

# 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 Certified Industrial Meat Cutter (CCIMC) Level 1 Certification.

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

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## 1. KEY INFORMATION

### 1.1 The Process to your Canadian Certified Industrial Meat Cutter – Level 1 Certification

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

1. Having the minimum amount of practical experience (3 months) and, successful completion of the online exam to test knowledge and;
2. Successful completion of the performance assessment/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. This Performance Assessment/Evaluation will be conducted after candidates have successfully completed the knowledge assessment.

#### THE PROCESS

ONLINE EXAM + PERFORMANCE EVALUATION = CERTIFICATION



#### Eligibility Criteria:

To challenge the CCIMC Level 1 exam, all candidates must demonstrate a minimum of three months of practical work experience. Candidates must have worked in a meat processing 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 Application Form. The online submission of this application will begin the application process.

### *How to check your eligibility?*

For a candidate to qualify for this certification, they must carefully inspect their previous Industrial Meat Cutter (IMC) experience and to review components of their current and previous employment positions to see if they align with the CCIMC exam content. If necessary, candidates should contact current and previous employers or teachers to review the exam components in relation to their time in the industry carefully.

All candidate applications are subject to random audits by the FoodCert Certification Governance Committee. The FoodCert Team 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 Knowledge Exam**

The CCIMC Level 1 Certification exam is based on the National Occupational Standard for an IMC Professional. The Knowledge Exam component is a virtually proctored exam consisting of 30 multiple choice questions; each question has four possible choices, with only one 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. Candidates must pass the knowledge exam with a 75% passing score in order to qualify to the next step of certification.

### *Virtually Proctored Exam:*

The CCIMC Level 1 Exam is taken in a “virtually proctored” environment. An online supervisor monitors the candidate via a webcam as the candidate completes the exam. Candidates 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@fpssc-ctac.ca](mailto:foodcert@fpssc-ctac.ca); all discrepancies will be handled on a case-by-case basis.*

### *What is Online Proctoring?*

Online proctoring allows candidates 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 candidates schedule their exam, test their technology components, and successfully complete their online examination while at home. Once registered, all virtual proctoring/knowledge exam requirements and set-up instructions will be sent to approved candidates via email.

#### *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 candidates and testing administrators
- No software installs for candidates during exam
- Minimal time away from work
- One-on-one proctoring

### *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 examination
- 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

For contact information please refer to the Contact Information (Page 2) in the Handbook.

### *Technical Requirements:*

The Candidate 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 the minimum technical requirements required to take the online Knowledge Exam:

- 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:

1. The Candidate'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 Candidate.
3. Any Bluetooth enabled devices must be disabled.
4. Any non-exam related items must be communicated in advance to the proctor, and the Candidate must display them during the room scan. (Examples: Hand Cream, Chap Stick, Medical Supplies, etc.)
5. The candidate is not allowed to talk or receive assistance from other people during the exam.
6. Prior to starting the exam, the Candidate must close out any open applications including web pages, mail, chat or messaging programs.
7. The Candidate must comply with all proctor instructions for the live online proctored exam.

If the proctor detects any unusual behaviour (behaviour not in line with our Professional Code of Ethics), the proctor will suspend the exam and refer the Candidate back to the FoodCert Team. 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 knowledge exam or performance assessment. Candidates who fail more than three times will have their files closed and must wait a minimum of one 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 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 (knowledge exam or performance assessment) and will not be allowed to re-write for a minimum of two years. It is expected that candidates are cooperative with any investigation to determine if the score is valid.

### 1.3 Knowledge Exam Content

There are eight main Categories and eleven major Skill Areas, from FPSC's National Occupational Standard for an IMC Professional, in which candidates will be evaluated against.

Candidates must pass the knowledge exam with a 75% passing score in order to qualify to the next step of certification. The following chart indicates the distribution and weight of each Category and Skill in relation to the CCIMC Level 1 knowledge exam:

Category	Major Skill	Competency Unit	Score	% 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		
F. Sanitation	F1 Clean Food Processing Equipment and Tools	E2.3 Inspect finished meat and game	1	3%
		F1.1 Prepare for cleaning		
	F2 Sanitize Food Processing Equipment and Tools	F1.2 Conduct daily cleaning for food processing equipment and tools	2	7%
		F2.1 Prepare for daily sanitizing of food processing equipment and tools		
G. Health and Safety	G1 Comply with Occupational Health and Safety Program	F2.2 Conduct daily sanitizing of food processing equipment and tools	7	23%
		G1.1 Follow occupational health and safety program		
H. Organizational Policies, Procedures, and Practices	H1 Comply with Legislation/Regulations	G1.2 Participate in emergency preparation	2	7%
		H1.1 Interact with regulatory agents/inspectors		
	H2 Comply with Organizational Policies and Procedures	H1.2 Participate in accident/incident investigations	2	7%
I. Leadership	I1 Demonstrate Professionalism	H2.1 Comply with organizational policies and standard operating procedures (SOPs)	2	7%
J. Communication	J1 Communicate Effectively	I1.1 Exhibit professional and ethical conduct	1	3%
		J1.1 Use active listening skills		
		J1.2 Use speaking skills		
		J1.3 Use hand signals		
Total			30	100%

For unsuccessful candidates, their assessment results should include the category and major skill area, where the candidate needs to upgrade their knowledge.



## 1.4 Tips to Prepare for the Knowledge Exam

All exam questions are based on the National Occupational Standard (NOS) for an IMC Professional. Be familiar with all the skills and knowledge included 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 listed in the chart above.
- ✓ **Self-Assessment:** Use the chart above 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 through the [FoodCert Platform](#), Study Guide, and make lists of important terms or acronyms and key concepts, etc.
- ✓ **IMC Courses:** Many colleges, universities, food technology centers, provincial food associations, and private trainers offer courses around IMC Programs and the development of IMC Plans. This includes FPSC's very own [Canadian Food Processors Institute](#), which offers many courses relating to our certifications. All these resources 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 Knowledge 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 in the [CCIMC Level 1 FoodCert Webpage](#) and through the [FoodCert Platform](#).*

## 1.5 Practice Knowledge Exam

In preparation for the exam, individuals may choose to take the *online CCIMC Certification Practice Exam*, consisting of 15 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; 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 taking the CCIMC Level 1 Certification exam. For your convenience, it is made available online, upon payment for your certification, through the [FoodCert Platform](#).

**PLEASE NOTE:** *The Practice Knowledge 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 knowledge exam will not impact your mark on your official CCIMC Level 1 examination in any way.*

## 1.6 Performance Assessment/Evaluation

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. Performance Evaluators will use the FoodCert Platform to upload videos, checklists, observations and the performance summary score. Candidates must achieve the passing score for each of the four sections of the performance evaluation.

The following chart indicates a passing score for each section:

Performance Evaluation/Assessment 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 the evaluation section where they did not meet performance criteria.

## 1.7 Performance Evaluator's Eligibility Criteria

Performance evaluators are identified by Organizations in the *company application* as the individuals with the highest level of skills in the area of meat cutting. Such individuals need not to complete the full certification, they are only required to complete the Knowledge Exam component to acquire their CCIMC Level 1 Certification.

On a case-by-case basis, the FoodCert team may contact an individual who completed the full certification (knowledge exam and performance assessment), to become a performance evaluator.

Performance Evaluators must meet the criteria below:

- 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.

## 1.8 CCIMC Level 1 Results

Candidates will see the unofficial results for their knowledge exam (pass/fail) on the screen of their computer immediately after they complete the exam. When it comes to the Performance Assessment, the FoodCert Team will notify candidates of the results after review of the evaluation submission. Successful candidates will receive the **official** results of the knowledge exam and performance assessment by **letter mail**.

If a candidate **ACHIEVES** the certification, they will receive a transcript of their skills assessed in the knowledge exam and performance assessment, a sticker with the CCIMC logo, a FoodCert Passport and a certificate confirming their status as a 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 by email. Candidates must wait 30 days before they are eligible to re-write the knowledge exam.

**Refunds will not be provided** to candidates who fail the CCIMC Level 1 exam. Additionally, there is a fee to re-write the knowledge exam or performance assessment. Candidates who fail more than three times will have their files closed and must wait a minimum of one 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 two 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 performance evaluations.

## 1.9 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 email (foodcert@fpssc-ctac.com) within 60 days of completing the online examination and receiving the unofficial results. The *Appeals Application form* is available on the [www.foodcert.ca/test-policies](http://www.foodcert.ca/test-policies) and through the [FoodCert Platform](#), and a copy of the form is also included in the Appendices.

## 1.10 Special Accommodation

If you have a disability or other special needs that could interfere with your performance assessment, 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 email (foodcert@fpssc-ctac.com), 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 at [www.foodcert.ca/test-policies](http://www.foodcert.ca/test-policies), and a copy of the form is also included in the Appendices.

## 1.11 Fee Schedule

<b>2020 CCIMC Level 1 Fee Schedule</b>	<b>Cost*</b>
CCIMC Level 1 Certification	\$275 CAD**
Re-schedule Online Knowledge Exam	\$50 CAD
Re-write Knowledge Exam or Performance Assessment	\$100 CAD**
Appeal for Exam or Performance Assessment Failure	\$50 CAD**
Refund for Initial Application Denied	CR \$250 CAD**

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

\*\* Introductory rate. Subject to change

## 2. 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](http://www.foodcert.ca) for further information.

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

### 2.1 Step 1 – Become Familiar with the Certification

You will find all details regarding the overview, exam details, preparation tools, and registering for the exam by visiting the CCIMC Level 1 page on the FoodCert website [here](#).

### 2.2 Step 2 – Check if you are Eligible

In order to qualify for the certification, you must ensure that you have a minimum of 3 months of work experience in utilizing conventional knives in the meat processing industry. 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 is subject to an audit.

### 2.3 Step 3 – Apply for CCIMC Level 1 and Make Payment

Once you have decided to apply, click the “**Buy Exam**” button in the [CCIMC Level 1 Webpage](#). Here you will find the requirements that must be satisfied, before being approved. 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 the application form, pay application fee and click submit;** this will send your application to the FoodCert Team. You can pay 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 Team. You will be sent an approval notice and a link to **complete the next section of the application form**.

### 2.4 Step 4 – Wait for Approval

Your application will be reviewed by the FoodCert Team to verify that you satisfy all requirements. *If you are missing any portion of your application, the FoodCert Team will notify you that your application is incomplete.*

The FoodCert Team 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 Team 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 the certification including credentials to access the [FoodCert Platform](#).

**If your application is denied**, you will receive an email providing you with 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.

## 2.5 Step 5 – Prepare for your Exam

There are several resources currently available for you to prepare from. You can access them through the [FoodCert Platform](#) and the [CCIMC Level 1 Webpage](#). Those include; the study guide, the practice exam, and the Food Safety and Meat Processing 101 course (course offered for an additional fee).

## 2.6 Step 6 – Write Knowledge Exam

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

The CCIMC Level 1 Exam is taken in a virtually proctored environment. An online proctor will supervise and monitor the candidate 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. There is a total of 30 multiple-choice questions, and the exam will take 1 hour.

Make sure to schedule the exam as soon as possible, as you will be provided with a one-month timeframe to complete the exam. The open and close date of the exam will be provided via email.

To avoid late rescheduling fees, reschedule 48-hours prior to your scheduled appointment for an online-proctored Knowledge exam. When you reschedule late, FPSC must still pay for your exam appointment. Consequently, if you reschedule within the 48-hour window, you will need to pay an additional fee. Check the fee schedule for information on costs for re-scheduling a knowledge exam. There are no fees associated with rescheduling a performance assessment.

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.

**Please Note:** 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.

## 2.7 Step 7 – Set Up a Date and Complete the Performance Assessment

The candidate will receive an email directly from their Performance Evaluator to schedule an appropriate date, time, and location for the assessment.

The candidate will do the performance assessment, and the evaluator will record this assessment using a smartphone, tablet or digital camera, (e.g. Go Pro) technology, and complete the checklists, enter observations and fill the performance summary score.

The Performance Evaluator will then submit the video and the Summary document (checklists and scores) utilizing the [FoodCert Platform](#).

If a candidate **FAILS** the performance evaluation, 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.

## 2.8 Step 8 – Receive your FoodCert Passport, Certificate, Skills Transcript, and Sticker

If a candidate **ACHIEVES** the certification, they will receive a transcript of their skills assessed in the knowledge exam and performance assessment, a sticker with the CCIMC logo, a FoodCert Passport and a certificate confirming their status as a Canadian Certified Industrial Meat Cutter 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 FoodCert Passport and demonstrate your CCIMC Level 1 assessed skills to your employer(s). You can also stick the CCIMC Level 1 logo on your hardhat, locker, etc. in order to further demonstrate your qualifications.



***Please contact the FoodCert Team for:***

- ✓ Inquiries regarding the status of your application
- ✓ The submission of other forms
- ✓ Appeals
- ✓ Difficulties with scheduling the CCIMC Level 1 Knowledge Exam/Performance Assessment
- ✓ Questions concerning the application process
- ✓ General information or direction
- ✓ Guidance in navigating the website
- ✓ Group sales/ purchases
- ✓ Other

**Food Processing Skills Canada (FPSC)**

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Email: [foodcert@fp-sc-ctac.ca](mailto:foodcert@fp-sc-ctac.ca)



## APPENDICIES AND FORMS

APPENDIX A – STATEMENT OF ACCOUNTABILITY, ETHICS, CONFIDENTIALITY AND VIDEO/IMAGE RELEASE FORM

APPENDIX B – ACCOMMODATION (SPECIAL TESTING) REQUEST FORM

APPENDIX C – APPEALS POLICY AND APPLICATION FORM

APPENDIX D – PROFESSIONAL CODE OF ETHICS

## Appendix A – Statement of Accountability, Ethics, Confidentiality, and Video/Image Release Form

FPSC’s certifications are professional credentials that aim to recognize individuals that meet an industry standard. The process is voluntary and involves rigorous assessment methods and evidence of relevant experience. The performance assessment/evaluation component involves images and videos that need to be taken.

### CANDIDATE CONTACT INFORMATION

NAME	PHONE NUMBER
ADDRESS	E-MAIL ADDRESS
CERTIFICATION	

I confirm that the information submitted regarding my work, volunteer, and education experience is accurate and meets the eligibility requirements for the designation assigned by FPSC.

I agree not to disclose any details on the content covered in the 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. If I do not renew my certified status (if applicable), I acknowledge that I am no longer authorized to use the designation assigned by FPSC until the certification has been successfully renewed with the certifying body.

I agree to allow the use of my images and videos for the purpose of developing certification tools, auditor review, and to promote our certifications through our website and other promotional materials. As a participant of the program, you are a representative of the industry, our use of this material will ensure the growth and development of our certifications and the industry.

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix B – 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@fpsc-ctac.com](mailto:foodcert@fpsc-ctac.com). It is requested that candidates submit their special accommodations request as soon as possible; at latest, a minimum of 5 business days before their scheduled exam. Candidates that have submitted a request will be contacted by the FoodCert Team 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

The FoodCert 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 knowledge exam or performance assessment (if applicable) 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 knowledge exam or performance assessment. The Certification Governance Committee will provide judgment on an appealed case.

All appeals are directed to the FoodCert Team, 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).

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 defend their case or answer questions.

Candidates are responsible for all costs associated with the appeal. Please refer to the fee schedule. 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 knowledge 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 Exam <input type="radio"/> Performance Assessment	

### Please Note:

Appeals must be submitted using this form within 60 days of completing the online knowledge exam or performance assessment. The *Appeals Application* form should be filed with the certifying agent or submitted to: foodcert@fpssc-ctac.com The cost of an appeal is \$50.00 CAD. Methods of payment will be communicated to you upon filing for an appeal.

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 Team will report on the results of the appeal within 20 business days of receiving a complete application and payment. 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.

### EXPLANATION FOR APPEAL

Please explain the basis for making this appeal. Provide detailed, factual and complete information. (There is no restriction on the length of your explanation. You can use additional paper and initial those additional pages).





## Appendix D - 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, FoodCert certifications hold their candidates to a minimum level of demonstrated competence through the knowledge exam and performance assessment (if applicable). Candidates are expected to act with integrity through adherence to the Professional Code of Ethics.

As a Certified 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.
- Keep up with the frequently changing industry knowledge and proficiency in my profession.
- Exercise my leadership skills in exchange for knowledge or techniques that would benefit the profession.
- 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 co-workers.
- Abstain from substance abuse when conducting my professional work to evade affecting my competency level at work and the 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.
- Assume responsibility for the professional development of staff under my supervision and students aiming to enter the profession.
- Support others in adhering to this code of conduct.



[WWW.FPSC-CTAC.COM](http://WWW.FPSC-CTAC.COM)

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