the tasks and a digital interface to upload the videos, and complete the checklists, enter observations and auto-fill the performance summary score.

Candidates must achieve the passing score for each of the four sections of the performance evaluation.

The following table indicates a passing score for each section.

Performance Evaluation Section	Candidate Score	Required Score to Pass	Pass or Fail
1. Prepare for Work	/4	4	
2. Use Equipment	/3	2	
3. Monitor Quality	/3	2	
4. Clean and Sanitize Equipment and Workstation	/3	3	

For unsuccessful candidates, their assessment results should include:

- For exams – the category and major skill area, where the candidate needs to upgrade their knowledge
- For Performance – the evaluation section where they did not meet performance criteria.

1.4. Performance Evaluator’s Eligibility Criteria

Performance Evaluators for the Canadian Certified Industrial Meat Cutter Level 1 certification must meet the following criteria:

- Must have taken the CCIMC Level 1 Knowledge Exam
- Working within the facility, may be direct supervisor or co-worker of candidates
- Must have minimum of 3 years of experience using knives in meat production.

2. PREPARE FOR EXAM

2.1. Exam Content

There are eight (8) main Categories and eleven (11) major Skill Areas, from FPSC's National Occupational Standard for an CCIMC Professional, in which candidates will be evaluated against. The following chart indicates the distribution and weight of each Category and Skill in relation to the CCIMC Level 1 examination.

Category	Major skill	Competency Unit	Form	% Weighting
C. Food Processing Equipment	C2 Use Food Processing Hand and Power Tools	C2.2 Use knives and saws	6	20%
D. Food Safety Management System	D1. Comply with Food Safety Management System	D1.1 Follow food safety management system	4	13%
E. Quality Management	E1 Follow Food Traceability System	E1.1 Follow Food Traceability System	1	3%
	E2 Monitor Product Quality	E2.1 Monitor quality of raw meat	2	7%
		E2.2 Monitor foreign body detection and removal equipment		
	E2.3 Inspect finished meat and game			
F. Sanitation	F1 Clean Food Processing Equipment and Tools	F1.1 Prepare for cleaning	1	3%
		F1.2 Conduct daily cleaning for food processing equipment and tools		
	F2 Sanitize Food Processing Equipment and Tools	F2.1 Prepare for daily sanitizing of food processing equipment and tools	2	7%
		F2.2 Conduct daily sanitizing of food processing equipment and tools		
G. Health and Safety	G1 Comply with Occupational Health and Safety Program	G1.1 Follow occupational health and safety program	7	23%
		G1.2 Participate in emergency preparation		
H. Organizational Policies, Procedures, and Practices	H1 Comply with Legislation/Regulations	H1.1 Cooperate with regulatory agents/inspectors	2	7%
		H1.2 Participate in accident/incident investigations		
	H2 Comply with Organizational Policies and Procedures	H2.1 Comply with organizational policies and standard operating procedures (SOPs)	2	7%
I. Leadership	I1 Demonstrate Professionalism (I1.1 Exhibit professional and ethical conduct	2	7%
J. Communication	J1 Communicate Effectively	J1.1 Use active listening skills	1	3%
		J1.2 Use speaking skills		
		J1.3 Use hand signals		
Total			30	100

2.2. Tips to Prepare for the Exam

All exam questions are based on the National Occupational Standard (NOS) for an CCIMC Professional. Be familiar with all the skills and knowledge included in the NOS and have a plan for preparing to write the exam. Here are a few tips and strategies for effective exam preparation:

- ✓ **Plan Ahead:** Don't leave studying until the last minute; give yourself ample time to thoroughly prepare for your exam by studying each Category and Skill in the National Occupational Standard.
- ✓ **Self-Assessment:** Use the National Occupational Standard as a checklist and identify the skills and knowledge where you have the least experience and may need the most work.
- ✓ **References:** Use the study guide manual as a key study reference for the exam.
- ✓ **Ask for Help:** Seek advice and help from co-workers or your employer in areas where you lack experience or are less confident.
- ✓ **Use Study Tools:** Be sure to take advantage of the practice exam available online, create flashcards, make lists of important terms or acronyms and key concepts, etc.
- ✓ **CCIMC Courses:** Many colleges, universities, food technology centers, provincial food associations, and private trainers offer courses around CCIMC Programs and the development of CCIMC Plans. These can be used as preparation tools.
- ✓ **Have a Schedule:** Put aside time each day for review, practice and study. Information is easier to digest in smaller chunks, focus on mastering one category or skill at a time before moving on to new material.
- ✓ **Practice Exam:** Use the accessible study materials, such as the Practice Exam. This exam has 15 questions which are examples of the types of questions that candidates will see on the CCIMC Level 1 exam.

Many of the resources mentioned above are available online at www.foodcert.ca

2.3. About the Practice Exam

In preparation for the exam, individuals may choose to take the online CCIMC *Certification Practice Exam*, consisting of 30 multiple choice questions. Similarly, to the real exam, each question has four possible choices and only one correct answer. All choices are designed to be realistic and distract unqualified candidates from the correct choice; practice reading the choices carefully in order to be successful.

An excellent study resource, the Practice Exam is available for free to all individuals who are interested in taking the CCIMC Level 1 Certification exam. For the candidate's convenience, it is made available online, and is always accessible.

The practice exam mimics the same types of questions as the CCIMC exam. At the end of the exam, candidates will receive a pass or failed result for the overall exam, as well as the correct answers.

PLEASE NOTE: *The Practice Exam is exclusively designed for the purposes of preparing candidates for the official CCIMC Level 1 exam; your choice to participate is completely optional. Your score and choice to*

participate in the practice exam will not impact your mark on your official CCIMC Level 1 examination in any way.

2.4. Official CCIMC Level 1 Exam Results

Candidates will see the unofficial results for their exam (pass/fail) on the screen of their computer immediately after they complete the exam. All candidates will receive the **official** results of the exam by **letter mail**.

If a candidate **PASSES** the exam, they will receive a transcript of their skills assessed in the exam, a sticker with the CCIMC logo, access to the official CCIMC logo files, and a certificate confirming their status as Canadian Certified Industrial Meat Cutter Level 1 (CCIMC).

If a candidate **FAILS** the exam, they will receive information on the costs and steps associated with re-writing the exam. Candidates must wait 30 days before they are eligible to re-write the exam

Refunds will not be provided to candidates who fail the CCIMC Level 1 exam. Additionally, there is a fee to re-write the exam. Candidates who fail more than three times will have their files closed and must wait a minimum of one (1) year before applying and attempting the exam again.

FPSC, through its Certification Governance Committee, reserves the right to cancel or withhold any exam scores. The governance committee may cancel or invalidate any candidate's score if, upon investigation, violation of policies is established or if doubts arise from the proctor of suspected misconduct or cheating by a candidate. Candidates who are caught cheating or stealing exam content will receive an automatic fail on their assessment (examination or performance assessment) and will not be allowed to re-write for a minimum of 2 years. It is expected that candidates are cooperative with any investigation to determine if the score is valid.

FPSC will conduct an annual random audit of 5%-10% of all exam answers, completed during CCIMC Level 1 testing. Candidates will be informed if their exam answers may be subject to an audit.

2.5. Appeals

Candidates who fail the exam have the right to register for an appeal, regarding the procedures used and the results of their examination. Appeals must be submitted in writing to the FoodCert Office within 60 days of completing the online examination and receiving the unofficial results. The *Appeals Application form* is available on the www.foodcert.ca website, and a copy of the form is also included in the Appendices.

2.6. Special Accommodation

If you have a disability or other special needs that could interfere with your test performance, you may be entitled to receive special accommodations. If this is applicable to your situation, fill out and submit the *Accommodation Request Form* to the FoodCert Office, as soon as possible. At the latest, the form must be submitted a minimum of 5 business days before your scheduled exam.

Special accommodation requests will be assessed on a case-by-case basis and are not guaranteed. The *Accommodation Request Form* is available on the Food certification website, and a copy of the form is also included in the Appendices

3. FEE SCHEDULE

2019 CCIMC Level 1 Fee Schedule	Cost*
CCIMC Level 1 Exam Fees	
Registration, Exam and Performance assessment	\$275 CAD**
Re-write Exam	\$100 CAD**
Exam Preparation Resources Fees	
Practice Exam	\$ 50 CAD
Study Guide	\$ 50 CAD
Appeals	
Exam Failure	\$50 CAD

* *Food Processing Skills Canada (FPSC) reserves the right to updates fees as required.*

** *Introductory rate. Subject to change*

4. HOW TO APPLY | STEP BY STEP

The following step-by-step guide offers a rundown of the process towards gaining the CCIMC Level 1 Certification. This guide carefully explains the various details before, during, and after the exam takes place. Please visit www.Foodcert.ca for further information.

The process is simple – Explore, Register, Study and Pass! Each step is necessary and will benefit in your success in preparing and gaining your certification.

4.1. Step 1 – Become Familiar with the Certification

Click on the “**CCIMC Level 1**” tab where you will find information on what the CCIMC Level 1 is, the purpose of applying for it and who should apply. On the Fee Schedule tab, you can also check the current fee schedule for the application and preparation resources.

Review Qualifications: You will get all the information you need about the CCIMC Level 1 Foundation/Core Meat Cutting Skills exam in the Study guide. This section contains eligibility requirements, benefits to the CCIMC Level 1 Foundation/Core Meat Cutting Skills exam and information regarding the entire examination process.

4.2. Step 2 – Check if you are Eligible

Once you have decided to apply for the CCIMC Level 1, click the “**How to apply**” tab. Here you will find the requirements that must be satisfied, before being approved to take the CCIMC Level 1 exam. In summary, you will need to have a minimum of 3 months of working experience. FPSC is responsible for conducting an annual random audit of 5%-10% of all applications through which evidence of information reported by candidates is requested. Candidates will be informed if their submission may be subject to an audit.

4.3. Step 3 – Apply for CCIMC level 1 and Make Payment

Start by selecting the option that best describes your situation, for example: “**Organization Application**” if you are applying for your employees, “**Individual Application**” if you are an individual applicant or “**Student Application**” if you are applying as a student.

Complete Application Form Part A and click submit, this will send the document to the FoodCert Office. **Pay your application Fee:** After completing your online registration form, you will be prompted to pay the exam fee via Credit Card with your choice of Visa, Master Card, or American Express.

Once you have made your payment, wait for your application to be approved by the FoodCert office. The office will send you an approval notice and a link to **complete Application Form Part B**.

IMPORTANT: Please note that your application Part B will only be assessed after your online registration (application) and fees have been received. If your form is incomplete, by default your application will remain pending until the form has been filled out in full. Please ensure that you fill out every field with correct information, differing information could cause an error in the processing of your application.

4.4. Step 4 – Wait for Approval

Within a few days of submitting both parts of your application: **(1) online application and payment (Part A)** and **(2) the “application form Part B”** you will receive a notification from the FoodCert Office confirming that your full application has been received. Your application will be reviewed by the FoodCert Office to verify that you satisfy all requirements.

**If you are missing any portion of your application, the FoodCert Office will notify you that your application is incomplete.*

The FoodCert Office will:

- Determine if enough information was provided by the candidate
- Determine if the minimum work experience is achieved. This may involve verifying information for authenticity. The FoodCert Office may contact you for additional information or clarity.

In 5 business days from the full application submission, you will be notified if your application has been denied or approved. **If your application is approved**, you will receive an email with instruction on how to proceed with taking the exam. You will also receive a link giving you access to the study guide and practice exam.

This online exam can be scheduled and written at any time of the day, on a computer or tablet with a webcam, 24 hours a day, 7 days a week at a location of your choice (home, closed office, library, location provided by employer etc.).

If your application is denied, you will receive an email informing you that the application has been declined and information on your refund. The refund is the exam fee less the administration fee. Check the fee schedule for information on the refund amount. Applicants are permitted to appeal the decision or apply to re-take the exam.

4.5. Step 5 – Prepare for your Exam

You can access the study guide and practice exam via the link sent in the approval letter from the registrar's office. There are several resources available for candidates to prepare for the exam; they are listed under the "How to Apply" tab. Here you will find information on the content of the exam, sample questions and other recommended resources available to candidates, under the "Recommended Study Resources" section. You may also purchase student resources on the "About CCIMC" tab, under the "Fees" section.

The certification exam is built directly from the National Occupational Standard for an CCIMC Level 1 Certification; the Standard is an important study resource for candidates preparing for the exam.

Study Guide

The study guide is a great resource to test your knowledge of CCIMC and to familiarize yourself with the types of questions that will be asked. You will find the practice exam and in the "FPSC Store."

In this section of the website, you will find information about the practice exam and its accompanying link. The practice exam can be taken on demand, 24 hours a day, 7 days a week from your computer. There is only one version of the practice exam. However, users may take the practice exam as many times as they would like.

4.6. Step 6 – Write online Exam

Once you have received an email from FoodCert noting that your application has been approved, follow the instructions provided by the virtual proctor to schedule your exam. The provided instructions will let you know how to set up your exam with the virtual proctor, and how to take the exam.

The CCIMC Level 1 Exam is taken in a virtually proctored environment. An online proctor will supervise and monitor the examinee via webcam, as he or she completes the exam. Virtual proctors are available and can be scheduled "on demand," 24 hours a day 7 days a week.

Make sure to schedule the exam within 30 days of being approved, or else the offer will expire. Candidates have one (1) year to write the exam after scheduling.

Upon completing the exam, an **unofficial result** (pass/fail) will be displayed on your computer screen immediately. If a candidate **FAILS** the exam, they will receive information on the costs and steps associated with rewriting the exam. Candidates must wait 30 days before they are eligible to re-write the exam.

IMPORTANT:

Make sure the first/last names entered when creating an account matches what is on your government-issued photo ID (i.e. drivers license, passport). DO NOT abbreviate or use a nickname. If they do not match when presenting your ID at check-in, you will NOT be granted entrance to the examination. Candidates are tested on their knowledge and practice of the skill areas defined in the CCIMC handbook. The exam itself consists in:

Part 1 – Multiple-choice questions. There is a total of 30 questions, and the exam will take 1 hour.

4.7. Step 7. Receive your Performance Assessment Instructions or Retake the Exam

Successful applicants will receive a notification from FPSC with the performance assessment instructions; If the applicant was not successful, they would receive information on costs and steps to re-write the exam. Candidates will need to wait 30 days before re-writing the exam, as well as pay the additional re-write fee.

To avoid late rescheduling fees, reschedule up to 72 hours before your scheduled appointment for an online proctored exam. Exam fees paid to PayPal using a credit card are fully refundable up to 72 hours before your scheduled date for an online-proctored. When you reschedule late, FPSC must still pay for your exam appointment. Consequently, within the 72- or 24-hour window, these late-rescheduling policies apply:

To reschedule an online-proctored Badge exam within 72 hours of the date, you will need to pay an additional CAD \$50 fee.

The fee will be calculated each time you reschedule within the late-rescheduling window. If you cancel, your voucher is returned, and you can use it for a new appointment. If you cancel or reschedule late, you need to pay an extra CAD \$50 fee.

Exam retake policy:

If you would like to postpone an exam re-take, you must wait seven days to re-register for a failed exam at Food Processing Skills Canada. Failure to adhere to the waiting period may result in an annulment of your exam results. The retake policy applies in all circumstances, including situations where the first exam was unsatisfactory to the candidate due to a problem with exam delivery. For this reason, we recommend you plan ahead if you have a specific deadline by which you need to earn your credential.

4.8. Step 8 – Set up a date for Performance Assessment and take this assessment

The candidate will receive an email mentioning where and when the performance assessment will be conducted. The candidate will do the performance assessment, and the evaluator will record this in one video clip using a smartphone, tablet or digital camera, (e.g. Go Pro) technology with a tripod stand, and complete the checklists, enter observations and autofill the performance summary score.

The performance evaluator conducts evaluation using performance Evaluation Tool and video evaluation using GoPro. Performance evaluator will submit the video at www.foodcert.ca and the summary sheet.

If a candidate **FAILS** the performance, they will receive information on the steps associated with retaking the performance assessment. Candidates must wait 30 days before they are eligible to re-take the assessment.

4.9. Step 9 – Receive your Certification, Passport, Certificate, and Skills Transcript

All candidates will receive the official results of the exam and the performance assessment by letter mail. If a candidate **PASSES** the knowledge test and performance assessment, they will receive a transcript of their skills assessed in the exam, a passport with the CCIMC Level 1 Certification logo, the electronic official CCIMC Level 1 Certification logo, and a certificate confirming their status as a Canadian Certified IMC Level 1 (CCIMC).

Upon passing the exam & being granted your CCIMC Level 1 Certification: You can start using your certification after your name (e.g., John Smith, CCIMC), display your certificate and demonstrate your CCIMC Level 1 assessed skills to your employer(s), food inspectors and auditors.



INQUIRIES

For all inquiries relating to the CCIMC Level 1 Certification, please use the following contact information accordingly:

Please contact the FoodCert Office for:

- ✓ Inquiries regarding the status of your application
- ✓ The submission of other forms, applications and agreements
- ✓ Appeals
- ✓ Difficulties with scheduling the CCIMC Level 1 exam
- ✓ Renewal application

Food Processing Skills Canada (FPSC)

c/o The FoodCert Office
201-3030 Conroy Rd
Ottawa, ON K1G 6C2
Main Phone: (613) 237-7988
Toll-free: 877-963-7472
Fax: 613-237-9939
Email: foodcert@fpSC-ctac.com

For all general inquiries:

- ✓ Questions concerning the application process
- ✓ General information or direction
- ✓ Guidance in navigating the website
- ✓ Group sales/ purchases
- ✓ Other

Food Processing Skills Canada (FPSC)

Main Phone: (613) 237-7988
Toll-free: 877-963-7472
Email: info@fpSC-ctac.com

5. APPENDICES AND FORMS

- 5.1. APPENDIX A – STATEMENT OF ACCOUNTABILITY, ETHICS, AND CONFIDENTIALITY
- 5.2. APPENDIX B – ACCOMMODATION REQUEST FORM
- 5.3. APPENDIX C – APPEALS POLICY AND APPLICATION FORM
- 5.4. APPENDIX D – PROFESSIONAL CODE OF ETHICS

APPENDIX A – STATEMENT OF ACCOUNTABILITY, ETHICS, AND CONFIDENTIALITY

Statement of Accountability, Ethics, and Confidentiality

CCIMC Level 1 Certification is a professional credential that aims to recognize individuals that meet an industry standard. The process is voluntary and involves rigorous assessment methods and evidence of relevant experience.

Candidate Contact Information

NAME	PHONE NUMBER
ADDRESS	E-MAIL ADDRESS

I confirm that the information submitted regarding my work is accurate and meets the eligibility requirements for the Canadian Certified Industrial Meat Cutter Level 1 Certification assigned by the FPSC.

I agree not to disclose any details on the content covered in the CCIMC exam with other candidates, colleagues, trainers, or friends. I acknowledge my responsibility to uphold the confidentiality of this exam.

I agree not to copy, film, or photograph the examination material. I acknowledge that if I am caught cheating or stealing exam content, I will receive an automatic fail and will not be allowed to re-write the exam for a period of two years from the date of incident. I may also be subject to prosecution in some jurisdictions.

I agree to maintain my profile to keep personal contact information as accurate and up to date as possible.

Name (print): _____

Signature: _____ Date: _____

APPENDIX B – ACCOMMODATION REQUEST FORM

Accommodation (Special Testing) Request Form

Candidates with a disability or additional needs may request special accommodations by completing this form and submitting it via email to: foodcert@fp-sc-ctac.com, or by completing the fillable form on the CCIMC Level 1 Certification website. It is requested that candidates submit their special accommodations request as soon as possible; at latest, a minimum of 5 business days before your scheduled exam. Candidates that have submitted a request will be contacted by the FoodCert Office within a reasonable timeframe, indicating a decision. *Special accommodation requests will be assessed on a case-by-case basis and are not guaranteed.*

Special testing requests will be reviewed to determine if appropriate assistance is available. A special testing request will only be granted when there is reasonable assurance that the candidate will have a fair and equitable opportunity to write the exam. Special testing measures must be reasonable while not compromising the validity and reliability of the assessment instruments.

Candidate Contact Information

FULL NAME	PHONE NUMBER
ADDRESS	EMAIL ADDRESS

Exam Details:

NAME OF EXAM TO BE WRITTEN	LANGUAGE <input type="radio"/> English <input type="radio"/> French	PREFERRED DATES TO WRITE EXAM	
		Option 1:	
PREFERRED LOCATION TO WRITE EXAM		Option 2:	

I would like to request the following special testing assistance:

RELATED TO LANGUAGE FORMAT, The CCIMC Level 1 exam is available in either English or French versions. Individuals that are not proficient in either language may request special testing, however, it is important to note that all exams are based on the Occupational Standard for the profession and reflect the type and level of language contained in the Standard. Special testing measures will not overcome issues associated with literacy or lack of ability to communicate on the job.

Additional costs to candidate:

	Exam read out loud (orally)	No additional costs
	Interpreter	Cost of interpreter
	Exam form translated into a language other than French or English	Cost of translation of the exam

RELATED TO SIGHT OR MOTOR IMPAIRMENT, CCIMC exam is offered online. In this format, individuals may be able to adjust the size of text and alter the lighting conditions.

	Ensure wheelchair access	No additional costs
	Exam read out loud (orally)	No additional costs
	Aide to mark the answer	No additional costs
	Braille	Cost of adapting assessment tool Cost of special admin (e.g. shipping)

OTHER

	Additional time allowance	No additional costs
	Individual administration in a distraction-free setting	No additional costs

APPENDIX C – APPEALS POLICY AND APPLICATION FORM

Appeals Policy and Application Form

The CCIMC Level 1 Certification is a professional credential that aims to recognize individuals that meet the industry standard. The process is voluntary and involves rigorous assessment methods and evidence of relevant experience.

APPEALS POLICY

Candidates who fail the online exam have the right to register an appeal on the results of their examination. Candidates are informed of their right to appeal when results are issued. Appeals must be submitted in writing within 60 days of completing their online exam. The Certification Governance Committee will provide judgment on an appealed case, all appeals should be made in a timely fashion to the FoodCert Office (e.g. within 20 days).

All appeals are directed to the FoodCert Office, who will determine the process to be followed. For example, have appointed members of the committee review the case, advise the candidate of re-writing opportunities, or another action. Appeals will be forwarded to the Certification Governance Committee as required. The Chair of the Certification Governance Committee will supply members with procedural instructions (e.g. each failed element of an assessment should be re-scored or checked). There must also be a prohibition on private communications with appellant candidates and a requirement of strict confidentiality of all information concerning their case.

It is the responsibility of the Governance Committee to review written appeals and determine what action to take. At times committee members may decide there is a need for candidates to appear in person to defend their case or answer questions.

Candidates are responsible for all costs associated with the appeal. If the committee rules in the candidates' favour, these costs will be reimbursed. The Governance Committee makes the final determination on appeals and candidates have no further opportunity to challenge the appeal decision. For this reason, the process will be carefully documented and scrutinized by the Certification Governance Committee to ensure that candidates have a fair hearing.

APPEALS APPLICATION FORM

Candidates who are unsuccessful in the online exam, or in performance assessment have the right to register for an appeal. **An appeal must be based on reasonable and compelling grounds, demonstrating that a candidate was unsuccessful as a result of having been disadvantaged or a significant error occurring.**

Candidate Contact Information

FULL NAME	PHONE NUMBER
FULL MAILING ADDRESS	E-MAIL ADDRESS
TYPE OF APPEAL: <input type="radio"/> Knowledge Test Exam <input type="radio"/> Performance Assessment	

Please Note:

Appeals must be submitted using this form within **60 days of completing the online exam or performance assessment**. The *Appeals Application* form should be filed with the certifying agent or submitted to: foodcert@fpSC-ctac.com The cost of an appeal is \$50.00 CAD.

Grounds which are extraneous to the fairness of the evaluation itself are not relevant to this process.

The following are NOT considered valid reasons for an exam appeal:

- Candidates that have failed the exam and are just short of meeting the pass mark;
- Candidates facing personal or financial hardships that may have affected their ability to do well on the exam;
- The pass mark is not set to the candidate’s satisfaction.

For security purposes, the specific content of any exam will not be released.

If the documents submitted contain the personal information of someone other than the appellant, a signed letter from that person must be included in the appeal.

The FoodCert Office will report on the results of the appeal within 20 business days of receiving a complete application. If the Certification Governance Committee rules in the candidate’s favour, the appeals fee will be reimbursed. The ruling on the appeal is final. Candidates have no opportunity to re-challenge their case.

APPENDIX D – PROFESSIONAL CODE OF ETHICS

Professional Code of Ethics

One of Food Processing Skills Canada (FPSC) mandates is to support the expansion of food manufacturing skills and knowledge in Canada, which results in better food safety practices throughout the industry. To support this mandate, the Canadian Certified Industrial Meat Cutter Level 1 (CCIMC) certification held its members to a minimum level of demonstrated competence through academic testing and performance assessment held its members to integrity through adherence to the code of professional conduct both in pursue of public interest.

As a Certified Canadian CCIMC Professional, I must strive to:

- Contribute to the credibility of my profession and maintain the standards of my profession.
- Protect confidential information acquired in my professional capacity.
- Accurately represent my level of training in the workplace and clarify any misinterpretation that others may have about my level of skills and knowledge.
- Conduct my professional work with honesty, integrity and fairness.
- Respect the fundamental rights and dignities of all people.
- Not engage in sexual harassment, demeaning or disrespectful behavior to others.
- Perform in a manner that considers the adverse impacts of my work on the environment.
- Be alert at my work to minimize risks to the personal health and safety of my coworkers.
- Avoid damage to others' reputation by knowingly making false statements about another staff or professional peer.
- Identify situations where conflict of interest exists or appears to exist and provide disclosure of this conflict to employer or pertinent parties.
- Support others in adhering to this code of conduct.



WWW.FPSC-CTAC.COM

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Tel: 613-237-7988 Toll Free: 1-877-963-7472