

FOOD SAFETY MANAGER'S/SUPERVISOR'S COURSE, B-322-2101 EXAMINATION SECURITY & CERTIFICATION PROCESS

The following process must be strictly adhered to ensure the integrity, credibility and student fairness of this official Navy course and to assure that both military and civilian students receive credit for attending and passing the course. The senior Preventive Medicine Authority (PMA is defined as the medical department representative responsible for public health) and the authorized instructors are responsible to follow the testing and certification process as outlined below. Failure to follow this process can result in student's not receiving credit for attending and passing the exam and the removal of the instructor from the approved instructor list.

1. Lead instructor will request from the NMCPHC Training Department exams 30 days prior to instruction.
2. NMCPHC Training Department will forward blank roster sheet, two exams, answer sheet and student evaluations to the lead instructor via secure DoD Safe (<https://safe.apps.mil>) 72 hours prior to the test administration.
3. The lead instructor and senior PMA will be responsible for maintaining STRICT security of all examinations. The examinations shall not be distributed or placed on a share drive. The senior PMA will be responsible for all security protocols.
4. Within 72 hours of completion of the course, send the student roster with PII (SSN/DoD ID #s) in an encrypted email to the address below.
5. Also send completed answer sheets and completed student evaluations to NMCPHC through DoD Safe (<https://safe.apps.mil>) to:

usn.hampton-roads.navmcpublthcenpors.list.nmcpbc-foodsafetymana@mail.mil

Periodically, classes may be independently audited by NMCPHC personnel or NEMPU training experts associated with that region. Student tests and evaluations will be monitored by NMCPHC to ensure quality training. NMCPHC Training Department retains the right to remove instructors from the approve trainer registry if evidence of poor instructing performance, not complying with these rules or cheating is discovered.