

Renewal Application Form

Canadian Certified HACCP Professional - CCHP



Renewal Form

CANDIDATE NAME	DATE DD/MM/YYYY
CANDIDATE PHONE NUMBER	CANDIDATE EMAIL ADDRESS
OCCUPATION/TITLE	

SETTING THE STANDARD

Certification verifies that a Canadian Certified HACCP Professional is competent when measured against the Food Processing Human Resource Council's National Occupational Standard for HACCP Professionals. Based on the Canadian Standards & Guidelines for CCHPs, the Core Competency Profile describes the knowledge, abilities and attitudes that are expected of proficient and experienced HACCP Professionals in Canada.

This certification program recognizes both formal and informal prior learning, as evidenced by professionals. The program recognizes these competent professionals, who work to improve the standards within their facility, thus improving the quality of assurance to the public.

To maintain their current certification, a CCHP must:

1. Continue to work in the field of food processing.
2. Meet the minimum continuing professional development requirements.
3. Complete and submit the certification *Renewal Form* and *Renewal Fee* every three years, following their initial certification.

Requirements:

The minimum requirements for renewal include: at least 3 years of work experience, as well as the participation in 5-10 courses, workshops, or conferences over the 3 year period. Events may range in duration, but each must be at least 4 hours in duration. Candidates should be able to provide evidence of attendance or participation in events (e.g. email from host, or certificate of completion or participation).

Canadian Certified HACCP Professional - CCHP

INSTRUCTIONS

CCHPs who would like to renew their designation will submit a summary of their continued experience for review by the Registrar's Office. The CCHP must include any continued experience gained from paid employment, formal education, courses, other training, events or workshops. All experience should reflect the scope of practice as outlined in the Core Competency Profile.

1. Complete, sign and submit form to the Registrar:

- a. **Accepted methods of submission:** Only accepting electronic submissions of this form via email, the form may be filled out electronically or by hand and scanned in.
- b. **Labelling the Renewal Form:** To ensure that all applications are received and processed without error, the submission of the Renewal Form file must be properly labelled. Use the name of the document, followed by your full name.

Example: "Renewal Form_John Smith"

- c. **Where to submit:** Email to the Registrar's Office at registrar@fphrc.ca

2. FPHRC Registrar will verify submission:

- Determine if sufficient information is provided by candidate
- Determine if the minimum requirements for renewal have been achieved. This may involve verifying information for authenticity. The Registrar may contact you for additional information or clarity.

3. Candidate will receive notification of result: approved, declined, or incomplete.

Canadian Certified HACCP Professional - CCHP

WORK EXPERIENCE – RENEWAL APPLICATION

- Include “self-employed” employment.
- Use additional paper, where required.
- Start with current or most recent employment.

EMPLOYER NAME	EMPLOYER PHONE NUMBER	
EMPLOYER ADDRESS	NAME OF SUPERVISOR	
	EMPLOYMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
	FULL OR PART TIME	APPROX. WEEKLY HOURS
JOB TITLE/ POSITION HELD		
MAIN RESPONSIBILITIES IN THIS JOB		

EMPLOYER NAME	EMPLOYER PHONE NUMBER	
EMPLOYER ADDRESS	NAME OF SUPERVISOR	
	EMPLOYMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
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JOB TITLE/ POSITION HELD		
MAIN RESPONSIBILITIES IN THIS JOB		

Canadian Certified HACCP Professional - CCHP

WORK EXPERIENCE – RENEWAL APPLICATION (CONTINUED)

EMPLOYER NAME	EMPLOYER PHONE NUMBER	
EMPLOYER ADDRESS	NAME OF SUPERVISOR	
	EMPLOYMENT DATES	
	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
	FULL OR PART TIME	APPROX. WEEKLY HOURS
JOB TITLE/ POSITION HELD		
MAIN RESPONSIBILITIES IN THIS JOB		

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MAIN RESPONSIBILITIES IN THIS JOB		

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EDUCATION AND TRAINING EXPERIENCE

Please use this space to indicate any other workshops, courses, or other professional development activities you have participated in.

- Include your courses and training (certificates, diplomas, degrees).
- Include any workshops or conferences attended.
- Indicate the date, duration of the workshop, course, or conference, and whether a certificate was supplied. Note, these may be requested by the registrar.
- Start with the current or most recent activity.
- Use additional paper, where needed.

ACTIVITY #	TYPE OF ACTIVITY		
NAME OF ACTIVITY		PRIMARY CONTACT NAME	
LOCATION/ ADDRESS		PRIMARY CONTACT PHONE NUMBER/ EMAIL	
		ACTIVITY DATES	
		FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
		WEBSITE	TOTAL HOURS
ROLE (EX: PARTICIPANT, SPEAKER, ETC.)			
SUMMARY OF ACTIVITY			

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OTHER CREDENTIALS AND AWARDS

Please use this space to indicate any other credentials, awards and professional development activities that you have participated in since gaining your CCHP designation. List items that are not previously included on this form.

- Include any other professional credentials you have.
- Include any volunteer or unpaid work experience (internships, co-op)
- Also, include any awards you may have received.

Use additional pages if required

Canadian Certified HACCP Professional - CCHP

DECLARATION

Complete and sign the statement below:

I, _____
FIRST NAME LAST NAME

STREET ADDRESS

TOWN/CITY PROVINCE/ STATE POSTAL CODE/ZIP CODE

state that the information contained in this document is accurate. I understand that the FPHRC may contact me or any of the individuals indicated in this form for more information, or for the purposes of a program audit.

Signature _____ Date: _____

Registrar Notes:

I, _____ have verified that the above-noted Candidate meets the minimum requirements for experience time in the occupation specified above.

Signature _____ Date: _____

ABOUT THE FPHRC

Created in 2009 as a council for Canadian food processors, the Food Processing Human Resources Council (FPHRC) works long term with industry partners, processors, educators and regulatory agencies to develop a stronger, more prosperous industry with leading edge standards of employee preparedness and productivity through human resource strategies and programs.

The FPHRC provides national leadership as a forum and support for industry to address human resource issues, assisting in building a competitive, sustainable, and attractive industry; and regionally through their representatives to assist all processors and their workers with training, skills upgrading and more.