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| DFRS-BFRB-064.docx (rev. 3/24) | | | | | | | |
|  | Wisconsin Department of Agriculture, Trade and Consumer Protection  *Division of Food and Recreational Safety*  *PO Box 8911, Madison, WI 53708-8911*  *Phone: (608) 224-4683 Fax: (608) 224-4710* | | | | *Wis. Admin. Code ch. ATCP 71 and ATCP 70* | | |
| **APPLICATION FOR FOOD SAFETY TRAINING FOR SMALL OPERATORS RECERTIFICATION COURSE** | | | | | | | |
| *Chapter ATCP 75 Appendix, Wisconsin Food Code, requires that training courses in food protection practices to prepare small operators for recertification are subject to approval by the Wisconsin Department of Agriculture, Trade and Consumer Protection. To facilitate review of your recertification training course, you are required to complete the following application and provide a copy of the course documents requested at the end of this application. Failure to complete this application will delay the review of your recertification training course.* | | | | | | | |
| **Recertification Course Applicant** | | | | | | | |
| BUSINESS NAME: | | CONTACT NAME: | | EMAIL: | | | |
| BUSINESS STREET ADDRESS: | | CITY: | | | | STATE: | ZIP: |
| PROVIDE ANY ADDITIONAL CONTACT INFORMATION: | | | | | | | |
| **Provide information regarding the organization’s experience in teaching the principles of safe food protection. For example, provide a copy of your proctor certificate or other relevant educational experience:**  *(Use a separate sheet if more space is needed)* | | | | | | | |
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| **Provide a link to the course for DATCP review:** | | | | | | | |
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| SIGNATURE OF PERSON COMPLETING APPLICATION | | | TITLE | DATE SUBMITTED | | | |

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| **Course information to be submitted with application:** |
| Recertification Course Syllabus  *The course syllabus must address the following topics (other topics may also be covered):* |
| * Temperature control of time/temperature control for safety (TCS) food during receiving, preparation, storage, transportation, and service * Effective cleaning and sanitizing of utensils and equipment * Food protection, including shelf life of foods * Food worker personal hygiene * Effective handwashing techniques * Identification of TCS food * Storage and use of toxic products * Special problems in food service sanitation, (i.e. vomiting and diarrhea clean-up plan) * Manager responsibilities for training and orientating employees * Hazard Analysis Critical Control Points (HACCP) concepts and principles with emphasis on factors that contribute to foodborne illness * Procedures to follow in the event of a foodborne illness outbreak |
| **Checklist of items to include with application:** |
| Requirements/Qualifications for course instructors |
| Course workbooks and related materials |
| Course handouts and training aids |
| Course instructor’s manual |
| Copy of post-course examination (minimum of 20 questions) |
| Course records retention protocol |
| List of course references |
| Policies and procedures regarding potential conflict of interest |
| Protocol for verifying the identity of the person attending the course (i.e., photo ID required) |
| Copy of course certificate and/or letter issued to course participant indicating course completion |
| Protocol and procedures for maintaining course attendance records |
| Protocol for resolution of complaints and handling of appeals |
| Copy of Instructor Certification (applicable for ServSafe, Educational Foundation of the National Restaurant Association, Chicago, IL; Thomson Prometric, Baltimore, MD; The National Registry of Food Safety Professionals, Food Safety Manager Certification Examination, Orlando, FL) |
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| **AN APPLICATION IS NOT CONSIDERED COMPLETE UNTIL THE ABOVE INFORMATION  AND MATERIALS ARE PROVIDED BY THE APPLICANT.** |
| **Mail to:** Dept. of Agriculture, Trade and Consumer Protection **Email to:** [datcpdfrsretail@wisconsin.gov](mailto:datcpdfrsretail@wisconsin.gov)  Attn: DFRS-Retail  2811 Agriculture Drive  PO Box 8911  Madison, WI 53708-8911 |