



# **AFDO Credentialing Examinee Booklet**



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## Table of Contents

Welcome .....	2
Who is AFDO? .....	2
AFDO Food Safety Regulatory Professional Credential Series .....	3
AFDO Credentialing Series Overview Chart and Pricing .....	4
AFDO Credentialing Series CEUs and Proctoring Chart.....	6
AFDO Credential Examination User Agreement.....	7
AFDO Food Safety Regulatory Credential Application .....	8
AFDO Food Safety Regulatory Credential Application Worksheet .....	8
Proctoring Opportunities.....	12
Live+ Proctoring.....	12
Live + What you can expect?.....	12
Live + Best Practices .....	12
In-person Proctoring .....	13
AFDO Food Safety Regulatory Credential Series Certificates.....	13
Thank YOU! .....	13

## **Welcome**

The Association of Food and Drug Officials (AFDO) is providing a food safety regulatory professional credential series for Local, State, Tribal, Territorial, and Federal Regulatory personnel.

- Non-Regulators such as college students are also eligible to complete the certification for regulatory employment purposes.

This manual is constructed to give detailed information needed to be successful in the AFDO Food Safety Regulatory Professional Credential Series.

- We want your experience with AFDO Credentialing to be as successful as possible. Should you have any questions or comments as to how we can improve our program, you are encouraged to contact us at **[credentialing@AFDO.org](mailto:credentialing@AFDO.org)**.

By developing a broad base of support for new approaches, AFDO has become a recognized voice in determining the rules and shape of the future regulatory landscape.

- To find out more about AFDO please click this link [www.afdo.org/about](http://www.afdo.org/about)

## **Who is AFDO?**

The Association of Food and Drug Officials (AFDO) is an international, non-profit organization that is in the forefront of streamlining and simplifying regulations by either drafting regulatory rules or by commenting on government proposals. We are:

- government officials;
- public health officials;
- university researchers;
- industry executives;
- university professors;
- consumer advocates; and

**TOGETHER, we are the Association of Food and Drug Officials!**

**AFDO is proud to present the  
AFDO Food Safety Regulatory Professional Credential Series**



**Food Safety Regulator Certification (FSRC)**— This credential is the prerequisite to all other credentials. This certification can be obtained prior to employment as a Regulator and may be used as a qualification or preference in hiring in some jurisdictions. Non-regulators are eligible to complete this certification for regulatory employment purposes only.

**You must be currently employed at the Local, State, Tribal, Territorial, or Federal Regulatory agency in order to take the following exams:**



**Food Foundations Regulator Certification (FFRC)**— Must be taken **prior** to taking retail foods or manufactured foods specific certifications.







**Manufactured Foods Regulator Certification (MFRC)**— Requires successful completion of **FSRC** and **FFRC** for eligibility along with current employment at *Local, State, Tribal, Territorial, or Federal Regulatory agency*.



**Retail Foods Regulator Certification (RFRC)**— Requires successful completion of **FSRC** and **FFRC** for eligibility along with current employment at *Local, State, Tribal, Territorial, or Federal Regulatory agency*.

## AFDO Credentialing Series Overview Chart and Pricing

	 <b>Food Safety Regulator Certification</b>	 <b>Food Foundations Regulator Certification</b>	 <b>Manufactured Foods Regulator Certification</b>	 <b>Retail Foods Regulator Certification</b>
<b>Exam Duration</b>	90 minutes 156 questions	120 minutes 231 questions	60 minutes 77 questions	60 minutes 58 questions
<b>Course Materials</b>	Free Online Resources	N/A	N/A	N/A
<b>Credential Cost including Live+ Proctoring</b>	\$245  2 (two) free practice exams	\$245  2 (two) free practice exams	\$245  2 (two) free practice exams	\$245  2 (two) free practice exams
<b>Retake Exams</b>	\$99  2 (two) retake exams within 90 days	\$99  2 (two) retake exams within 90 days	\$99  2 (two) retake exams within 90 days	\$99  2 (two) retake exams within 90 days

## Continuing Education Units (CEUs)

The AFDO Annual Education Conference will help you earn Continuing Education Units (CEUs). We welcome everyone to join in this professional development experience at the conference held each June.

- The required CEU's for each specialized credential is **fifteen (15) hours of contact time over a 36-month(3 year) period**. The two specialized credentials are Manufactured Foods Regulator Certification (MFRC) and Retail Foods Regulator Certification (RFRC).
- You may use the same courses for each credential.

**AFDO aligns** the Manufactured Foods Regulator Certification (MFRC), Retail Foods Regulator Certification (RFRC), and your continuing education with your Agency's renewal date.





- One time only, AFDO will adjust and align your credential date to **match your Agency's renewal date**.
  - *For example: Your certification date is June 12, 2023. Your Agency's renewal date is November 12<sup>th</sup>. AFDO will align your credential expiration to November 12<sup>th</sup> giving you 41 months to earn required CEUs instead of 36 months.*
- You must know your agency's renewal date for:
  - **Manufactured Foods** -- it is your **Agency's Audit Date**
  - **Retail Foods** -- it is your **Agency's Standardization Date**
- As shown below, when completing your AFDO Credential application this is where you enter "your Agency's renewal date" or "N/A".

### **Program Standard Date and Continuing Education Renewal Date**

Manufactured Foods

Retail Foods

## AFDO Credentialing Series CEUs and Proctoring Chart

	 <b>Food Safety Regulator Certification</b>	 <b>Food Foundations Regulator Certification</b>	 <b>Manufactured Foods Regulator Certification</b>	 <b>Retail Foods Regulator Certification</b>
Credential Expiration	None	None	36 months	36 months
CEU Fee	None	None	\$30 for 36 months	\$30 for 36 months
<b>Missed Live+</b> Proctoring or <b>Late Fee</b> Cancellation	\$50	\$50	\$50	\$50
In-Person Proctoring Available	<ul style="list-style-type: none"><li>• Addition Cost for In-Person Proctoring</li><li>• Subject to location</li><li>• Email <a href="mailto:Credentialing@AFDO.org">Credentialing@AFDO.org</a> for quote</li></ul>			

## **AFDO Credential Examination User Agreement**

I agree with the terms and conditions outlined below:

- 1.0** This exam is confidential and protected by intellectual property and trade secret law.
- 2.0** I will not provide others with the answers and questions for this examination.
- 3.0** No portion of this exam may be reproduced, published, or disclosed in any form.
- 4.0** I will not communicate in any way with other examinees during the proctoring process.
- 5.0** I confirm that all the participant information provided on the answer sheet is accurate.
- 6.0** I will follow the policies and procedures outline by the Association of Food and Drug Officials, the Test Proctors, and Test Administrators.
- 7.0** I will immediately notify the Proctor if I have a concern about the testing environment.
- 8.0** I conduct myself in a professional manner doing so without bias based on gender, age, national origin, ethnicity, religion, or disability.
- 9.0** I will be truthful, cooperative, and adhere to Local, State, and Federal laws at all times.
- 10.0** I understand and consent to the confiscation of any electronic devices found in my possession during the administration of the exam that are used for recording and / or capturing any of the examination materials. The electronic device will be relinquished to law enforcement. The electronic device will be returned to your possession upon completion of an investigation within 15 business days. I indemnify and hold harmless the Association of Food and Drug Officials, Proctor, and Test Administrator for any and all claims I may have relating to the conditions described above.



## **AFDO Food Safety Regulatory Credential Application**

The Association of Food and Drug Officials (AFDO) is providing the Food Safety Regulatory Professional Credential Series for Local, State, Tribal, Territorial, and Federal Regulatory personnel.

**The first step is to complete this application online.**

## **AFDO Food Safety Regulatory Credential Application Worksheet**

Use this worksheet in preparation to successfully complete your AFDO Food Safety Regulatory Credential application online.

- All application fields must be completed. Insert **"N/A"** if not applicable.
- We recommend that you use this worksheet as a guide prior to the online completion.

☐ Click this box if we can share your success publicly. AFDO may celebrate your success on the AFDO Website, LinkedIn, and/or AFDO Newsletter.

### **Personal Information**

Title	<input type="text"/>
Prefix	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/>
Nickname	<input type="text"/>
Date of Birth	<input type="text"/>
Email Address <b>1</b>	<input type="text"/>
Email Address <b>2</b>	<input type="text"/>
Email Address <b>3</b>	<input type="text"/>

Cellular Phone Number

Business Phone Number

## **Address Information**

### **Home Address**

Street

Apartment Number

City

State / Province

Country / US Territory

Postal Code

### **Business Address**

Street

Suite

City

State / Province

Country / US Territory

Postal Code

## **Address Preference**

☐ Home

☐ Business

### **Communication Preference**

- ☐ Text
- ☐ Email
- ☐ Phone
- ☐ General Mail

### **Career Level**

- ☐ Student interested in a Regulatory Position
- ☐ Potential candidate for a Regulatory Position
- ☐ Entry-Level (Inspection/Investigator) Employed Regulator
- ☐ Intermediate/associate
- ☐ Mid-senior
- ☐ N/A

### **Regulatory Affiliation**

- ☐ Local
- ☐ State
- ☐ Territorial
- ☐ Tribal
- ☐ Federal
- ☐ N/A

**Employing Agency Name and State**

Employing Agency Name

State / Province

Country / US Territory

**Program Standard Date and Continuing Education Renewal Date**

Manufactured Foods

Retail Foods

**Disclaimer info:**

The information provided included contact information and email address may be used to provide additional information about AFDO related products and services including training and continuing education opportunities.

If you do not wish to receive this information, please select opt out on this application or notify us at **[credentialing@afdo.org](mailto:credentialing@afdo.org)**.

# Proctoring Opportunities

## Live+ Proctoring

Live+ proctoring is virtual proctoring that uses strict security protocols, advanced software, and human oversight to create the right testing environment.

- Live+ proctoring prevents cheating with continuous session monitoring and ensures an equitable experience for each examinee.

## Live + What you can expect?

1. Through the secure Guardian browser examinees connect to their proctoring session.
2. Guardian secures the virtual environment by locking down each test-taker's computer according to settings configured by exam administrators.
3. The exam begins with a Live Proctor who guides the examinees through the exam launch, multifactor identity verification, and an environment security scan. The scan ensures unpermitted materials can be removed before the exam begins.
4. The live proctor will remain with you during the exam.

## Live + Best Practices

- Be on time for your proctored exam session.
- Follow the Live+ rescheduling policy to avoid additional charges.
- You will need to **use your cell phone** and show the live proctor **in real-time a panoramic view of your computer and the surrounding area** including under your desk or table, over, up, down, and all around.
- If testing at home, pick an area of your home that is:
  - **clear** of books, notes, papers, signs; as well as
  - **quiet** and free of other people, children, and pets.
- The room and your computer area should be **free of clutter**. A conference room, library, or meeting room is ideal.

### **In-person Proctoring**

In-person Proctoring is made available at educational conferences, training sessions, meetings, conventions, and agency in-service days. There is an additional cost for In-person proctoring and travel expenses will apply.

### **AFDO Food Safety Regulatory Credential Series Certificates**

Upon successful exam completion you can download your certificate.

### **Thank YOU!**

On behalf of The Association of Food and Drug Officials, we are dedicated and committed to providing Local, State, Tribal, Territorial, and Federal Regulatory personnel in the mastery of core competencies and skills that support the success as a Food Safety Regulator to strengthen the global food supply. If you have additional questions, please contact us at [\*\*credentialing@afdo.org\*\*](mailto:credentialing@afdo.org)