

DSHS Standardization Verification Nomination Form



TEXAS
Health and Human
Services

Texas Department of State
Health Services

**CONSUMER PROTECTION DIVISION
FOOD AND DRUG SECTION
RETAIL FOOD SAFETY OPERATIONS**

Health jurisdictions may request standardization of their training officer by the Texas Department of State Health Services (DSHS). Each jurisdiction is limited to having only one training officer standardized by DSHS. Return the completed nomination form to Texas Department of State Health Services, Retail Food Safety Operations: FAX (512) 834-6683 or EMAIL jason.guzman@dshs.texas.gov and/or kendall.vela@dshs.texas.gov

APPLICANT INFORMATION

Candidate's Name: (Certificate Name...Please Print)		Title:	
Agency:		Dates of Service:	
Office Telephone Number:		Professional License/ Expiration:	
Mobile Telephone Number:		Office Email Address:	
Office Mailing Address:	City:	State:	Zip:

ELIGIBILITY INFORMATION

Formal Education/Training (EX: TFER 101, STANDARDIZATION, FD218, HACCP, ETC): <i>(Attach copies of certificates or other documentation)</i>

Completion of the "pre" and "post" Curriculum for Retail Food Safety Inspection Officers as Listed in Standard 2 of the FDA Voluntary National Retail Food Regulatory Program Standards: <i>(Attach copies of certificates or other documentation)</i>

Present Duties Conducting Food Safety Training and/or Standardization / Date Assigned / Size of Team (Inspectors that will need standardization)

*BE SPECIFIC IN RESPONSES REGARDING TRAININGS, CERTIFICATIONS, AND COURSES. PRIORITY SCORES WILL BE ASSIGNED BASED ON RESPONSES. *

Continuing Education: (List hours of education with course titles/dates, within the last 2 years. Attach copies of certificates or other documentation) Note: 20 contact hours minimum to qualify for nomination.

Course	Hours	Date

How will you be integrating your training officer standardization into your organization's existing training program? (May submit policy regarding organizational Standardization Standard Operating Procedures)

Other Prerequisites Completed Within the Past 3 Years: (One box must be checked)

<input type="checkbox"/> 1 year of full-time experience in retail food establishment inspections.
<input type="checkbox"/> 100 food establishment inspections within the past 3 years.

Our local health jurisdiction adopted the most recent edition of Texas Food Establishment Rules (TFER). (One box must be checked)

<input type="checkbox"/> YES <input type="checkbox"/> NO
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SUPERVISOR' SIGNATURE (Confirming request for nomination):

Recognizing the time and resource commitment involved for both the DSHS Training Officer and the nominee to complete the initial Standardization and maintain continued re-standardization, the nominee's supervisor is ensuring that the Training Officer's scope of responsibility will enable them to fulfill the annual maintenance requirements and as such will be afforded the time to complete these requirements and will document such annually. If these requirements are not met, candidate may not be re-standardized. The supervisor's signature is acknowledgement of the commitment to these requirements.

Standardization Annual Maintenance Requirements:

- Accumulates 20 contact hours of continuing education every 36 months after initial standardization
- *Annually* conducts and documents standardization exercises with at least 5 other retail food program inspection personnel
- *Annually* accomplishes and documents at least one of the following activities:
 - Assists at least 5 retail food establishments in the development of risk control plans (RCP) and submit a report describing the outcome of the RCP, or
 - Conducts or coordinates and documents to the standard at least 5 training courses related to the retail food protection program, or
 - Performs and documents to the standard any combination of training courses or risk control plans that equals 5.

Standardization application may be canceled or denied by DSHS Retail Food Safety Operation Standardization Program based on application review. Priority scores are compiled based on application responses. Your application may be accepted for standardization, but the program will determine scheduling based on priority scores.

SUPERVISOR' NAME (Signature): _____ **DATE:** _____

SUPERVISOR' NAME (Print): _____ **TITLE** (Print): _____

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For Office Use Only:

- ROUTINELY ENGAGED IN RETAIL FOOD PROTECTION PROGRAM WORK (COMPLETED STEPS 1-3 OF STANDARD 2)
- JOB RESPONSIBILITIES CONDUCTING FOOD SAFETY TRAINING AND/OR STANDARDIZATION
- 20 CONTACT HOURS OF TRAINING
- 1 YEAR FULL TIME EXPERIENCE OR 100 FOOD ESTABLISHMENT INSPECTIONS

COMPLETED TRAININGS AND COURSES TOWARDS PRIORITY SCORE:

<input type="checkbox"/> FD 112/OR EQUIVALENT (10 POINTS)	<input type="checkbox"/> ESTABLISHED/CREATED TRAINING PROGRAM (25 POINTS)	<input type="checkbox"/> HAS MORE THAN 5 INSPECTORS ON TEAM (5 POINTS)
<input type="checkbox"/> FD 215 (10 POINTS)	<input type="checkbox"/> HACCP TRAINING (10 POINTS)	<input type="checkbox"/> HAS MORE THAN 15 INSPECTORS ON TEAM (10 POINTS)
<input type="checkbox"/> FD 218 (10 POINTS)	<input type="checkbox"/> TEXAS DSHS STANDARDIZATION COURSE (15 POINTS)	<input type="checkbox"/> HAS MORE THAN 30 INSPECTORS ON TEAM (15 POINTS)
<input type="checkbox"/> DECODE FOOD CODE (5 POINTS)	<input type="checkbox"/> TFER 101 FILL-IN-THE-BLANK (10 POINTS)	<input type="checkbox"/> RELEVANT CERTIFICATIONS (5 POINTS PER)
<input type="checkbox"/> ENROLLED VOLUNTARY NATIONAL RETAIL PROGRAM STANDARDS (10 POINTS)	<input type="checkbox"/> PREVIOUSLY STANDARDIZED (10 POINTS)	<input type="checkbox"/> OTHER (POINTS MAY VARY) _____

PRIORITY SCORE TOTAL _____ (~150 max)

COMMENTS:

APPROVED DISAPPROVED

SIGNATURE: _____ DATE: _____

ASSIGNED TO: _____ CENTRAL OFFICE REGION # _____