



# Food Safety Training Certification

## Pre-Training Requirements & Enrollment

Ensuring employees are eligible and properly enrolled in the food safety training program.

### Employee Job Role (Relevant to Food Handling)

- ☐ Cook/Chef
- ☐ Server/Waiter
- ☐ Dishwasher
- ☐ Busser
- ☐ Bartender
- ☐ Host/Hostess
- ☐ Kitchen Assistant
- ☐ Management

### Employee Start Date

### Is Employee New to the Company?

- ☐ Yes
- ☐ No

### Employee ID Number

### Is Training Mandatory?

☐ Yes

☐ No

### Any Previous Food Safety Training?

Write something...

## Training Content & Curriculum

Verifying the training program covers essential food safety topics and meets regulatory standards.

### Does the training cover Personal Hygiene?

☐ Yes

☐ No

### Describe the content on Hazard Analysis and Critical Control Points (HACCP) principles.

Write something...

### Does the training cover Proper Temperature Control?

☐ Yes - Cold Foods

☐ Yes - Hot Foods

☐ Yes - Both

☐ No

**What is the minimum acceptable score on the training assessment?**

Enter a number...

**Which of the following topics are covered regarding Cross-Contamination Prevention?**

- ☐ Proper handwashing techniques
- ☐ Using separate cutting boards
- ☐ Avoiding bare hand contact
- ☐ All of the above

**Describe the content on pest control procedures.**

Write something...

**Does the training address cleaning and sanitizing procedures?**

- ☐ Yes - Chemicals
- ☐ Yes - Manual
- ☐ Yes - Both
- ☐ No

## Training Delivery & Attendance

Confirming the training is delivered effectively and that attendance is accurately recorded.

**Total Number of Employees Trained**

Enter a number...

### Training Start Date

Enter date...

### Training Start Time

### Training End Date

Enter date...

### Training Delivery Method

- ☐ In-Person
- ☐ Online (Self-Paced)
- ☐ Online (Live Webinar)
- ☐ Blended (Combination)


### Topics Covered (Select All That Apply)

- ☐ Personal Hygiene
- ☐ Cross-Contamination Prevention
- ☐ Temperature Control
- ☐ Cleaning & Sanitation
- ☐ Pest Control
- ☐ Food Allergens
- ☐ HACCP Principles

### Trainer Qualifications & Credentials (Brief Description)

Write something...

### Attendance Record (PDF/Excel)

 Upload File

### Trainer Signature Verification (Electronic or Physical)

☐ Electronic

☐ Physical

## Certification Exam & Assessment

Reviewing the exam process and ensuring employees demonstrate sufficient knowledge.

### Exam Score Required for Passing

Enter a number...

### Exam Format (e.g., Written, Online, Practical)

☐ Written

☐ Online

☐ Practical

☐ Combination

### Number of Exam Questions

Enter a number...

### Description of Exam Content/Topics Covered

Write something...

### Exam Proctoring Method (if applicable)

- ☐ In-Person Proctor
- ☐ Remote Proctoring
- ☐ Self-Proctored
- ☐ Not Applicable

### Exam Completion Date

Enter date...

### Employee Score

Enter a number...

### Exam Result Status (e.g., Pass, Fail, Conditional)

- ☐ Pass
- ☐ Fail
- ☐ Conditional

## Certification & Record Keeping

Documenting certification and maintaining accurate records for compliance and verification.

### Employee Full Name

Write something...

### Employee ID Number

Enter a number...

### Date of Certification

Enter date...

### Certification Body/Provider Name

Write something...

### Copy of Certification Document

 Upload File

### Certification Expiration Date (if applicable)

Write something...

### Date Record Created

Enter date...

### Notes/Comments (e.g., any specific conditions or accommodations)

Write something...

### Record Status (Active/Expired/Suspended)

- ☐ Active
- ☐ Expired
- ☐ Suspended

## Recertification & Updates

Establishing a system for recertification and ensuring employees receive updates on food safety changes.

### Original Certification Expiration Date

### Recertification Frequency (in months)

### Next Recertification Due Date

### Recertification Method

- ☐ Online Training
- ☐ In-Person Training
- ☐ Review of Materials
- ☐ Combination of Methods



### Updated Food Safety Topics Covered

- ☐ HACCP Updates
- ☐ New Allergen Regulations
- ☐ Temperature Danger Zone Revisions
- ☐ Sanitization Procedures
- ☐ Foodborne Illness Outbreak Prevention

### Summary of Training Updates Received

Write something...

### Confirmation of Update Understanding

- ☐ Yes, I understand the updates.
- ☐ No, I require further clarification.

## Specific Hospitality Considerations

Addressing food safety practices particularly relevant to the hospitality environment (e.g., buffets, catering, room service).

### Buffet Handling Procedures Reviewed?

- ☐ Yes
- ☐ No
- ☐ N/A - No Buffet Service

**Which catering services are covered in the training?**

- ☐ On-site Catering
- ☐ Off-site Catering
- ☐ Banquet Services
- ☐ Room Service

**Describe procedures for handling potentially hazardous foods in room service (e.g., temperature control, allergen awareness).**

Write something...

**Maximum holding time for cooked foods during buffet service (in hours).**

Enter a number...

**Allergen Awareness Training Provided?**

- ☐ Yes
- ☐ No


**Detail specific procedures for managing and labeling allergens in the kitchen.**

Write something...

**Date of last review of buffet safety procedures.**

Enter date...

**Upload any relevant documentation on buffet food safety protocols.**

 Upload File