

## CANADIAN CERTIFIED HACCP PROFESSIONAL (CCHP)



## CANDIDATE PREPARATION HANDBOOK



[WWW.CERTIFIEDHACCPROFESSIONAL.COM](http://WWW.CERTIFIEDHACCPROFESSIONAL.COM)

# Certified Canadian HACCP Professional - CCHP

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This project is funded by the Government of Ontario’s Sector Initiatives Fund.



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## 1.0- About the CCHP Designation

As Canada moves towards the implementation of the *Safe Food for Canada Act*, coupled with the growing scrutiny from consumers and buyers about food safety practices, the demand for improved safety programs in food manufacturing facilities means that certified HACCP professionals will be more accountable than ever before! A **Canadian Certified HACCP Professional (CCHP)** can make all the difference in ensuring safe food for everyone.

### A Standard of Excellence

The CCHP designation recognizes individuals that demonstrate both knowledge and skills in all eleven major skill areas contained in FPHRC's National Occupational Standard (NOS) for a HACCP Professional. This competency-based Standard was developed by industry professionals and subject matter experts to reflect actual workplace conditions and current issues effecting the HACCP occupation.

This designation verifies that a HACCP Professional is competent when measured against the Core Competency Profile which is contained within the National Occupational Standard for HACCP Professionals. The NOS describes the skills, knowledge, abilities, and attitudes that are expected of proficient and experienced HACCP practitioners in Canada.

Canadian HACCP Professionals can now be recognized and rise above our global counterparts in the USA, UK, and Australia, who already have similar standards in place. The CCHP designation meets all the Canadian and international standards for certification programming such as; ANSI/ISO/IEC 17024:2012

### Major Skill Areas

1. Comply with food safety standards, programs, and regulations
2. Gather information for HACCP Systems
3. Establish Prerequisite Programs
4. Develop the HACCP Systems
5. Implement HACCP Systems
6. Maintain HACCP Systems
7. Prepare for External Audits
8. Participate in External Audits
9. Use Communication Skills
10. Liaise with External Agencies
11. Demonstrate Professionalism

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The Food Processing Human Resources Council's NOS for a HACCP Professional, is Canada's first official standard for this occupation, and considered as the most current and relevant definition of what is expected of today's food manufacturing professionals, responsible for:

- monitoring food safety
- managing a food safety program
- working with or establishing a HACCP process
- organizing third party external food safety audits

The certification exam is built directly from the **National Occupational Standard (NOS) for a HACCP Professional**; the Standard is an important study resource for exam preparation. It is also highly recommended that candidates familiarize themselves with the Canadian Food Inspection Agency's (CFIA) **Food Safety Enhancement Program (FSEP) Manual**. Prior learning, past experience, and knowledge gained while working in the occupation, or industry, are also valuable assets for those challenging the exam.

## Who Should be Certified?

The CCHP designation is valuable for both experienced professionals already working in a HACCP occupation and for those who are working in other related positions within the Food Manufacturing industry.

The CCHP designation is recommended for those working in:

- HACCP Management
- Quality Management (assurance/control)
- Food Safety Management
- Coordinator or Supervisor Roles
- Food Auditors
- Food Inspectors
- Food Consultants
- Regulators in Government
- Students in post-secondary food programs (*Students will be able to earn up to 1 year of recognition towards the work experience requirements*).

Any experienced food processing professional would benefit from earning the CCHP designation. Those working in frontline food processing occupations or just starting out in the industry can pursue this professional certification as a career advancement strategy.

Candidates may be employed in a range of facilities, from small scale to major national production, including these commodity groups:

- Animal Food Production
- Grain and Oilseed

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- Bakery and Tortilla
- Sugar and Confectionary
- Fruit and Vegetable
- Dairy
- Meat and Poultry
- Fish and Seafood
- Beverages
- Other Foods & Various Foods

## Why Certify?

The benefits of professional certification and industry recognized credentials are well documented and wide reaching. Highlighted below are some of the key points:

- ✓ **HACCP Professionals with a CCHP designation:**
  - Have met National Occupational Standards and gained professional recognition for their expertise in their field;
  - Enjoy job mobility and career advancement opportunities that industry credentials provide;
  - Demonstrate their knowledge and skills in the area of food safety
  - Gain confidence and pride in their workplace; and,
  - Demonstrate a commitment to their employer, career, and industry.
- ✓ **Organizations employing certified HACCP Professionals:**
  - Demonstrate a high level of commitment to food safety, to both the general public and regulators;
  - Can be confident that their HACCP professionals are highly trained and meet the National Occupational Standards;
  - Attract and retain top performing employees more easily; and,
  - Gain a competitive edge in an increasingly food safety-oriented marketplace.
- ✓ **As a certified CCHP, you can:**
  - Use the CCHP designation and logo after your name in your email signature, on business cards, resumes, LinkedIn, etc.
  - Ability to promote your CCHP designation to auditors during food inspections
  - Receive a certificate confirming your status as a CCHP
  - Receive a “skills transcript” that outlines the skills assessed in the exam
  - Receive an original lapel pin showcasing the CCHP logo
  - Your name will be posted on the “National Roster” of CCHP’s

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## 1.1 The Process to your CCHP Designation

Earning the prestigious CCHP designation involves two steps: **1. Evidence of the minimum amount of practical experience;** and **2. Successful completion of the exam to test knowledge.** This handbook provides the information to help a candidate prepare for both steps.

### THE PROCESS

ONLINE EXAM + PRACTICAL EXPERIENCE = CERTIFIED DESIGNATION



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## 1.2 Eligibility Criteria

To challenge the CCHP exam, all candidates must demonstrate a **minimum of three (3) years practical work experience**, related to the role of a HACCP professional, within the past five (5) years. Volunteer, research, internships and hands-on practical academic courses may also count for up to one (1) year, out of the required 3 years of HACCP work experience.

Candidates must gather information on the various types of experience in order to complete the *Work Experience Portfolio*, before it is submitted for review. This document along with the online registration and payment will begin the application process.

### How to check your eligibility?

For a candidate to qualify for this designation, they must carefully inspect their previous HACCP experience. Review the components of your current and previous employment positions to see if they fit in with the CCHP exam content, including volunteer and academic experience. If necessary, candidates should contact previous employers or teachers to carefully review the components of their time in the industry. Review the chart below to view the minimum requirements.

### Completing the Experience Requirements

<b>Work</b>	<b>Minimum</b>	<b>70%</b>
<b>Volunteer</b>	<b>Maximum</b>	<b>10%</b>
<b>Academic Studies</b>	<b>Maximum</b>	<b>10%</b>
<b>Formal Credentials</b>	<b>Maximum</b>	<b>10%</b>
<b>Research</b>	<b>Maximum</b>	<b>5%</b>

All candidate applications are subject to random audits by the Food Processing Human Resources Council's Certification Governance Committee. The Registrar's 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.



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## 1.3 The CCHP Exam

The CCHP Certification exam is based on the National Occupational Standard for a HACCP Professional. It is a virtually proctored exam consisting of **100 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 **two hours and thirty minutes (2.5 hours)** 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, etc.) with the oversight of a virtual proctor.

### Virtually Proctored Exam

The CCHP 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
- ✓ Nexus Card/ Pass
- ✓ Health Card – must have picture to be valid
- ✓ Citizenship, Permanent Resident, Immigration/ Refugee Card – must have picture to be valid
- ✓ Certificate of Indian Status (laminated card issued by Indian & Northern Affairs Canada)
- ✓ Age of majority card

*For questions relating to acceptable forms of ID, please contact [registrar@fphrc.ca](mailto:registrar@fphrc.ca); 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 at work, library, 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?

- Take online exam 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

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- 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.

## **1.4 Candidate Support**

The FPHRC will support candidates via phone or email in:

- Answering questions about the CCHP 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 their process

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## 1.5 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 well-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, 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.
8. If the proctor detects any aberrant behavior (behavior 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 the institution.

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## 2.0- Prepare for the Exam

### Exam Content

There are five (5) main Categories and eleven (11) major Skills Areas, from FPHRC's National Occupational Standard for a HACCP 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 CCHP examination.

CATEGORY AND SKILL	Written Exam Distribution by (%)
<b>A. FOOD SAFETY STANDARDS, PROGRAMS AND REGULATIONS</b>	<b>7-10%</b>
1. Comply with food safety standards, programs and regulations	7-10
<b>B. HACCP FOOD SAFETY SYSTEMS</b>	<b>56-70%</b>
2. Gather information for HACCP Systems	5-10
3. Establish Prerequisite Programs	10-20
4. Develop the HACCP Systems	14-24
5. Implement HACCP Systems	9-19
6. Maintain HACCP Systems	5-10
<b>C. EXTERNAL AUDITS</b>	<b>10%</b>
7. Prepare for External Audits	5-6
8. Participate in External Audits	4-5
<b>D. COMMUNICATION</b>	<b>10%</b>
9. Use Communication Skills	5-6
10. Liaise with External Agencies	4-5
<b>E. PROFESSIONALISM</b>	<b>7-10%</b>
11. Demonstrate Professionalism	7-10

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## 2.1 Sample Exam Questions

The following 6 practice questions are examples of the types of questions that candidates will see on the CCHP exam. Each test question has only one clear best answer; all other choices may appear to be reasonable, but not correct. Read each question carefully and select one answer. Check your results at the end of this section, and review the National Occupational Standards to give you further information or insight on the related topic.

### Sample Question #1

While conducting a gap analysis, Sophie notices that the temperature of the cooking system does not meet regulation. Sophie approaches the employee responsible and questions him about the process and why he didn't notice this issue sooner. Which rule is Sophie breaking when she does this?

- A) Maintain confidentiality.
- B) Focus on finding facts not faults.
- C) Verify through inspection.
- D) Identify priorities.

### Sample Question #2

What is the first step in designing a recall plan?

- A) Assess complaint files.
- B) Develop a recall contact list.
- C) Establish a recall management team.
- D) Prepare mock recall schedule.

### Sample Question #3

Juan reviews his plant schematic. How should he verify that the information is accurate and complete?

- A) Perform an internal audit.
- B) Conduct on-site check.
- C) Discuss schematic with HACCP team.
- D) Compare to previous plant schematics.

### Sample Question #4

A customer's concern about an ingredient is directed to the HACCP Coordinator. How can the Coordinator respond to the customer's concerns?

- A) Review consumer complaints for this ingredient.
- B) Offer an alternative formulation.
- C) Direct him to where he can find the appropriate regulations.
- D) Explain ingredient risk assessment.

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## Sample Question #5

A manager approaches the HACCP Coordinator for information on food safety standards for the operation of the packaging department. Where is the best source of information?

- A) Company policies.
- B) FSEP
- C) Equipment manuals.
- D) Canadian Food Inspection Standards.

## Sample Question #6

A HACCP Coordinator's manager is reluctant to allow the implementation of a new piece of cutting-edge technology. The HACCP Coordinator arrives at his manager's office with a complete implementation plan that includes all of the benefits and cost savings the new technology will bring. The manager understands the plan and is now enthusiastic about the idea. How did the HACCP Coordinator's action demonstrate leadership?

- A) By taking the initiative to draw up the plan.
- B) By using authority to take control of the situation.
- C) By facilitating change.
- D) By making his manager see that this was important to the organization.

### Sample Questions Answer Key

6	C	11.2
5	B	1.1
4	D	10.3
3	B	7.2
2	C	3.6
1	B	2.5
Question	Correct Answer	Reference to Standard*

*\*The National Occupational Standard for a HACCP Professional is available online at:*

[www.CertifiedHACCPProfessional.com](http://www.CertifiedHACCPProfessional.com)

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## 2.2 Tips to Prepare for the Exam

All exam questions are based on the National Occupational Standard (NOS) for a HACCP Professional. Be familiar with all of 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 CFIA's Food Safety Enhancement Program (FSEP) 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.
- **HACCP Courses:** Many colleges, universities, food technology centres, provincial food associations, and private trainers offer courses around HACCP Programs and the development of HACCP 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.

*Many of the resources mentioned above are available online at [www.CertifiedHACCPProfessional.com](http://www.CertifiedHACCPProfessional.com)*

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## 2.3 About the Practice Exam

In preparation for the exam, individuals may choose to take the online *CCHP Certification Practice Exam*, consisting of 40 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 made available to all individuals who are interested in taking the CCHP designation exam. Once its separate registration and payment process is complete, the Practice Exam is available to be taken at any time. For the candidate's convenience, it is made available online on-demand, with a time limit of one (1) hour.

The practice exam mimics the same type of questions and online environment as the CCHP exam. At the end of the exam, candidates receive a passed and failed result for the overall exam and also a breakdown per exam category.

***PLEASE NOTE:*** *The Practice Exam is exclusively designed for the purposes of preparing candidates for the official CCHP 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 CCHP examination in any way.*



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## 2.4 Official CCHP 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 lapel pin with the CCHP logo and a certificate confirming their status as Canadian Certified HACCP Professional (CCHP). Their name will be added to the roster of certified professionals which resides on the Canadian Certified HACCP Professional website.

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 CCHP 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.

The FPHRC, 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.

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

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## 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 Registrar within 60 days of completing the online examination and receiving the unofficial results. The *Appeals Application form* is available on the CCHP 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 Registrar's 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 CCHP website, and a copy of the form is also included in the Appendices.

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## 3.0- Fee Schedule

2014 CCHP Fee Schedule	Cost
<b>CCHP Exam Fees</b>	
Work Experience Review, Registration and Exam **	\$465 CAD
Refund if application is not approved **	\$415 CAD
Re-write Exam**	\$115 CAD
<b>Exam Preparation Resources Fees</b>	
Practice Exam **	\$45 CAD
National Occupational Standard: Full Standard and Skills Assessment Checklist - Web Downloads	\$50 CAD/ package
Developing a HACCP Plan manual, E-Book	\$65 CAD
<b>Renewal</b>	
Every three-years renewal	\$225 CAD
<b>Appeals</b>	
Work Experience Portfolio	\$50 CAD
Exam Failure	\$50 CAD

\* The Food Processing Human Resources Council (FPHRC) reserves the right to updates fees as required.

\*\*Prices listed are charged in USD by third-party testing provider. Prices are listed in CAD to represent the exchange rate.

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## 4.0- Getting the Most from Your CCHP Designation

When you successfully complete the certification process, you will earn the right to use the Professional Designation: **Canadian Certified HACCP Professional (CCHP)**. Like other academic and professional designations, you can proudly display the CCHP credential after your name to identify yourself as among the top performers in your occupation.

### How to use your CCHP professional designation

- At the workplace: Demonstrate to food safety regulators and auditors your food safety knowledge, abilities and attributes
- On business related material: Displaying your credential on business cards, in email signatures, and on correspondences. It shows your commitment to professionalism and industry leadership.
- On résumés: Employers recognize and look for professional designations and industry credentials when hiring. Display your designation to stand out from the crowd and move your résumé to the top of the pile.
- On social media: From Facebook to LinkedIn, including your Canadian Certified HACCP Professional (CCHP) credential in your profile is a great way to make connections and be found by other professionals in your industry.
- To promote careers in the Food Processing industry: Proudly displaying your CCHP designation will encourage others to think about careers in food processing, and help attract the best new applicants to the industry.

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## 4.1 Explain your Professional Designation

When people see CCHP after your name, they will want to know what it means. Here are a few points that you can use to help explain your professional designation.

### People who have earned the CCHP:

- Have a comprehensive understanding of the skills and knowledge required to perform the HACCP function.
- Have demonstrated a commitment to food safety
- Have demonstrated that they meet nationally-recognized occupational standards for their profession.
- Have gained professional recognition for their expertise in their field.
- Have taken extra steps to demonstrate commitment to their career, profession, and industry.

You will have many opportunities to promote your designation to customers, government regulators, food auditors, peers and your employer. By helping others recognize the CCHP credential and the value of certification, more people will become certified and your place of employment and the industry will become more profitable.

### Promote certification and your CCHP:

- Display your certificate and your “skills transcript” where it will be seen by others, e.g. co-workers, auditors, customers, etc.
- Wear your lapel pin, which identifies you as a CCHP
- Inform your current employer of your CCHP credential and what it means.
- Talk to co-workers and industry peers about the CCHP designation.
- Become an active member in your industry’s community: participate in networking opportunities through social media, such as Facebook and LinkedIn; keep your credentials and training current and up to date; and encourage professionalism in your workplace.

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## 5.0- Renewal

The CCHP designation requires a renewal every three (3) years, which includes an online renewal application and a renewal fee. Requirements are based on the same national occupational standard set for the initial certification. Though an exam is not required to renew the designation, candidates are expected to submit an online renewal application that includes information on their professional activities, commitment to training, and current experience. Failure to renew the certification, after three years, results in a suspension. After four years without a renewal, an individual's status is changed to "inactive" and candidates who wish to be re-certified will be required to apply again and re-write the exam.

The Registrar is responsible for conducting an annual random audit of 5%-10% of all renewal applications through which evidence of information reported by candidates is requested. Candidates will be informed if their submission may be subject to an audit.

The *Renewal Form* is available on the CCHP website, and a copy of the form is also included in the Appendices.

### **Renewal Requirements:**

To maintain their status as a Canadian Certified HACCP Professional, candidates must meet the minimal requirements. Instead of completing another exam, CCHP's must take part in the following:

- Continue to work in the food processing industry in a HACCP role, or similar role, over the 3 years since first receiving the designation or since the past renewal.
- Attendance in 5-10 workshops, courses or conferences – related to HACCP, food safety, leadership, etc. – throughout the 3 year period. Each event must be a minimum of 4-hours in duration. Evidence, such as a letter from the host or a certificate of completion, of participation and attendance is required.
- Complete and submit the CCHP renewal form every 3 years.

These requirements ensure each Canadian Certified HACCP Professional is keeping true to their tested skills and designation, and are knowledgeable of the vast and common changes in the food processing industry.

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## 6.0- How to Apply – Step by Step

The following step-by-step guide offers a rundown of the process towards gaining the CCHP designation. This guide carefully explains the various details before, during, and after the exam takes place. Please visit [www.CanadianHACCPProfessional.com](http://www.CanadianHACCPProfessional.com) for further information, and a helpful video further outlining these steps.

### Step 1 – Become Familiar with the Designation

Click on the “**About CCHP**” tab where you will find information on what the CCHP designation is, the purpose of applying for it and who should apply. On the same tab, you can also check the current fee schedule for the exam and preparation resources.

### Step 2 – Check if you are Eligible

Once you have decided to apply for the CCHP designation, under the “**About CCHP**” tab click “**Determine Eligibility**”.

Here you will find the requirements that must be satisfied, before being approved to take the CCHP certification exam. In summary, you will need to have a minimum of 3 years working experience –or- have 2 years of HACCP work experience and 1 year of a combination of academic studies, research and volunteer work.

Self- determine if you satisfy the work experience requirements.

### Step 3 – Complete and Submit ‘Work Experience Portfolio’

Once you have determined you are eligible to take the exam, under the “**How to Apply**” tab, click on the “**Step 3**” option and complete the “**Work Experience Portfolio**”.

Here you will find a downloadable PDF “Work Experience Portfolio” form that you can fill out electronically, print and sign. Scan the signed portfolio and submit it to the Registrar via email. The form will include the registrar’s email, phone and address.

***IMPORTANT:*** Please note that your “Work Experience portfolio” **will only be assessed after your online registration & exam fees have been received.** If your portfolio is incomplete/ missing pieces of information, by default your application will pend until the portfolio has been filled out in full.

# Certified Canadian HACCP Professional - CCHP

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## Step 4 – Register for Exam and Make Payment

Once you have completed and **submitted** the “Work Experience Portfolio” form to the registrar, you may proceed with the second portion of the application process, which is the online registration and payment portion.

- **Register for Exam:** Click the “**How to Apply**” tab. Then click the link “**Register for the Exam**” and complete the online registration form. Alternatively, users can find the link under “**Step 4**” option.
  - **Please note:** *It is important that the information filled out on the online registration form, matches the name submitted on the “Work Experience Portfolio”. Differing information could cause an error in the processing of your application.*
- **Pay your Exam 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. If you have a pre-paid voucher number, provided by your employer, you will need to have this number on-hand to complete the payment process.

## Step 5 – Wait for Approval

Within a few days of submitting both parts of your application: **(1) the “Work Experience Portfolio”**, and **(2) online registration and payment**, you will receive a notification from the registrar’s office confirming that your full application has been received. Your application will be reviewed by the registrar’s office to verify that you satisfy all requirements.

*\*If you are missing any portion of your application, the Registrar’s office will notify you that your application is incomplete.*

The registrar will:

- Determine if sufficient information was provided by the candidate
- Determine if the minimum work experience is achieved. This may involve verifying information for authenticity. The Registrar may contact you for additional information or clarity.
- Review education, volunteer, and research experience

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. 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, etc.).



# Certified Canadian HACCP Professional - CCHP

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**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.

## Step 6 – Prepare for your Exam

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 CCHP” tab, under the “Fees” section.

The certification exam is built directly from the National Occupational Standard for a HACCP Professional, the Standard is an important study resource for candidates preparing for the exam. It is also highly recommended that candidates familiarize themselves with CFIA’s Food Safety Enhancement Program (FSEP) Manual.

## Practice Exam

The practice exam is a great resource to test your knowledge of HACCP and to familiarize yourself with the format and types of questions that will be asked. You will find the practice exam under the “**How to Apply**” tab.

In this section of the website you will find information about the practice exam and a link that will bring you to the registration and payment page. 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.

## Step 7 - Take Exam

Once you have received an email from the registrar noting that your application has been approved, follow the instructions provided by the virtual proctor to schedule your exam.

You must schedule and take the exam **within 30 days** of receiving your approval email.

The CCHP 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.

Upon completing the exam, an **unofficial result** (pass/fail) will be displayed on your computer screen immediately.

# Certified Canadian HACCP Professional - CCHP

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## **Step 8 – Receive your Designation, Certificate, Skills Transcript, and Lapel Pin**

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 lapel pin with the CCHP logo and a certificate confirming their status as Canadian Certified HACCP Professional (CCHP).

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.

## **Your name on the National Roster of CCHPs**

Upon successful completion, your name will be added to the roster of certified professionals which resides on the Canadian Certified HACCP Professional website.

**Upon passing the exam & being granted your CCHP designation:** You can start using your designation after your name, display your certificate and demonstrate your HACCP assed skills to your employer(s), food inspectors and auditors.

# Certified Canadian HACCP Professional - CCHP

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## 7.0- Inquiries

For all inquiries relating to the CCHP designation, please use the following contact information accordingly:

Please contact the Registrar's Office for:

- The submission of the "Work Experience Portfolio"
- Inquiries regarding the status of your application
- The submission of other forms, applications and agreements
- Renewal of your CCHP designation
- Appeals
- Difficulties with scheduling the CCHP exam
- Renewal application

### **Food Processing Human Resource Council (FPHRC)**

c/o The Registrar's Office  
200B-2249 Carling Avenue  
Ottawa, ON K2B 7E9

**Main Phone:** (613) 237-7988

**Toll free:** 877-963-7472

**Fax:** 613-237-9939

**Email:** [registrar@fphrc.ca](mailto:registrar@fphrc.ca)

For all general inquiries:

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

### **Food Processing Human Resources Council (FPHRC)**

**Main Phone:** (613) 237-7988

**Toll free:** 877-963-7472

**Email:** [CCHPinfo@fphrc.ca](mailto:CCHPinfo@fphrc.ca)

# Certified Canadian HACCP Professional - CCHP

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## APPENDIX A – WORK EXPERIENCE PORTFOLIO

# Certified Canadian HACCP Professional - CCHP



## WORK EXPERIENCE PORTFOLIO

CANDIDATE'S NAME	DATE DD/MM/YYYY
CANDIDATE PHONE NUMBER	CANDIDATE EMAIL ADDRESS
OCCUPATION/TITLE	

### SETTING THE STANDARD

Certification verifies that a food processing worker is competent, when measured against the HACCP Core Competency Profile. Based on the Canadian Standards & Guidelines for HACCP Professionals, the National Occupational Standard describes the knowledge, abilities and attitudes that are expected of proficient and experienced HACCP Professionals in Canada.

To achieve this designation, candidates must:

1. Meet the minimum work experience requirements
2. Successfully pass the written knowledge exam

**Candidates will use this form to record information on relevant experience including employment history, professional voluntary activities, and completed education and training.**

**Note:** To meet the work experience requirements, candidates must demonstrate a minimum of 3 years of HACCP work experience within the last 5 years. Work experience can be in the food processing field, in a related profession, or in a similar role in which they can demonstrate relevant experience.

**Candidates must demonstrate that their experience was acquired by:**

- Work Experience - Minimum 70% of the experience total must come from paid work experience.

All work experience may come from paid employment, however, candidates may also demonstrate additional experience in the following areas, up to the indicated maximum contribution of their total.

- Volunteer Experience - Maximum 10%
- Formal Education / Academic Studies – Maximum 10%
- Other Credentials and Training - Maximum 10%
- Research – Maximum 5%

# Certified Canadian HACCP Professional - CCHP

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## INSTRUCTIONS

Candidates will submit a summary of their experience for review by the Registrar's Office. This includes any experience gained from paid employment, volunteer experience (including co-op, intern or other unpaid work terms), formal education or other training, and should reflect the scope of practice as outlined in the Core Competency Profile.

### 1. Complete, sign and submit form to the Registrar:

- a. **Accepted methods of submission:** Only accepting electronic submissions of this form via email, the form may be filled out electronically or by hand and scanned in.
- b. **Labelling the Work Experience Portfolio:** To ensure that all applications are received and processed without error, the submission of the Work Experience Portfolio file must be properly labelled. Use the name of the document, followed by your full name.

**Example:** "Work Experience Portfolio\_John Smith"

- c. **Where to submit:** Email to the Registrar's Office at [registrar@fphrc.ca](mailto:registrar@fphrc.ca)

### 2. FPHRC Registrar will verify submission:

- Determine if sufficient information is provided by candidate
- Determine if minimum work experience is achieved. This may involve verifying information for authenticity. The Registrar may contact you for additional information or clarity.

### 3. Candidate will receive notification of result: approved, declined, or incomplete.

# Certified Canadian HACCP Professional - CCHP

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## WORK EXPERIENCE (MINIMUM 70%)

- Include “self-employed” employment.
- Use additional paper, where required.
- Start with current or most recent employment.

EMPLOYER NAME	EMPLOYER PHONE NUMBER	
EMPLOYER ADDRESS	NAME OF SUPERVISOR	
	EMPLOYMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
	FULL OR PART TIME	APPROX. WEEKLY HOURS
JOB TITLE/ POSITION HELD		
MAIN RESPONSIBILITIES IN THIS JOB		

EMPLOYER NAME	EMPLOYER PHONE NUMBER	
EMPLOYER ADDRESS	NAME OF SUPERVISOR	
	EMPLOYMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
	FULL OR PART TIME	APPROX. WEEKLY HOURS
JOB TITLE/ POSITION HELD		
MAIN RESPONSIBILITIES IN THIS JOB		



# Certified Canadian HACCP Professional - CCHP

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## WORK EXPERIENCE (CONTINUED)

EMPLOYER NAME	EMPLOYER PHONE NUMBER	
EMPLOYER ADDRESS	NAME OF SUPERVISOR	
	EMPLOYMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
	FULL OR PART TIME	APPROX. WEEKLY HOURS
JOB TITLE/ POSITION HELD		
MAIN RESPONSIBILITIES IN THIS JOB		

EMPLOYER NAME	EMPLOYER PHONE NUMBER	
EMPLOYER ADDRESS	NAME OF SUPERVISOR	
	EMPLOYMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
	FULL OR PART TIME	APPROX. WEEKLY HOURS
JOB TITLE/ POSITION HELD		
MAIN RESPONSIBILITIES IN THIS JOB		

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## VOLUNTEER EXPERIENCE (MAXIMUM 10%)

Use additional paper, where needed.

- Include any unpaid employment (e.g. work terms, co-op, internships)
- Start with the current or most recent volunteer experience.

ORGANIZATION NAME	ORGANIZATION PHONE NUMBER	
ORGANIZATION ADDRESS	NAME OF SUPERVISOR	
	EMPLOYMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
	FULL OR PART TIME	TOTAL HOURS WORKED
JOB/ POSITION TITLE		
IN THIS POSITION, I...		

ORGANIZATION NAME	ORGANIZATION PHONE NUMBER	
ORGANIZATION ADDRESS	NAME OF SUPERVISOR	
	EMPLOYMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
	FULL OR PART TIME	TOTAL HOURS WORKED
JOB/ POSITION TITLE		
IN THIS POSITION, I...		

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## FORMAL EDUCATION / ACADEMIC STUDIES (MAXIMUM 10%)

Use additional paper, where needed.

Start with current or most recent program or course

NAME OF INSTITUTION	PHONE NUMBER	
NAME OF PROGRAM		
ADDRESS	PROGRAM CONTACT NAME	
	ENROLLMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
DEGREE OBTAINED YES ( ) NO ( ) IN PROGRESS ( )		EXPECTED GRADUATION

NAME OF INSTITUTION	PHONE NUMBER	
NAME OF PROGRAM		
ADDRESS	PROGRAM CONTACT NAME	
	ENROLLMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
DEGREE OBTAINED YES ( ) NO ( ) IN PROGRESS ( )		EXPECTED GRADUATION

NAME OF INSTITUTION	PHONE NUMBER	
NAME OF PROGRAM		
ADDRESS	PROGRAM CONTACT NAME	
	ENROLLMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
DEGREE OBTAINED YES ( ) NO ( ) IN PROGRESS ( )		EXPECTED GRADUATION

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## OTHER CREDENTIALS AND TRAINING (MAXIMUM 10%)

The CCHP Designation recognizes that education and training environments often have practical training component attached; you may use the practical training to gain qualifying hours as work experience.

- Include courses and training not previously mentioned on this form (certificates, diplomas, etc.).
- Make a note about any work experience you may have gained as part of a program.
- Include any other professional credentials you have.
- Also, include any awards you may have received.

Use another page to list certifications, credentials and training, if required

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## RESEARCH (MAXIMUM 5%)

The CCHP Designation recognizes published and ongoing research in the field of food processing.

- Include any published research reports (either individually or in collaboration)
- Include an overview of the research objective and a summary of the research

Use another page to list awarded research grants, current unpublished research, if required

REPORT TITLE
PUBLISHED IN
AUTHOR(S)
RESEARH OBJECTIVE
RESEARCH SUMMARY

REPORT TITLE
PUBLISHED IN
AUTHOR(S)
RESEARH OBJECTIVE
RESEARCH SUMMARY

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## DECLARATION

Complete and sign the statement below:

I, \_\_\_\_\_  
FIRST NAME LAST NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
TOWN/CITY PROVINCE/ STATE POSTAL CODE/ZIP CODE

state that the information contained in this document is accurate. I understand that the FPHRC may contact me or any of the individuals indicated in this form for more information, or for the purposes of a program audit.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Notes:

I, \_\_\_\_\_ have verified that the above-noted Candidate meets the minimum requirements for experience time in the occupation specified above.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## ABOUT THE FPHRC

Created in 2009 as a council for Canadian food processors, the Food Processing Human Resources Council (FPHRC) works long term with industry partners, processors, educators and regulatory agencies to develop a stronger, more prosperous industry with leading edge standards of employee preparedness and productivity through human resource strategies and programs.

The FPHRC provides national leadership as a forum and support for industry to address human resource issues, assisting in building a competitive, sustainable, and attractive industry; and regionally through their representatives to assist all processors and their workers with training, skills upgrading and more.

**APPENDIX B- STATEMENT OF ACCOUNTABILITY, ETHICS, AND  
CONFIDENTIALITY**

# Certified Canadian HACCP Professional - CCHP



## Statement of Accountability, Ethics, and Confidentiality

CCHP designation 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, volunteer, and education experience is accurate and meets the eligibility requirements for the Canadian Certified HACCP Professional designation assigned by the FPHRC.

I agree not to disclose any details on the content covered in the CCHP 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, I acknowledge that I am no longer authorized to use the designation assigned by FPHRC until the certification has been successfully renewed with the certifying body.

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

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

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



**APPENDIX C – ACCOMMODATION REQUEST FORM**

# Certified Canadian HACCP Professional - CCHP



## 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: [registrar@fpirc.ca](mailto:registrar@fpirc.ca). 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 Registrar's 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:

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**I would like to request the following special testing assistance:**

**RELATED TO LANGUAGE FORMAT**     *The CCHP 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**     *CCHP 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

**Reason for special Testing request**     *Please provide a description of your conditions that justify the special testing request (e.g. medical diagnosis, history of previous special testing requests)*

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**APPENDIX D – APPEALS POLICY AND APPLICATION FORM**



## Appeals Policy and Application Form

The CCHP 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. The CCHP must renew the designation every three years to maintain their status.

### APPEALS POLICY

Candidates who fail the Work Experience Portfolio assessment have the right to register an appeal on the procedures used. 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 registrars' office (e.g. within 20 days).

All appeals are directed to the registrars' 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.

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## APPEALS APPLICATION FORM

Candidates who are unsuccessful in the Work Experience Portfolio assessment, the online exam, or in meeting the renewal requirements (where applicable) 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"/> Work Experience Portfolio <input type="radio"/> Exam <input type="radio"/> Renewal	

### Please Note:

**Appeals must be submitted using this form within 60 days of completing the online exam.** The *Appeals Application* form should be filed with the certifying agent or submitted to: [registrar@fphrc.ca](mailto:registrar@fphrc.ca). 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 registrar 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 E - PROFESSIONAL CODE OF ETHICS



## Professional Code of Ethics

One of the Food Processing Human Resources Council (FPHRC) 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 HACCP Professional (CCHP) designation held its members to a minimum level of demonstrated competence through work experience and academic testing, and held its members to integrity through adherence to the code of professional conduct both in pursue of public interest. The code of professional conduct is binding to all CCHPs.

The Certified Canadian HACCP Professional (CCHP) designation 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.

### **As a Certified Canadian HACCP 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 HACCP.
- Exercise my leadership skills in exchange of 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.
- Abstain from substance abuse when conducting my professional work to evade affecting my competency level at work and the safety of my coworkers.
- Assume responsibility for the professional development of staff under my supervision and students aiming to enter the profession.
- 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.

## Certified Canadian HACCP Professional - CCHP

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- 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.

# Certified Canadian HACCP Professional - CCHP

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**APPENDIX F - RENEWAL FORM**

# Certified Canadian HACCP Professional - CCHP

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## Renewal Form

CANDIDATE NAME	DATE DD/MM/YYYY
CANDIDATE PHONE NUMBER	CANDIDATE EMAIL ADDRESS
OCCUPATION/TITLE	

### SETTING THE STANDARD

Certification verifies that a Canadian Certified HACCP Professional is competent when measured against the Food Processing Human Resource Council's National Occupational Standard for HACCP Professionals. Based on the Canadian Standards & Guidelines for CCHPs, the Core Competency Profile describes the knowledge, abilities and attitudes that are expected of proficient and experienced HACCP Professionals in Canada.

This certification program recognizes both formal and informal prior learning, as evidenced by professionals. The program recognizes these competent professionals, who work to improve the standards within their facility, thus improving the quality of assurance to the public.

### To maintain their current certification, a CCHP must:

1. Continue to work in the field of food processing.
2. Meet the minimum continuing professional development requirements.
3. Complete and submit the certification *Renewal Form* and *Renewal Fee* every three years, following their initial certification.

### Requirements:

The minimum requirements for renewal include: at least 3 years of work experience, as well as the participation in 5-10 courses, workshops, or conferences over the 3 year period. Events may range in duration, but each must be at least 4 hours in duration. Candidates should be able to provide evidence of attendance or participation in events (e.g. email from host, or certificate of completion or participation).

# Certified Canadian HACCP Professional - CCHP

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## INSTRUCTIONS

CCHPs who would like to renew their designation will submit a summary of their continued experience for review by the Registrar's Office. The CCHP must include any continued experience gained from paid employment, formal education, courses, other training, events or workshops. All experience should reflect the scope of practice as outlined in the Core Competency Profile.

### 1. Complete, sign and submit form to the Registrar:

- a. **Accepted methods of submission:** Only accepting electronic submissions of this form via email, the form may be filled out electronically or by hand and scanned in.
- b. **Labelling the Renewal Form:** To ensure that all applications are received and processed without error, the submission of the Renewal Form file must be properly labelled. Use the name of the document, followed by your full name.

**Example:** "Renewal Form\_John Smith"

- c. **Where to submit:** Email to the Registrar's Office at [registrar@fphrc.ca](mailto:registrar@fphrc.ca)

### 2. FPHRC Registrar will verify submission:

- Determine if sufficient information is provided by candidate
- Determine if the minimum requirements for renewal have been achieved. This may involve verifying information for authenticity. The Registrar may contact you for additional information or clarity.

### 3. Candidate will receive notification of result: approved, declined, or incomplete.

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## WORK EXPERIENCE – RENEWAL APPLICATION

- Include “self-employed” employment.
- Use additional paper, where required.
- Start with current or most recent employment.

EMPLOYER NAME	EMPLOYER PHONE NUMBER	
EMPLOYER ADDRESS	NAME OF SUPERVISOR	
	EMPLOYMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
	FULL OR PART TIME	APPROX. WEEKLY HOURS
JOB TITLE/ POSITION HELD		
MAIN RESPONSIBILITIES IN THIS JOB		

EMPLOYER NAME	EMPLOYER PHONE NUMBER	
EMPLOYER ADDRESS	NAME OF SUPERVISOR	
	EMPLOYMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
	FULL OR PART TIME	APPROX. WEEKLY HOURS
JOB TITLE/ POSITION HELD		
MAIN RESPONSIBILITIES IN THIS JOB		



# Certified Canadian HACCP Professional - CCHP

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## WORK EXPERIENCE – RENEWAL APPLICATION (CONTINUED)

EMPLOYER NAME	EMPLOYER PHONE NUMBER	
EMPLOYER ADDRESS	NAME OF SUPERVISOR	
	EMPLOYMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
	FULL OR PART TIME	APPROX. WEEKLY HOURS
JOB TITLE/ POSITION HELD		
MAIN RESPONSIBILITIES IN THIS JOB		

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## EDUCATION AND TRAINING EXPERIENCE

Please use this space to indicate any other workshops, courses, or other professional development activities you have participated in.

- Include your courses and training (certificates, diplomas, degrees).
- Include any workshops or conferences attended.
- Indicate the date, duration of the workshop, course, or conference, and whether a certificate was supplied. Note, these may be requested by the registrar.
- Start with the current or most recent activity.
- Use additional paper, where needed.

ACTIVITY #	TYPE OF ACTIVITY		
NAME OF ACTIVITY		PRIMARY CONTACT NAME	
LOCATION/ ADDRESS		PRIMARY CONTACT PHONE NUMBER/ EMAIL	
		ACTIVITY DATES	
		FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
		WEBSITE	TOTAL HOURS
ROLE (EX: PARTICIPANT, SPEAKER, ETC.)			
SUMMARY OF ACTIVITY			

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## OTHER CREDENTIALS AND AWARDS

Please use this space to indicate any other credentials, awards and professional development activities that you have participated in since gaining your CCHP designation. List items that are not previously included on this form.

- Include any other professional credentials you have.
- Include any volunteer or unpaid work experience (internships, co-op)
- Also, include any awards you may have received.

Use additional pages if required



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## DECLARATION

Complete and sign the statement below:

I, \_\_\_\_\_  
FIRST NAME LAST NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
TOWN/CITY PROVINCE/ STATE POSTAL CODE/ZIP CODE

state that the information contained in this document is accurate. I understand that the FPHRC may contact me or any of the individuals indicated in this form for more information, or for the purposes of a program audit.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Notes:

I, \_\_\_\_\_ have verified that the above-noted Candidate meets the minimum requirements for experience time in the occupation specified above.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## ABOUT THE FPHRC

Created in 2009 as a council for Canadian food processors, the Food Processing Human Resources Council (FPHRC) works long term with industry partners, processors, educators and regulatory agencies to develop a stronger, more prosperous industry with leading edge standards of employee preparedness and productivity through human resource strategies and programs.

The FPHRC provides national leadership as a forum and support for industry to address human resource issues, assisting in building a competitive, sustainable, and attractive industry; and regionally through their representatives to assist all processors and their workers with training, skills upgrading and more.