

Minnesota Certified Food Protection Manager

DUTIES, TRAINING, AND REQUIREMENT

Duties

The certified food protection manager (CFPM) must have the knowledge, skills and abilities to complete the following duties:

- Identify hazards in the daily operation of the food establishment.
- Develop or implement policies, procedures or standards to prevent foodborne illness.
- Coordinate employee food safety training, direct food preparation activities and take corrective action as needed, to protect the health of the consumer.
- Complete in-house self-inspections of daily operations to ensure that food safety policies and procedures are followed.

Required training

Approved CFPM training courses for initial and renewal certification are offered by many private companies, community and technical colleges and some delegated agencies. MDH does not offer training, but does approve trainers and courses.

You can search for [Initial Courses, Exams and Continuing Education](#) online.

Initial certification

If you have never been a Minnesota CFPM:

1. Attend a training course and pass an approved exam.
2. Mail initial application, copy of exam certificate and \$35 fee to MDH, PO Box 64495, St. Paul, MN 55164-0495.

Download and print [Initial Application](#).

Apply for initial Minnesota CFPM no more than six months after passing the exam.

Certification renewal

Minnesota CFPM expires three years from the effective date printed on the MDH certificate. To renew certification:

1. Complete four or more hours of approved training.
2. Mail renewal application, approved training certificate(s) and \$35 fee to MDH, PO Box 64495, St. Paul, MN 55164-0495.

Download and print [Renewal Application](#).

Take renewal training within the effective dates of the valid certificate. Apply for renewal no more than six months after the expiration date printed on the MDH certificate.

Approved exams

Applicants for initial certification must provide proof they have passed an exam from an organization accredited by the ANSI-CFP Accreditation Program.

Frequently asked questions

Contact the agency that issues the license for the establishment for more information about local ordinances and how the Minnesota food code applies to your establishment.

As the food establishment owner, do I have to be the CFPM?

No. While many food establishment owners decide to be the CFPM for their establishment, it is not required. An effective CFPM has a good working knowledge of your business and has the authority to conduct the CFPM duties in your establishment.

How many CFPMs are required for a food establishment?

Minnesota food code requires each licensed food establishment to employ one CFPM. Local jurisdictions may have additional requirements.

Can I be the CFPM for more than one location?

No.

How long do I have to hire or train a new CFPM?

Minnesota food code requires new food establishments to have a CFPM on staff within 60 days of opening. You must have at least one employee who has passed an approved exam or applied for Minnesota CFPM before you begin operating your establishment. Local jurisdictions may have additional requirements.

Are there exemptions from CFPM requirements?

Yes, certain food establishments—based on license type or food preparation activities—are exempt from Minnesota CFPM requirements.

Some exempt establishments may include:

- Low-risk food establishment
- Special event food stand
- Retail food vehicle, portable structure, or cart

In addition, establishments may be exempt if food preparation activities are limited to:

- Preparing or packaging food and ingredients that are not time/temperature control for safety food (non-TCS food).
- Heating or serving precooked hot dog or sausage products, popcorn, nachos, pretzels, or frozen pizza.
- Processing raw meat, poultry, fish or game animals intended for cooking by the consumer.

A list of exemptions to CFPM requirements is found in Minnesota Rules, part 4626.0033, item C.

Resources

Minnesota Department of Health Food Business Safety
(www.health.state.mn.us/foodbizsafety)

Initial Courses, Exams and Continuing Education
(<https://fmctraining.web.health.state.mn.us/search/index.cfm>)

Initial Application
(www.health.state.mn.us/communities/environment/food/docs/cfpm/cfminitappnew.pdf)

Renewal Application
(www.health.state.mn.us/communities/environment/food/docs/cfpm/cfmrenappnew.pdf)

ANSI-CFP Accreditation Program
(www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prglD=8&statusID=4)

Minnesota Department of Health
Food, Pools, and Lodging Services
PO Box 64975
St. Paul, MN 55164-0975
651-201-4500
health.foodlodging@state.mn.us
www.health.state.mn.us

Minnesota Department of Agriculture
Food and Feed Safety Division
625 Robert Street N
St. Paul, MN 55155-2538
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MDA.FFSD.Info@state.mn.us
www.mda.state.mn.us

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