REQUIREMENTS FOR TEACHING THE FOOD SAFETY MANAGER’S/SUPERVISOR’S COURSE, B-322-2101

Reference (a) OPNAVINST 4061.4/MCO 4061.1 (6 MAR 2008)

1. Approval to instruct can ONLY be granted by the Navy and Marine Corps Public Health Center Training Department.

2. Prospective instructors prerequisites:
   (a) EHO/PMT/IDC or other military or civilian food safety professional with applicable educational background and;
   (b) E4 or above with a minimum of 1 year of food inspection experience and;
   (c) Completion of the CANTRAC B-322-2101, Food Safety Manager’s/Supervisor’s Course (FSMC) and;
   (d) Completion of course within the previous 12 months and;
   (e) Scores 90% or above on the FSMC examination.

3. Prospective instructors MUST submit the following:
   (a) The NMCPHC instructor biographical data (BIO) form.
   (b) The official examination result.
   (c) A copy of the course completion certificate.
   (d) An email from the senior PMA (PMA is defined as the medical department representative responsible for public health) endorsing the instructor request along with applicable BIO, exam results and certificate.
   (e) All documentation must be submitted to:

usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-foodsafetymana@mail.mil

4. Instructor recertification requirements apply every 5 years:
   (a) Score 90% or above on the recertification examination provided by NMCPHC that will be proctored by the senior PMA in a classroom setting; or
   (b) A recertifying instructor opting out of (a) may choose to retake the CANTRAC course or an accredited course and score a 90% or above.
   (c) Certificates are only good for 5 years from the date of exam.

5. Instructors Tools:
   Upon approval, if you do not have the March 2015 course material (PPT, LTG, Lesson Plan, Instructor’s Guide, and Student Guide) then NMCPHC will be provided you via download from ARL SAFE (https://safe.arl.army.mil/).