

Appendix A

Person in Charge Certification Courses of Study

As specified in paragraph (D) of rule 3701-21-25 [of the Administrative Code](#), the topics to be addressed ~~during~~ [in](#) an approved person in charge certification course [are to comply with the most current version of chapter 3717-1 of the Administrative Code and](#) ~~includes the areas of knowledge and duties identified in rule 3717-1-02.4 of the Administrative Code and~~ the following topics:

(A) Food sources:

- (1) ~~Identifying~~ [The identification of food sources](#) and ~~confirming~~ [confirmation that](#) food sources comply with ~~law~~ [the most current version of chapter 3717-1- of the Administrative Code](#); and
- (2) ~~Identifying~~ [The identification of](#) potential hazards prior to and during delivery.

(B) Personal hygiene and handwashing:

- (1) ~~Describing~~ [A description of](#) the relationship between the prevention of foodborne illness and management and control of handwashing.
- (2) ~~Identifying~~ [The identification of](#) requirements for handwashing techniques and frequency; and
- (3) ~~Describing~~ [A description of](#) the relationship between the prevention of foodborne disease and the personal hygiene of a food employee:÷
 - (a) Cleanliness of outer clothing;
 - (b) Requirements for employees wearing jewelry and artificial fingernails;
 - (c) Hair restraint requirements;
 - (d) Requirements for employees eating, drinking, and using tobacco [products](#);
 - (e) ~~Explaining~~ [An explanation of](#) the responsibility ~~of~~ the person in charge [has](#) for preventing the transmission of foodborne disease by a food employee who has a disease or medical condition that may cause foodborne disease;
 - (f) ~~Describing~~ [A description of](#) the symptoms associated with the diseases that are transmissible through food; and

- (g) ~~Explaining~~ An explanation of how the person in charge, food employees, and conditional employees comply with reporting responsibilities and exclusion or restriction of food employees.

(C) Cross contamination:

- (1) ~~Describing~~ A description of the relationship between the prevention of foodborne illness and the management and control of cross contamination;
- (2) ~~Identifying~~ The identification of the types of contamination: physical, biological, and chemical;
- (3) ~~Identifying~~ The identification of proper methods for storing and displaying food;
- (4) ~~Identifying~~ The identification of major food allergens as defined in rule 3717-1-01 of the Administrative Code ~~including milk, egg, fish, tree nuts, wheat, peanuts, and soybeans;~~
- (5) ~~Identifying~~ The identification of proper methods to store equipment, utensils, and single-use items; and
- (6) ~~Identifying~~ The identification of methods to prevent contamination from hands:
 - (a) Requirements for use of single-use gloves; and
 - (b) Minimizing bare hand contact.

(D) Cleaning/sanitizing of equipment and utensils:

- (1) ~~Identifying~~ The identification of proper procedures for cleaning and sanitizing ~~of~~ equipment and utensils: manual, mechanical, and clean in place (CIP);
- (2) ~~Identifying~~ The identification of requirements for sanitizer concentrations/contact times;
- (3) ~~Identifying~~ The identification of cleaning frequency requirements; and
- (4) ~~Identifying~~ The identification of test kits/thermometer requirements and proper use.

(E) Proper cooking, cooling, reheating, thawing, and holding of food:

- (1) ~~Identifying~~ The identification of time and temperature parameters for cooking, cooling, holding and reheating of food;
- (2) ~~Describing~~ A description of proper methods of thawing food;
- (3) ~~Explaining~~ An explanation of the hazards involved in the consumption of raw or undercooked meat, poultry, eggs and fish; and

(4) ~~Identifying~~ The identification of methods for properly using and calibrating thermometers.

(F) Facility Management:

(1) ~~Identifying~~ The identification of the source of water used and measures taken to ensure that ~~it~~ the source of water remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections;

(2) ~~Identifying~~ The identification of poisonous or toxic materials in the food service operation or retail food establishment and the procedures necessary to ensure that ~~they~~ poisonous or toxic materials are safely stored, dispensed, used, and disposed of properly; and

(3) ~~Explaining~~ An explanation of the relationship between food safety and providing equipment that is:

(a) Sufficient in number and capacity; and

(b) Properly designed, constructed, located, installed, operated, maintained, and cleaned.

(4) ~~Describing~~ A description of the relationship between the prevention of foodborne illness and the management and control of maintaining the food service operation or retail food establishment in a clean condition and in good repair.

(G) ~~Define~~ The definitions of terms applicable to food safety such as HACCP, including critical control points and critical limits; food employee; conditional employee; person in charge; and licensor.