**HACCP Part 4: Continuing Education and Professional Development**

Continuing education is an important part of the HACCP plan. Continuing education should include an overview of specific safe food handling procedures, prerequisite programs, and monitoring procedures. Employees should also be aware of the hazards communication program, such as proper handling of chemicals and the location of Safety Data Sheets (SDS). Hazards communication continuing education can be included as part of new employee orientation, during scheduled food safety continuing education, or during a separate hazards communication continuing education. Remember to include these food safety continuing education hours as part of the required annual USDA Professional Standards tracking for employees.

### Insert the following continuing education documentation in this section:

#### Employee Health Policy Continuing Education (Refer to *Part 1: Prerequisite Programs* and Employee Health Policy Documents for additional information.)

#### File copies of the signed Employee Health Policy Agreement – required annually.

#### Note the date of the signed Employee Health Policy Agreement for substitute employees on the “Substitute List”.

### Food Safety Checklist for Employees

### Continuing education should begin immediately when employees are hired and continually throughout their employment. Orientation is a process of teaching new employees about what is expected of them on the job. It is important to include food safety in the orientation of all new employees. The PIC, school nutrition manager, or supervisor must complete a Food Safety Checklist for Employees for all new employees and if used annually. The checklist is to be reviewed and signed by both the employee and their PIC/manager/supervisor. File the completed Food Safety Checklist for Employees in *this section*. The checklist must be kept on file until the employee is no longer employed in your operation. It is strongly recommended to use the checklist as an annual reminder of good food safety practices with returning employees. Keep only the most recently completed Food Safety Checklist on file for the duration of employment.

Whoever hires a substitute, or their designee, should complete and maintain the Food Safety Checklist for Employees. This person should also create a "Substitutes List", which includes the name of all substitutes and their contact information. The list should include columns next to the substitute's name showing the date the Food Safety Checklist and Employee Health Policy documents were completed. The Central Office may keep the required checklists on file and note this on the list. The "Substitute List" is given to all site managers and/or PIC to file in this section*.*  If the substitute does not have a date of completion for the Food Safety Checklist and Employee Health Policy Agreement by their name, the manager and/or the PIC must work with the substitute to complete these documents send a copy to the Central Office. The Central Office then updates the "Substitute List" for the next time the information is distributed.

#### Allergen Awareness Continuing Education for Line Servers and Cashiers

#### Refer to *Part 1: Prerequisite Programs* for continuing education requirements and to [http://childnutrition.ncpublicschools.gov/information-resources/haccp-food-safety/haccp-continuing-education/haccp-continuing-education-](http://childnutrition.ncpublicschools.gov/information-resources/haccp-food-safety/haccp-continuing-education/haccp-continuing-education-aids)aids for ready-to-use resources. This continuing education is required for employees who serve or cashier on the serving line to make them aware of how to respond properly to students selecting packaged foods without labels.

#### Employee Food Safety Continuing Education

#### Refer to *Part 1: Prerequisite Programs* for continuing education requirements and to <http://childnutrition.ncpublicschools.gov/information-resources/haccp-food-safety/haccp-continuing-education/haccp-continuing-education-aids>. Many of these resources have partially completed Food Safety and HACCP Continuing Education Reports included in the teaching materials.Insert the following items into this section:

* Name of the food safety continuing education
* A copy of the agenda and dates held
* Name of the instructor
* A list of employees who attended
* A copy of the certificate if the continuing education was a certification course

#### Hazard Communications Continuing Education (if provided)

#### Insert the following items into this section:

* Name of the continuing education
* A copy of the agenda and dates held
* Name of the instructor
* A list of employees who attended

#### Pesticide / Pest Management Continuing Education (if provided)

#### Insert the following items into this section:

* Name of the continuing education
* A copy of the agenda and dates held
* Name of the instructor
* A list of employees who attended

Insert signed copies of Employee Health Policy Agreements behind this page.

## All employees must review the Health Policy Agreement annually. Refer to Part 1: Prerequisite Programs and Employee Health Policy Documents for additional information. An Employee Health and Personal Hygiene Handbook may be downloaded from the US Food and Drug Administration at [http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm113827.](http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm113827.htm)htm

**Insert completed and signed Food Safety Checklists for Employees behind this page.**

**If the checklists are used as a refresher for returning employees, insert those here also. Keep *only* the most recent employee checklist on file for the duration of employment.**

**Refer to the Forms section for copies of the checklist.**