

# **INTERNATIONAL HACCP ALLIANCE**

## **ACCREDITATION APPLICATION FOR HACCP TRAINING PROGRAMS**

INFORMATION PACKAGE



*Revised*  
**February 2001**

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INTERNATIONAL HACCP ALLIANCE  
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### **HAZARD ANALYSIS AND CRITICAL CONTROL POINT TRAINING PROGRAMS AND ACCREDITATION**

#### **1. GENERAL INFORMATION:**

The International HACCP Alliance's primary mission is to provide standardized educational programs which facilitate the implementation of farm-to-table HACCP systems to ensure safer meat, poultry and food products. To achieve its mission, the Alliance established HACCP training program criteria and standards for program accreditation. Training entities conducting Alliance approved courses will be eligible to receive accreditation from the Alliance to help ensure standardization among courses. Accreditation will ensure participants that the training program has been reviewed and meets the requirements of the Alliance.

Candidates who successfully complete an accredited HACCP training program will receive a Certificate of Completion from the training entity displaying the Alliance Seal which indicates Alliance accreditation. The Alliance will keep records of all people who complete HACCP courses taught by an accredited program.

This is an industry sponsored program of process control and its objective is to prevent food safety problems from occurring through uniform and consistent training. The final test is to establish an industry HACCP plan.

#### **2. SUMMARY OF PROCESS FOR CURRICULA DEVELOPMENT AND ACCREDITATION :**

- 2.1 Alliance Training Committee develops core outlines for types of individual HACCP courses and submits them to the Board of Directors.
- 2.2 Board of Directors approves course outlines and courses becomes available for training entities to teach.
- 2.3 Training providers submit accreditation application for each type of course to the Alliance.
- 2.4 Accreditation Review Committee evaluates program application for accreditation.
- 2.5 If approved, program accreditation for each type of course is valid for three years, unless revoked.

#### **3. TYPES OF HACCP TRAINING COURSES (approved by the Alliance Board)**

- 3.1 Introductory HACCP Workshop: A training course designed to review the philosophy and principles of the Hazard Analysis and Critical Control Point System and to discuss how to implement HACCP in food plants. The training curriculum is based on the information presented in the 1998 National Advisory Committee on Microbiological Criteria For Foods (NACMCF) HACCP document and subsequent revisions as approved. The HACCP training program is consistent with the intent and scope of the USDA, FSIS Pathogen Reduction HACCP regulation.

- 3.2 Train-The-Trainer HACCP Workshop: Includes all the HACCP curriculum requirements covered in the introductory HACCP Workshop plus an adult education component. The adult education curriculum discusses the use of a variety of teaching techniques and learning activities that will meet the needs of the adult learner to facilitate the understanding of the principles of HACCP and its application within the food industry.
- 3.3 Executive HACCP Course: A half-day course designed to discuss the philosophy and principles of HACCP, the importance and value of HACCP to the food industry and the responsibility of senior management to HACCP.
- 3.4 HACCP-Inspection Model Project (HIMP): A course designed to provide instruction for plant employees in the HACCP-Inspection Model Project. The course will combine lecture and hands-on training to teach employee how to conduct the appropriate tasks, make decisions and keep records for each related activity. Some of the key topics include basic anatomy, livestock and poultry screening, record keeping, food safety protection, consumer protection, pathology, and on-line experience and correlation.
- 3.5 Advanced HACCP Course Verification and Validation This course is designed to differentiate between Verification and Validation activities for prerequisite programs, CCPs, and components of HACCP system verification. The course will combine lecture and workshop activities.

#### **4. ACCREDITATION STATUS**

Accreditation will be given to training entities that meet the core requirements for the Introductory HACCP, the HACCP-Inspection Model Project (HIMP), and the Advanced HACCP Course on Verification and Validation training programs that have been approved by the Board of Directors. Accreditation is not provided for the Train-the-Trainer or the Executive HACCP training program. A training entity requesting accreditation for different courses must submit separate application forms for each course. Program accreditation will be valid for three years and subject to review during this period if program changes are made. Accreditation will ensure participants that the training program has been reviewed and meets the core requirements of the Alliance that should allow industry personnel and course participants to feel confident that the course will meet their training needs.

#### **5. ACCREDITATION FEES**

Program fees:

\$150.00 - Initial application fee (to cover the cost of evaluating the program)

\$100.00 - Renewal fee (due every 3 years to maintain accreditation status)

\$10.00 - Per candidate trained for the preceding courses. These can be handled on a course by course basis, if desired.

## **6. ACCREDITATION APPLICATION (HACCP - Form A)**

The application form located in this package must be accurately completed and submitted by the course provider with the appropriate fee, instructor's application and course schedules to:

International HACCP Alliance  
120 Rosenthal Center  
2471 TAMU  
College Station, Texas 77843-2471  
ATTN: Kerri B. Harris

The fee may be paid by an approved personal check, cashier's check or money order. Cash and credit card cannot be accepted. The fee shall be made payable to the International HACCP Alliance. Course participants of accredited programs will be added to the list maintained by the Alliance. The Alliance will cooperate with agencies of the federal and/or state government by making available the recording system for government employees who are trained in programs that meet the accreditation standards herein. The same \$10.00 per person fee would apply.

## **HAZARD ANALYSIS AND CRITICAL CONTROL POINT PROGRAM ACCREDITATION CRITERIA**

### **7. DEFINITIONS**

- 7.1 *Accreditation* means a review of a HACCP training program by the designated Alliance review committee using specific criteria to verify compliance with the International HACCP Alliance program standards.
- 7.2 *Alliance* means members of the International HACCP Alliance.
- 7.3 *Course Participant* means an individual who has successfully completed a HACCP training program which has been accredited by the International HACCP Alliance.
- 7.4 *Course Provider* means an organization that develops a HACCP training program that meets the minimum standards and criteria for accreditation defined by the International HACCP Alliance.
- 7.5 *HACCP Alliance Board* means current board members of the International HACCP Alliance.
- 7.6 *HACCP Alliance Accredited Training Program* means the sum of individual components of training developed in accordance with this standard which results in the recognition of an individual's ability to demonstrate knowledge and skills related to food safety and the implementation of Hazard Analysis and Critical Control Point Systems.
- 7.7 *HACCP Alliance Seal* means the Alliance designation for documenting a candidate's successful completion of an accredited HACCP training program.
- 7.8 *HACCP Program Accreditation Review Committee* means current members of the review body, appointed by the HACCP Alliance Board, responsible for evaluating the curriculum content of a HACCP training program to ensure compliance with the standards and criteria for accreditation.
- 7.9 *Associate Instructor* means an individual with professional expertise and teaching experience in one or more of the HACCP Training Program knowledge domain areas.

- 7.10 *Lead Instructor* means an individual who has successfully completed an accredited HACCP Alliance Train-The-Trainer program and is listed on the Alliance Registry of Approved Instructors or a person approved by the Accreditation Review Committee who demonstrates previous experience in HACCP training and industry implementation of HACCP plans. Individuals can submit for lead instructor approval without being associated with a training program. Once approved, lead instructors' credentials do not have to be re-submitted for each program they are associated with, since they will be added to the Registry of Instructors. Lead instructors should stay current in food technology and issues relating to food safety affecting the implementation of appropriate HACCP plans.
- 7.11 *Revocation* means the procedure for revoking or suspending Alliance accreditation of a program and/or recognition of an approved instructor for failure to comply with program criteria outlined in this standard. Prior to such suspension or revocation, an individual shall be given the opportunity for a hearing before the HACCP Alliance Board pursuant to its administrative procedures.

## **8. DUTIES OF THE HACCP ALLIANCE AND ACCREDITATION REVIEW COMMITTEE:**

- 8.1 The International Alliance shall adopt standards and procedures for accreditation of Hazard Analysis and Critical Control Point education and training programs for individuals associated with the food industry.
- 8.2 The International HACCP Alliance shall designate an accreditation review committee. Members of the accreditation review committee will be appointed by the International HACCP Alliance Board.
- 8.3 The Accreditation Program Review Committee will notify the applicant, in writing, of accreditation status within approximately six weeks from date of submission. If not approved, the reason(s) will be stated, and the application may be revised and resubmitted if desired.
- 8.4 Review committee will not have members that are submitting a program for accreditation. Review committee members shall not participate in the evaluation of programs or individual reviews where they are directly involved.

## **9. REQUIREMENTS FOR ACCREDITATION**

The International HACCP Alliance may not accredit an education or training program unless the course includes the following knowledge domains and learning objectives:

### **9.1                                   Introductory HACCP Course                                           Learning Objectives**

After completing this course, a course participant should be able to:

#### **9.1.1 Recognize the Relationship Between HACCP and Food Safety**

9.1.1.1 Explain the relationship between HACCP and food safety.

- 9.1.1.2 Discuss the benefits of implementing a HACCP system which include motivating and selling the industry on HACCP and reviewing case studies.
- 9.1.1.3 Discuss HACCP and basic food safety principles.
- 9.1.1.4 Review what students will learn from the course.
- 9.1.2 Review Good Manufacturing Practices (not a part of the HACCP plan)
  - 9.1.2.1 Define and develop SOPs.
  - 9.1.2.2 Define and develop GMPs.
  - 9.1.2.3 Discuss the importance of SOPs and GMPs.
  - 9.1.2.4 Describe how SOPs and GMPs are necessary before developing a HACCP plan.
- 9.1.3 Identify and Control Hazards
  - 9.1.3.1 Identify food items that are produced.
  - 9.1.3.2 Define a hazard(s).
  - 9.1.3.3 Name the three hazard categories (biological, chemical, physical) as defined by the National Advisory Committee on Microbiological Criteria for Food (NACMCF).
  - 9.1.3.4 Determine the significant hazards as described in Principle 1 of the NACMCF guidelines.
  - 9.1.3.5 Explain control measures that prevent, reduce, or minimize hazards associated with foods.
- 9.1.4 Present and Discuss the Principles of HACCP
  - 9.1.4.1 Develop a flow chart of the process and product.
  - 9.1.4.2 Conduct a hazard analysis; prepare a list of steps in the process where significant hazards occur and describe the preventive measures.
    - 9.1.4.2.1 Describe product and intended use.
    - 9.1.4.2.2 Identify potential hazards at points where they enter the process/food or can be enhanced during the process.
    - 9.1.4.2.3 Evaluate the severity and risk of hazards.
    - 9.1.4.2.4 Document rationale for hazard selection.
    - 9.1.4.2.5 Differentiate significant from non-significant hazards.
  - 9.1.4.3 Identify Critical Control Points (CCPs) in the process.
    - 9.1.4.3.1 Define control point and critical control point.
    - 9.1.4.3.2 Identify CCPs by using valid scientific criteria (i.e., a decision tree)
  - 9.1.4.4 Establish critical limits for preventive measures associated with each Critical Control Point.
    - 9.1.4.4.1 Define and determine critical limits and operational limits.

- 9.1.4.4.2 Set critical limits that are relevant to product safety.
- 9.1.4.4.3 Document the rationale for critical limit selection.
- 9.1.4.4.4 Measure and document critical limits.
- 9.1.4.4.5 Explain how critical limits are used to measure compliance within a HACCP plan.

9.1.4.5 Establish Critical Control Point monitoring requirements and procedures for using the results of monitoring to adjust the process and maintain control.

- 9.1.4.5.1 Recognize the importance of monitoring.
- 9.1.4.5.2 Identify factors to be monitored.
- 9.1.4.5.3 Identify where measurements will be taken.
- 9.1.4.5.4 Explain how monitoring is to be conducted.
- 9.1.4.5.5 Determine the frequency for taking measurements.
- 9.1.4.5.6 Identify who is responsible for monitoring
- 9.1.4.5.7 Describe monitoring procedures, sampling plans and methodology used.
- 9.1.4.5.8 Clarify the difference between monitoring and verification.

9.1.4.6 Establish corrective actions to be taken when monitoring indicates that there is a deviation from an established critical limit.

- 9.1.4.6.1 Develop corrective actions.
- 9.1.4.6.2 Identify responsible authority for determining corrective action.
- 9.1.4.6.3 Describe corrective actions in SOP documentation that are consistent with monitoring activities.
- 9.1.4.6.4 Document corrective actions.

9.1.4.7 Establish effective record keeping procedures that document the HACCP system.

- 9.1.4.7.1 Discuss the importance of record keeping for determining the effectiveness of the HACCP system and for documenting appropriate efforts to produce safe food
- 9.1.4.7.2 Identify what information should be included in records.
- 9.1.4.7.3 Develop records for documenting HACCP activities.
- 9.1.4.7.4 Develop simple, plant friendly records with clear instructions to be accessible at line worker level.
- 9.1.4.7.5 Recognize the importance of reviewing records before control of product is lost.

9.1.4.8 Establish procedures for verification that the HACCP system is working correctly.

- 9.1.4.8.1 Recognize the importance of verification to support and assure the long term viability of HACCP in an organization.

- 9.1.4.8.2 Discuss different activities that can be conducted as part of verification.
- 9.1.4.8.3 Reinforce the importance of record review before the control of a product is lost.
- 9.1.4.8.4 Implement a HACCP plan review at regular intervals or when significant changes in equipment, ingredients or operating procedures occur.

#### 9.1.5 Implement a HACCP Plan

- 9.1.5.1 Describe the commitment from upper management necessary for food safety to succeed.
- 9.1.5.2 Determine the key factors for successful HACCP implementation.
- 9.1.5.3 Discuss the steps for developing and implementing HACCP in the production plant.
- 9.1.5.4 Develop implementation steps using GMPs as a foundation for HACCP.
- 9.1.5.5 Convey realistic expectations of time and commitment needed to be successful.

#### 9.1.6 Maintain the HACCP Plan

##### 9.1.6.1 Establish a staff training program.

- 9.1.6.1.1 Recognize the factors that significantly impact employee job performance.
- 9.1.6.1.2 Assess staff training needs using task analysis/SOPs.
- 9.1.6.1.3 Develop written behavioral objectives for SOPs that impact employees' specific work responsibilities.
- 9.1.6.1.4 Integrate HACCP plans into specific employee work responsibilities.
- 9.1.6.1.5 Evaluate a variety of techniques and methods for delivering training to a diverse work force.
- 9.1.6.1.6 Evaluate the effectiveness of training programs by using objective and performance measurements.

##### 9.1.6.2 Establish HACCP plan maintenance and measurement procedures.

- 9.1.6.2.1 Recognize that HACCP systems are dynamic and subject to change/updating.
- 9.1.6.2.2 Identify change factors that significantly impact HACCP plans and require review of the system.
- 9.1.6.2.3 Recognize support systems and measures for HACCP plans (management food safety objectives).
- 9.1.6.2.4 Evaluate the appropriateness of different measurement tools that are operation/process specific for HACCP systems.

#### 9.1.7 Recognize Regulatory Issues Impacting the Implementation of HACCP Systems



- 9.1.7.1 Recognize that the establishment is responsible for producing a safe product and having/implementing a HACCP plan.
  - 9.1.7.2 Identify what assistance is available from FSIS/FDA or other regulatory agencies.
  - 9.1.7.3 Identify and recognize all regulatory requirements:
    - 9.1.7.3.1 Sanitation SOPs.
    - 9.1.7.3.2 Microbiological testing as a verification tool.
  - 9.1.7.4 Discuss how FSIS/FDA or other regulatory agency will verify that the HACCP plan is working satisfactorily.
  - 9.1.7.5 Describe enforcement actions for noncompliance.
- 9.1.8 Establish a Working HACCP Plan for the Attendees.

9.2

### **Train-the-Trainer Knowledge Domains**

HACCP training programs designed to prepare and qualify candidates as an Alliance lead instructor must incorporate into the program an adult education curriculum component in addition to the Introductory HACCP Learning Objectives (listed above). Learning objectives for the Train-The-Trainer component will focus on adult learning styles and their impact on teaching the principles of HACCP.

After completing the HACCP Train-the-Trainer Course, course participants should be able to:

- 9.2.1 Recognize the differences in adult learning styles.
  - 9.2.2 Recognize how their own learning style might impact their teaching style.
  - 9.2.3 Evaluate a variety of delivery techniques appropriate to an effective presentation of course material:
    - 9.2.3.1 Plan an effective HACCP training program.
    - 9.2.3.2 List the essential elements in a HACCP training program.
    - 9.2.3.3 Prepare and evaluate training objectives.
    - 9.2.3.4 Describe the different methods and materials that can be used for conducting successful HACCP training programs.
    - 9.2.3.5 List techniques for reinforcing and evaluating employee HACCP training.
    - 9.2.3.6 Explain how training outcomes can be measured and evaluated.
- 9.3 In addition to the course requirements, a course provider must submit the following to receive accreditation:
- 9.3.1 An application (HACCP - Form A);
  - 9.3.2 A detailed course syllabus (indicating times allocated for each topic);
  - 9.3.3 A list of all texts or course books used;
  - 9.3.4 A copy of all written teaching materials, pamphlets and handouts;
  - 9.3.5 A list of all audio visual aids used describing their content, duration and location of use in the program.

### **HACCP-Inspection Model Project Training Criteria**

The following criteria are suggested for consideration during the development of the training program for a HACCP-Inspection Models Project Pilot facility. It is the intent of these criteria to be general enough to allow for plant specific procedures to be introduced at the appropriate module location. Time is not provided for individual modules as it is considered more appropriate to allow the trainer to determine the amount of time necessary to teach the concept based on training style and audience to be trained.

#### 9.4.1 Introduction

This module provides general information for pilot plant employees on HACCP-Inspection Models. Projects. An overview of the project, the plant's decision to become a pilot and the changing roles of both agency and industry employees will be provided.

9.4.1.1 Define the meaning of a pilot plant with regards to the HIMP program.

9.4.1.2 List some of the benefits of participating in the HIMP program.

9.4.1.3 Describe individual employee responsibilities under the pilot program.

#### 9.4.2 Basic Anatomy

This module provides instruction in basic anatomy for the specific species. Trainees are given the opportunity to observe normal tissue structure and location.

9.4.2.1 Identify and locate both external and internal, basic anatomical structures for designated species.

#### 9.4.3 Plant Screening Prior to Slaughter

This module provides information for the trainees in the plant-specific program for screening of livestock and poultry prior to slaughter.

9.4.3.1 Describe how to perform the required screenings prior to slaughter tasks as outlined in plant program.

9.4.3.2 Identify, based on task performance, whether task is acceptable or non-acceptable

9.4.3.3 Describe appropriate corrective action (s) if task results are not acceptable.

9.4.3.4 Record task observations and correctives actions if needed.

#### 9.4.4 Recordkeeping

This module provides instruction on plant specific recordkeeping procedures. Trainees will be shown records they will be required to maintain, the location of these record and the importance of accurate record keeping.

9.4.4.1 Identify the appropriate record for required task.

9.4.4.2 Describe the importance of timely recording.

9.4.4.3 List importance of accurate record information.

#### 9.4.5 Food Safety Protection

This module provides trainees with information and instruction on descriptions, definitions and dispositions on carcasses considered for inclusion in the Food Safety Inspection Service Food Safety categories.

9.4.5.1 List conditions in the FSIS Food Safety Category, FS-1 and FS-2.

9.4.5.2 Identify carcasses that should be included in FS-1, FS-2.

9.4.5.3 Describe corrective actions to take upon identification of FS-1, FS-2

9.4.5.4 Record information accurately.

#### 9.4.6 Other Consumer Protection

This module provides trainees with information and instruction on descriptions, definitions and dispositions on carcasses considered for inclusion in the Food Safety Inspection Service, Other Consumer Protection, OCP category.

9.4.6.1 List conditions in the FSIS, OCP categories.

9.4.6.2. Identify carcasses that should be included in OCPs.

9.4.6.3 Describe actions to be taken on identification of OCPs.

9.4.6.4 Record information accurately

#### 9.4.7 Wet-Lab

This module provides trainees practical application of modules III-VI. A Wet Lab will be conducted with real examples of Pathology, FS-1, FS-2 and OCP conditions. This will allow all Pilot Plant personnel to practice and document their ability to identify and react to these conditions.

9.4.7.1 Perform carcass task related to dispositions.

9.4.7.2. Identify carcass category disposition.

9.4.7.3 Act on carcass category disposition.

9.4.7.4 Record actions.

#### 9.4.8 On-line Experience

This module provides an opportunity for trainees to practice the principles learned in the previous 5 modules in real life environment.

9.4.8.1 Perform tasks at production rates.

9.4.8.2 Identify carcass categories.

9.4.8.3 Take corrective actions as determined necessary.

#### 9.4.9 On-line Correlation

This module provides instruction for trainees with real time feedback using carcasses from production line.

9.4.9.1 Perform tasks at production rates.

9.4.9.2 Identify carcass category.

#### 9.4.10 Follow-Up Correlation

This module is designed to allow on-line individuals a method to standardize identification and disposition of carcasses categories on a continuous basis. It is recommended that a schedule time for follow-up correlations be established during the original training session.

9.4.10.1 Identification of carcass categories and disposition actions.

9.4.10.2 Describe reasons for carcass category disposition.

9.4.10.3 Describe corrective actions as determined necessary.

**ADVANCED HACCP COURSE  
On VERIFICATION and VALIDATION**

- 9.5.1 Over-all Course Objectives:
  - 9.5.1.1 Differentiate between Verification and Validation Activities
  - 9.5.1.2 Identify the Components of Prerequisite Program Verification
  - 9.5.1.3 Identify the Components of CCP Verification
  - 9.5.1.4 Identify the Components of HACCP System Verification
  - 9.5.1.5 Identify the Components of HACCP Plan Validation
  - 9.5.1.6 Identify Regulatory Requirements for Verification and Validation
  
- 9.5.2 Over-all Course Description:
  - 9.5.2.1 Course must cover all above-stated learning objectives and key goals for each objective.
  - 9.5.2.2 Course is designed to disseminate information via lecture and workshop environments.
  
- 9.5.3 Course Outline and Key Goals:
  - 9.5.3.1 HACCP Overview
    - 9.5.3.1.1 Review prerequisite programs, the five preliminary steps of HACCP, and the seven HACCP Principles
    - 9.5.3.1.2 Define Verification and Validation
  
- 9.5.4 Verification of Prerequisite Programs
  - 9.5.4.1 Develop a common understanding of Prerequisite Programs
  - 9.5.4.2 Identify Verification and Validation activities for Prerequisite Programs
  - 9.5.4.3 Understand the concept of Prerequisite Program Verification and Validation
  - 9.5.4.4 Identify examples of specific activities for Prerequisite Program Verification and Validation
  
- 9.5.5. CCP Verification
  - 9.5.5.1 Understand the components of CCP Verification
  - 9.5.5.2 Calibration
  - 9.5.5.3 Records Review
  - 9.5.5.4 Independent Observations / Checks
  - 9.5.5.5 Identify specific examples of each CCP verification activity
  - 9.5.5.6 Identify parties responsible for, and the frequencies (when and how often) of, conducting CCP verification activities
  - 9.5.5.7 Identify the CCP verification records
  - 9.5.5.8 Describe the role of microbiological testing in CCP verification

- 9.5.6 HACCP System Verification
  - 9.5.6.1 Identify the differences between a HACCP Plan and a HACCP System
  - 9.5.6.2 Describe the components of a HACCP System Verification
  - 9.5.6.3 Identify examples of activities conducted in a HACCP system verification
  - 9.5.6.4 Identify parties responsible for, and the frequencies (when and how often) of, conducting HACCP system verification activities
  - 9.5.6.5 Identify the HACCP system verification records
  - 9.5.6.7 Demonstrate how to interpret and utilize the results of a HACCP System Verification
  
- 9.5.7 HACCP Plan Validation
  - 9.5.7.1 Contrast the differences between HACCP System Verification and HACCP Plan Validation
  - 9.5.7.2 Propose how to evaluate the Hazard Analysis and other components of a HACCP plan (i.e., CCP, critical limits, monitoring activities, corrective actions, verification and record-keeping)
  - 9.5.7.3 Identify examples of activities conducted in a HACCP plan validation
  - 9.5.7.4 Identify parties responsible for conducting HACCP plan validation activities and their frequencies
  - 9.5.7.5 Identify the HACCP plan validation records
  - 9.5.7.6 Demonstrate how to interpret and utilize the results of a HACCP Plan Validation
  
- 9.5.8 HACCP Regulatory Requirements (USDA, FDA, etc.)
  - 9.5.8.1 Recognize the regulatory requirements related to verification and validation (“reassessment”) requirements
  - 9.5.8.2 Identify current, pending and proposed Agency activities relating to Verification and Validation
  
- 9.6 When alternate or non-traditional methods of training such as interactive computer programming, interactive video, distance learning, etc., are used, the course sponsor shall submit documentation that the training program provides coverage of the knowledge domains outlined in Requirements for Accreditation - Section I.

## **10. LIST OF ACCREDITED PROGRAMS**

- 10.1 The International HACCP Alliance shall maintain a registry of accredited HACCP programs.
- 10.2 After receiving accreditation, the HACCP program provider will be responsible for notifying the Alliance of any changes in the curricula. The Alliance reserves the right to revoke accreditation if the course no longer meets the appropriate criteria.

## **11. APPLICATION FOR RENEWAL**

- 11.1 The Alliance will mail a renewal application to the course provider approximately one month prior to the program accreditation expiration date. Program accreditation will be issued upon payment of the renewal fee.

## **LEAD INSTRUCTOR QUALIFICATIONS**

## **12. INSTRUCTOR APPLICATION (HACCP - Form B)**

- 12.1 An instructor application along with applicable documentation must be provided for each lead instructor. Upon review and approval, an INSTRUCTOR APPROVAL letter will be mailed to the course sponsor and/or lead instructor. Approved instructors will be placed on the Alliance Registry of Approved Instructors. Instructors may submit individual applications. There is no application fee for Instructor approval.
- 12.2 As a minimum requirement, lead instructors must have successfully completed an Alliance-accredited HACCP Train-the-Trainer Program as evidenced by a valid certificate, or document past training and industry experience for review.
- 12.3 The accredited HACCP program must be taught under the direction of an Alliance-approved lead instructor. Associate instructors with specific content areas expertise, (who are not recognized as lead instructors by the Alliance), may teach those specific content areas if delivered under the direction of an Alliance recognized lead instructor.

## **13. COURSE SCHEDULES (HACCP Form C)**

- 13.1 Course schedules must be submitted at least 45 days prior to the date on which the program will begin. The HACCP Alliance must be notified by Fax or telephone of any changes in course schedules at least 14 days prior to the initiation of classes. The HACCP Alliance telephone number is (409) 862-3643, and the Fax number is (409) 862-3075.

## **14. CLASS ROSTER (HACCP Form D)**

- 14.1 The International HACCP Alliance seals will be issued from the information that is submitted on this form. All information must be typed or printed legibly. This roster is to be submitted within 15 days after the completion of each class to ensure timely issuance of seals to course providers.

## **15. PROGRAM AND CANDIDATE FEES**

- 15.1 Program and candidate fees are nonrefundable and payable to the International HACCP Alliance. Fees shall be:
  - 15.1.1 \$150.00 for an initial application for HACCP Alliance program accreditation.
  - 15.1.2 \$100.00 for renewal fee for HACCP Alliance program accreditation (every 3 years).
  - 15.1.3 \$10.00 per candidate trained through an accredited HACCP Alliance Program.
- 15.2 The candidates fees are due on the first day of January, April, July and October of each calendar year. (These can be handled on a course by course basis.)
- 15.3 Payments are considered delinquent if not received within 45 days after due date.

## **16. REVOCATION OF ACCREDITATION**

- 16.1 Revocation of Accreditation. The following items are just cause for program review and/or revocation of accreditation:
  - 16.1.1 Failure to conduct training courses in accordance with accreditation program standards and criteria;
  - 16.1.2 Failure to notify the Alliance of course schedules and/or scheduling changes;
  - 16.1.3 A sponsor that is delinquent in payment by more than 45 days or fails to submit the class roster within 15 days;
  - 16.1.4 A sponsor that knowingly files a false accounting report or fails to pay the appropriate fee as determined through an audit conducted by the Alliance.
- 16.2 Revocation procedures. — An opportunity for a hearing before the Executive Committee of the Alliance Board of Directors would be provided.

## **ADDENDUM**

to the

### **International HACCP Alliance Accreditation Application for HACCP Training Programs**

The following section should replace the original section on page 3 of the Accreditation Application.

#### **6. ACCREDITATION APPLICATION (HACCP - Form A)**

The application form located in this package must be accurately completed and submitted by the course provider with the appropriate fee, instructor's application and course schedules to:

International HACCP Alliance  
120 Rosenthal  
2471 TAMU  
College Station, Texas 77843-2471

The fee may be paid by an approved personal check, cashier's check or money order. Cash cannot be accepted. The fee shall be made payable to the International HACCP Alliance.

Courses taught since March 1994 and until January 1, 1996, can be submitted for retroactive accreditation by the course providers, and the attendees are eligible to receive the Alliance seal if the course embraced the NACMCF principles, was presented by a qualified lead instructor and met all current requirements or demonstrate equivalency. The \$150.00 application fee does apply to retroactive accreditation, but the \$10.00 per participant fee is waived. Course participants of programs accredited retroactively will be added to the list maintained by the Alliance, if the class roster is provided by the course provider.

The Alliance will cooperate with agencies of the federal and/or state government by making available the recording system for government employees who are trained in programs that meet the accreditation standards herein. The same \$10.00 per person fee would apply.



## **ADDENDUM II**

to the

### **International HACCP Alliance Accreditation Application for HACCP Training Programs**

**Part A:**

The following section should replace the original section on page 3 and the first addendum of the Accreditation Application.

**6. ACCREDITATION APPLICATION (HACCP - Form A)**

The application form located in this package must be accurately completed and submitted by the course provider with the appropriate fee, instructor's application and course schedules to:

International HACCP Alliance  
120 Rosenthal  
2471 TAMU  
College Station, Texas 77843-2471

The fee may be paid by an approved personal check, cashier's check or money order. Cash cannot be accepted. The fee shall be made payable to the International HACCP Alliance.

Courses taught since March 1994 and until July 1, 1996, can be submitted for retroactive accreditation by the course providers, and the attendees are eligible to receive the Alliance seal if the course embraced the NACMCF principles, was presented by a qualified lead instructor and met all current requirements or demonstrate equivalency. The \$150.00 application fee does apply to retroactive accreditation, but the \$10.00 per participant fee is waived. Course participants of programs accredited retroactively will be added to the list maintained by the Alliance, if the class roster is provided by the course provider.

The Alliance will cooperate with agencies of the federal and/or state government by making available the recording system for government employees who are trained in programs that meet the accreditation standards herein. The same \$10.00 per person fee would apply.

**Part B:**

The following section should replace the original section on page 9 of the Accreditation Application.

**LEAD INSTRUCTOR QUALIFICATIONS**

**12. INSTRUCTOR APPLICATION (HACCP- Form B)**

12.1 An instructor application along with applicable documentation must be provided for each lead instructor. Upon review and approval, an INSTRUCTOR APPROVAL letter will be mailed to the course sponsor and/or lead instructor. Approved instructors will be placed on the Alliance Registry of Approved Instructors. Instructors may submit individual applications.

12.2 All applicants must document past training, teaching experience and industry/HACCP experience for review. Participating in an Alliance-accredited HACCP Train-the-Trainer Program as evidenced by a valid certificate of completion will enhance the applicant's qualifications for lead instructor.

12.3 The accredited HACCP program must be taught under the direction of an Alliance- approved lead instructor. Associate instructors with specific content areas expertise, (who are not recognized as lead instructors by the Alliance), may teach those specific content areas if delivered under the direction of an Alliance recognized lead instructor.

HACCP TRAINING PROGRAM
APPLICATION FOR ACCREDITATION

Return this completed application, required documentation, and appropriate fee to: THE INTERNATIONAL HACCP ALLIANCE, 120 ROSENTHAL, 2471 TAMU, COLLEGE STATION, TX 77843-2471. Tel. (979) 862-3643; FAX: (979) 862-3075. Make check or money order payable to International HACCP Alliance.

FAILURE TO PROVIDE ALL INFORMATION REQUIRED WILL DELAY ACCREDITATION

PLEASE TYPE OR PRINT LEGIBLY.

1. Contact Person: Last First MI

2. Course Provider:

3. Mailing Address: Street

City State Zip Code

4. Address: Street

City State Zip Code

5. Contact Telephone No.: e-mail:

6. Lead Instructor(s) (Completed application, Form B, attached for each):

Two horizontal lines for instructor names.

7. APPLICATION FEE: \$150.00

ENCLOSE COMPLETED APPLICATION WITH APPROPRIATE FEE, INSTRUCTOR(S) APPLICATION(S), COURSE SCHEDULE FORM, AND PROGRAM MATERIALS.

AFFIDAVIT. I hereby certify that the information given above is true and correct to the best of my knowledge.

Signature Date

OFFICE USE ONLY: (\*indicates a letter is required requesting further information.)

Fee Paid Instructor(s) Application Course Schedule Program materials

COMMENTS:

APPROVED DISAPPROVED SIGNATURE: DATE:

INTERNATIONAL HACCP ALLIANCE

HACCP LEAD INSTRUCTOR APPLICATION

Return this completed application, required documentation, and application fee to: THE INTERNATIONAL HACCP ALLIANCE, 120 ROSENTHAL, 2471 TAMU, COLLEGE STATION, TX 77843-2471. Tel. (979) 862-3643; FAX: (979) 862-3075. Please note that this form must be received by the International Meat and Poultry HACCP Alliance at least 6 weeks prior to the start of your program.

Please type or print clearly.

Instructor Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Business \_\_\_\_\_/\_\_\_\_\_ Home \_\_\_\_\_/\_\_\_\_\_

Fax: \_\_\_\_\_/\_\_\_\_\_ e-mail: \_\_\_\_\_

Enclose a copy of your Certificate from an Alliance Accredited Train the Trainer Program (if applicable) and documentation of previous experience.

If applicable, please provide the following:

Course Provider \_\_\_\_\_

Program Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone: \_\_\_\_\_/\_\_\_\_\_ e-mail: \_\_\_\_\_

Fax: \_\_\_\_\_/\_\_\_\_\_

AFFIDAVIT: I hereby certify that the information given above is true and correct to the best of my knowledge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY:

\_\_\_\_ Train the Trainer Certificate OR \_\_\_\_ Documentation of Experience

Comments: \_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_ Disapproved Signature: \_\_\_\_\_ Date: \_\_\_\_\_





PLEASE TYPE OR PRINT

Form C

# THE INTERNATIONAL HACCP ALLIANCE

## HACCP TRAINING PROGRAM

### Course Schedule

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

Course Provider: \_\_\_\_\_

Address: \_\_\_\_\_

<b>Intro. HACCP</b>	Course Dates	Course Time	Course Title	# Students Allowed	Instructor(s)

**Procedures for Revising Course Schedule:**

A revised course schedule must be submitted in writing when any scheduling changes have been made subsequent to the latest schedule submitted to the International HACCP Alliance. The International HACCP Alliance, 120 Rosenthal, 2471 TAMU, College Station, Texas 77843-2471, (979) 862-3643, FAX (979) 862-3075. You must notify any schedule changes in courses prior to their initiation.