

# **Want to Save Time & Decrease Scheduling Hassles? Want to Increase Food Safety in Your Restaurant?**

If you said yes to these questions then the Washington Restaurant Association's Food Worker Card Program is for you!

## **How It Works**

We register a trainer in your business. Your trainer plays our food safety video, answers participants' questions, and then monitors the test taking process. The answer sheets are then mailed to the WRA (with a \$10 per card fee) to be scored. Participants receive cards (or failed results) back within one week of the date we receive tests.

## **What It Will Do For You**

This program will:

- Reduce your scheduling headaches.
- Ensure that all your employees have valid cards.
- Demonstrate to you what food safety techniques your employees need to improve on to protect your restaurant and its patrons.
- Train employees on food safety before they ever serve food in your establishment!
- Allow you to re-train employees by playing the video.

## **What It Covers**

The eight essential areas of food safety are covered in our easy-to-understand video:

1. Hand Washing
2. Danger Zone
3. Germs and Chemicals
4. Cross Contamination
5. Proper Cooking Temperatures
6. Sanitizing Methods
7. Food Serving
8. Proper Cooling Methods

## **Approved by Public Health – Seattle & King County**

Our program is easy, convenient, and recommended by Public Health – Seattle & King County.

## **Contact & Kit Pricing Information**

WRA (Washington Restaurant Association) Member Price	\$55 (plus tax & handling)
Non-member Price	\$150 (plus tax & handling)

To learn more or to order this program, call 800-225-7166, ext. 135.



# Food Worker Card Program Questions

**Q. How do I qualify to be a Food Worker Card (FWC) Program Trainer?**

A. A minimum of two years food service experience is required. The trainer must complete an application, have a valid food worker card, have completed an approved advanced food safety course (such as ServSafe) and has also completed the required Train the Trainer course. All of these must be completed before the trainer will be assigned a trainer number and allowed to begin teaching.

**Q. What is Trainer the Trainer?**

A. Train the Trainer is a 3-hour class given by both the Education Foundation and Public Health – Seattle and King County. The class goes over the food code as well as educates trainers on how to give the food worker card exam to their students. It is mandatory to become a trainer and you must take the class annually in order to retain your trainer status.

**Q. Do I have to be a member to use the WRA FWC Program?**

A. No. However, the initial cost of the FWC Kit will be substantially higher than what our members pay. The member price is \$55, while the non-member price is \$150. The processing fee for the cards is \$10 for members and non-members.

**Q. How long will my Food Worker Card be valid?**

A. The first card is valid for two years. The renewal card is only valid for three years unless an advanced food safety certification course (like ServSafe®) has been taken. If the advanced course has been taken, then the card is good for five years. For a three-year renewal card to be issued, a photocopy of the old card that is either going to expire within 60 days or has not been expired for more than 30 days must be attached and mailed in with the test. For a five-year renewal, a photocopy of the advanced food-safety course that has been issued within the last two years must be sent in with the test. If photocopy proof is not provided, a two-year card will be issued.

**Q. Do I have a grace period to renew my FWC after it expires?**

A. Yes, but not a very long one. Cards must be renewed within 30 days of expiration. You may, however, renew your expiring card up to 60 days before it actually expires.

**Q. What do I do as a trainer if my own FWC has expired or has been lost?**

A. Using the FWC video kit, a trainer can watch the video and self-test. The test should then be sent to the WRA Education Foundation to be graded. If you have lost your card, you can contact the WRA to request a replacement card at the \$10.00 reissue fee.

**Q. How many trainers can we have per establishment?**

A. We prefer there be only one.

**Q. How long can an employee legally wait after being hired, to obtain a Card?**

A. A food card must be attained within 14 days of the date of hire. And, if an employee does not have a food card, the employer is required to brief the employee about the basics of safe food handling and document that training **before** allowing that employee to handle food. When you give new employees the exam, make a copy of the answer sheet for proof before sending the exam to WRA. This will tell the health inspector that the employee has gone through the training and is simply waiting for their card to arrive.

**Q. How long does the training take?**

A. The video is 30 minutes. Trainers are also required to provide 30 minutes of additional instruction beyond the video. This allows the trainer to inform or demonstrate procedures and regulations set by the individual establishment. As much time as needed should be given for the employee to take the test and the trainer to verify applicant information.

**Q. If an employee fails the test the first time, when can a re-test occur?**

A. As soon as possible. The purpose of the test is not to weed employees out, but to allow them to learn from their initial mistakes and build on their knowledge. There is no additional fee for re-tests. On the processing form, simply check the box that says re-test.

**Q. How do we pay for the processing fee for the tests?**

A. We will **not** invoice you. Pre-payment in full is required before your tests are processed. There is no tax on FWC processing. If sending a check, please consolidate into one check rather than several checks. We also accept Visa, MasterCard, AMX, and Discover. **Please do not send cash.**

Form updated November 16, 2004  
**Food Worker Card**  
**TRAINER'S INSTRUCTIONS & GUIDELINES**

The video has been designed to meet the new Washington State Department of Health criteria for employee training in safe food handling. **All Washington food and beverage employees are required to have a current state Food Worker Card within 14 days of hire.** This kit will provide you the materials for training and testing in order for your employees to obtain a Food Worker Card.

Please take a moment to familiarize yourself with the training procedures outlined below. Follow the instructions exactly in order to avoid delay in certification of your food handlers. **The test MUST be administered in King County and monitored by a registered trainer.** If you have not been approved as a registered trainer, call the WRA office before proceeding.

**Before The Test:**

1. Establish who needs Food Worker Card training. Train as needed for new hires and renewals.
2. Set up the test room. Make sure you have a working video player and viewer positioned for all to see comfortably. Have available workbooks, tests, blank answer sheets, and #2 sharpened pencils. Workbooks and tests may be copied, or you may purchase additional copies from the WRA. **Blank Scantron answer sheets may not be copied.** You can also order additional answer sheets from the WRA.
3. Set aside a minimum of 45 minutes for the video and test.

**Administering The Test:**

1. Give each trainee a study worksheet to follow along with the video.
2. Show the video. Trainees must watch the entire video. After the video, start a discussion on practices that are specific to your organization or restaurant. Provide an opportunity for questions and answers before starting the test.
3. Request that all trainees clear their area of all papers, worksheets, notes, etc. **This is a closed book test!**
4. Give each person a blank test and scantron. Make sure each trainee **only uses a #2 pencil** on the scantron.
5. Instruct trainees to fill in *all* of the applicant's information on the right side of the blank answer sheet. **IMPORTANT!!** All information must be completely filled out. **PRINT** legibly or the test will be returned!!
6. Remain in the testing area during the exam. No talking is allowed during the exam. Make sure bubbles are filled in completely – do not circle or underline.
7. Collect the tests and answer sheets. Check to ensure all information has been recorded correctly on the answer sheets. If the test is taken for a food worker card renewal for 3 years or for a 5 year renewal if an approved advanced food safety course has been taken, **YOU MUST** send a photocopy with the test. If these copies are not sent with the test, a 2-year card will be issued.

**After The Test:**

1. **Make backup photocopies of all the tests answer sheets before sending in the exams.** Do not trust that the Postal Service will get them to the WRA.
2. Place the answer sheets in a large envelope with a processing form and the \$10.00 processing fee per exam and mail to the WRA for permit processing. The processing form must be filled out every time you return answer sheets and full payment must accompany the packet.
3. Send the packet to the WRA. You will receive your certified Food Handler Cards and/or notification of anyone who did not pass the exam within about two weeks. WRA will file all required paperwork with Seattle/King County Public Health.
4. You can order additional materials using the Materials Order Form. All orders must be prepaid.

**These Procedures Are Approved By**  
**PUBLIC HEALTH, SEATTLE/KING COUNTY**  
**And The Washington Restaurant Association**  
Form Updated October 9, 2002

## Food Worker Card TRAINER APPLICATION · KING COUNTY

Trainer Name		
Job Title (mandatory)	Date of Birth	
Home Address		
City	State	Zip
Phone (     )	E-mail	
Restaurant Name		
Restaurant Address		
City	County	Zip
Phone (     )	Fax (     )	

**All Food Worker Card Trainers must meet ALL the following criteria to be eligible for their certification as a King County Trainer using the WRA training video and test processing. Check or initial each statement. YOU MAY NOT BEGIN TRAINING UNTIL YOU RECEIVE A LETTER OF APPROVAL.**

- \_\_\_\_\_ I have two years of food service experience or equivalent.
- \_\_\_\_\_ I am a supervisor, manager, owner or trainer for my facility, organization, or corporation.
- \_\_\_\_\_ I have enclosed proof (photocopy) of current four hours or longer Manager Certification, or ServSafe® Course.
- \_\_\_\_\_ I have enclosed a copy of my certificate from the WRAEF Train the Trainer certification class.
- \_\_\_\_\_ I have enclosed a copy of my current **Food Worker Card**. If you do not have a valid card, you must take the class to receive your card.
- \_\_\_\_\_ I understand that I must receive my approval letter before conducting my first testing session.
- \_\_\_\_\_ I will assure that there will be no *repeated* red violations requiring re-inspection fees or permanent suspensions in my facility. Violations will be cause for loss of trainer status.
- \_\_\_\_\_ I understand that I am responsible for ensuring the integrity and security of the administration of the Food Worker Card as a trainer and test supervisor.
- \_\_\_\_\_ I understand that I must keep all test content and answers confidential.
- \_\_\_\_\_ I will assure that any person under my instruction who receives a Food Worker Card is the     same person who tested for that card.
- \_\_\_\_\_ I will act as the link between the issuing county Health Department and the food workers for whom I administer the test, including updating employees with information provided to me by the Health Department when feasible to do so.
- \_\_\_\_\_ I will inform the WRAEF of a change of my employer/sponsor for the Food Worker Card Program.

*I certify under penalty of perjury that all answers are true, correct and complete. I understand that untruthful or misleading answers are cause for rejection of my application and/or revocation of any certification granted.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**The Trainer # will be assigned and sent to you after you are approved.  
You may NOT train until you receive your approval letter!**

**MAIL FORM TO:**

**Washington Restaurant Association  
EDUCATION FOUNDATION  
510 Plum Street SE, Suite 200  
Olympia, WA 98501-1587  
FAX (360) 357-9232**

Form updated 4/1/04

## FOOD WORKER CARD TRAINING PROGRAM MATERIALS ORDER FORM

Date Ordered:	Member Number:
Restaurant Name:	
Trainer Name:	Send Attn To:
Address:	
City/St/Zip:	
Phone Number:	Email:

**Kit Includes:** video, test questions, 20 answer sheets, study guide, and *Working Healthy* manual

Quantity	Item	Member Price	Non-Member Price	Total Price
	<b>Training Kit</b> (Please Specify) ___ English ___ Spanish ___ DVD ___ VHS	\$55.00	\$150.00	
	<b>Training Video</b> (Please Specify) (English and Spanish now on one DVD!) ___ English ___ Spanish ___ DVD ___ VHS	\$50.00	\$90.00	
	<b>Test Questions</b> (Please Specify) ___ English ___ Spanish ___ Russian ___ Vietnamese ___ Korean ___ Chinese ___ Japanese	\$5.00	\$15.00	
	<b>Study Guide</b> (This is reproducible!)	3.00	3.00	
	<b>Working Healthy Manual</b> ___ English ___ Spanish ___ Korean ___ Vietnamese ___ Chinese ___ Russian	\$5.00	\$15.00	
	<b>Answer Blanks</b> (sold ONLY per bundle at 20 per bundle)	\$4.00	\$15.00	

For Office Use Only Invoice Number: _____ Date Shipped: _____
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**Shipping & Handling\***

Subtotal  
8.4% Sales Tax  
**TOTAL DUE**

\$4.00

(\*please pay sales tax on shipping & handling)

- Check Enclosed (payable to WRA Education Foundation), or  
 Visa  MC  AMEX Card # \_\_\_\_\_ Expires \_\_\_\_\_

Print name as it appears on credit card \_\_\_\_\_

Signature \_\_\_\_\_

**Washington Restaurant Association**  
**EDUCATION FOUNDATION**  
 510 Plum Street SE, Suite 200  
 Olympia, WA 98501-1587  
 (800) 225-7166

Revised August 30, 2005

## **Food Protection Program**

### **List of approved "Additional Food Safety Training"**

#### **List of Approved Additional Food Safety Training Courses**

*(Courses are grouped by provider and listed in alphabetical order. Last updated June 28, 2004.)*

#### **Washington State Local Health Departments/Jurisdictions**

- All courses approved for this purpose by local health departments for their jurisdiction
- All Washington State local health department manager certification programs
- Grant County Health Department 4-Hour Food Safety Training

#### **College or University Courses**

- Seattle Central Community College Culinary Arts - Principles of Sanitation Class (HOS110)

#### **Workplace Training Programs**

- Costco Manager Training
- Costco Associate Training
- Fred Meyer - Food Safety Certification Class
- Island Market Company, Inc. (dba Vashon Thriftway) - Food Safety and Sanitation Course
- Town and Country Markets - Food Safety in the Workplace

#### **Private Associations and Organizations**

- DMA (Dietary Managers Association) - Food Protection Training Program or Sanitation and Safety Course [resulting in the Certified Food Protection Professional (CFPP) credential]
- Experior Assessment - Food Manager Certification
- HANA Concepts Training
- Learn Associates Training
- NEHA 2-day Manager Certification Program
- NEHA 1-day fast-track Manager Certification Program
- NEHA 1-day Review Program
- ServSafe Manager Certification
- ServSafe Employee Certification
- "Serving it Safe" Food Safety Training Program
- TAP Series Food Safety Manager Certification Training

# IMPORTANT

## For Renewals:

### 3-year renewal

Your applicants **must** send a photocopy of their current Food Worker Cards. The old card must be within 60 days of expiring or no later than 30 days from the expiration date.

### 5-year renewal

Your applicants **must** send a photocopy of their Advanced Food Safety Certificates (such as ServSafe). The certificate must have been issued less than 2 years previously.