

BC FOODSAFE Registry

User Manual

CLERICAL ROLE

Prepared by Annalisa Taylor, King's Printer, Digital Publishing, Ministry of Citizens' Services. Some material is based on the user manual for FOODSAFE Registry 1, 'Using the FOODSAFE Registry', prepared by Corinne Cook, Ministry of Health

King's Printer, Digital Publishing, Ministry Citizen's Services

Created: September 3, 2013

Updated: September 20, 2022

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1 INTRODUCTION

1.1 FOODSAFE Registry

This manual describes the FOODSAFE Registry 2 web application developed by the King's Printer (formerly Queen's Printer), which is used by the provincial Health Authorities in British Columbia to record the names of people who have taken FOODSAFE courses, the results of their examination, and the instructors who can teach FOODSAFE courses in their respective jurisdictions.

This document describes how to search the registry, create and edit data, print FOODSAFE certificates for students and instructors, and run reports.

Specifically, this manual describes the FOODSAFE Registry 2 application, developed in 2013 by King's Printer, Digital Publishing, to replace the FOODSAFE Registry 1 system.

The FOODSAFE Registry 2 application contains information about all the students who have taken BC FOODSAFE courses from April 1, 1986, onwards.

Historical Note: The development of the FOODSAFE Registry 1 application included the conversion of all historical data from an older system to the FOODSAFE Registry 1. Historical records from April 1, 1986, to November 24, 1999, are labelled 'conversion' and are dated November 24, 1999, the date the data conversion took place. FOODSAFE Registry 2 contains the historical data which retains the label 'conversion'.

FOODSAFE Level 1 Refresher: The Level 1 Refresher online course was launched by Open School BC in September 2013. This document includes Registry functions implemented in 2013 to handle Refresher certifications.

MarketSafe: This document includes updates made to the Registry to handle MarketSafe certifications. Phase 1 updates were implemented on March 29, 2015. Phase 2 updates (print queue functions) were implemented on January 22, 2016.

MarketSafe legacy data was imported into the FOODSAFE Registry on January 7, 2016.

ProcessSafe: This document includes updates made to the Registry in February 2020 to handle ProcessSafe certifications and Level 1 Equivalents.

Introduction to Food Microbiology: This document includes updates made to the Registry on August 19, 2022, to handle Introduction to Food Microbiology certifications.

1.2 Who should read this document?

This document is intended for FOODSAFE Registry users who are assigned the Clerical role in the registry. The Clerical role is a data entry role, which allows the user to search all data, enter and modify student and instructor data, print certificates, and run reports.

1.3 Legislation

1.3.1 Public Health Act of British Columbia

As the FOODSAFE Program is a legislative requirement, it is necessary to gather and store information on students in B.C. who have taken the FOODSAFE courses.

The British Columbia FOODSAFE program is authorized by the [Public Health Act, Food Premises Regulation, section 10](#), which states that the operator of a food service establishment (or one employee while the operator is away) must have taken the FOODSAFE course (or its equivalent).

1.3.2 Freedom of Information and Protection of Privacy Act (FOIPPA) of British Columbia

The personal information used by the FOODSAFE Registry is collected in accordance with the [Freedom of Information and Protection of Privacy Act, section 26](#). The personal information used by the FOODSAFE Registry relates directly to and is necessary for the operation of the FOODSAFE Program.

In accordance with [Section 27\(1\)](#) of the FOIPPA, all personal information will be collected directly from the individual. The accuracy of FOODSAFE information is verified by the FOODSAFE client at the time the information is collected. At any time, an individual can verify the accuracy of his or her personal information held in the FOODSAFE Registry by contacting the local health office. An individual FOODSAFE client consents to this use of personal information when he or she completes a FOODSAFE form or writes a FOODSAFE exam.

An individual may have his or her own records corrected through the local health office. At the request of the individual, authorized personnel in the local health office can make corrections to any FOODSAFE information, except exam scores. If the original data entry form is still available in the local health office the authorized personnel can refer to it to check the validity of the exam scores.

Employers do not have direct access to FOODSAFE Registry information and any requests from an employer or any other party for information about a FOODSAFE client will be referred to the individual in question.

FOODSAFE information may be released to an employer (or other party) only where there is written permission from the client.

1.4 Contact Technical support

To get help with FOODSAFE Registry technical issues, please contact customer service at Crown Publications, King's Printer in Victoria, B.C. Please state at the beginning of your call or email that you need help with the FOODSAFE Registry.

Crown Publications, King's Printer

Hours of operation: Monday to Friday 7:30 to 4:30

Toll-Free: 1-800-663-6105

Victoria: 250 387-6409

Email: FoodSafe.TechSupport@qp.gov.bc.ca

1.5 Minimum Requirements

You must use an up-to-date version of one of these browsers:

- Chrome™
- Firefox®
- Microsoft Edge
- Safari

2 GETTING STARTED

2.1 Access to the FOODSAFE Registry

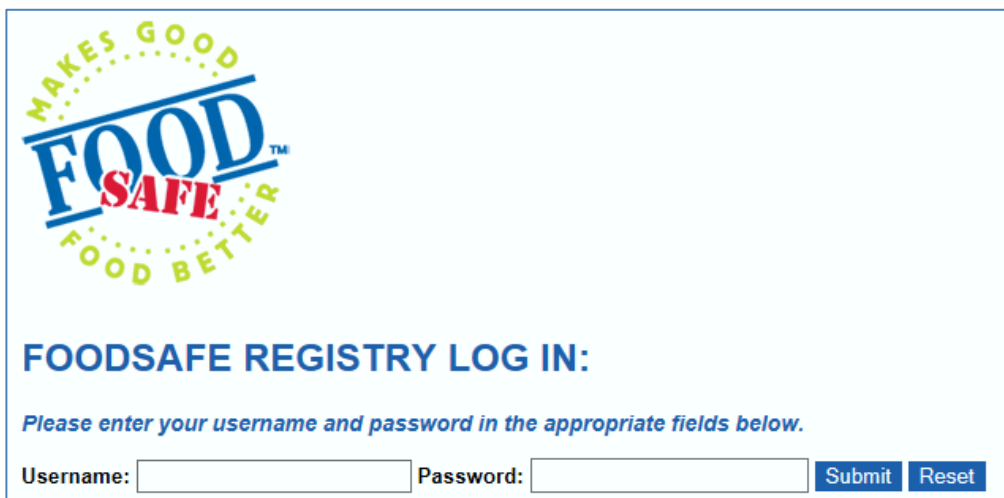
- Forgot your password?
- Need access to the FOODSAFE Registry for a new employee?
- Need to remove access for a departing employee?
- Need to delete a duplicate student record?

Please contact Environmental Health Services at the BC Centre for Disease Control at fpinfo@bccdc.ca

2.2 Log in to the FOODSAFE Registry

To log in to the FOODSAFE Registry:

1. Open your internet browser and go to the FOODSAFE Registry web address: <https://foodsafe.qp.gov.bc.ca>
2. On the Log in page, enter your **username** and **password** in the data fields and click on **Submit**.



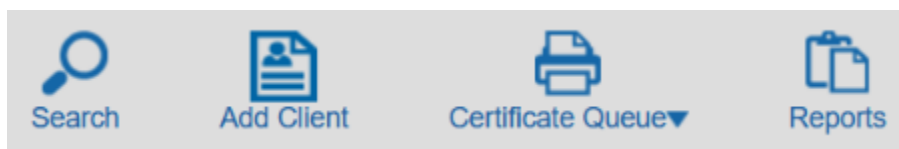
FOODSAFE REGISTRY LOG IN:

Please enter your username and password in the appropriate fields below.

Username: Password:


2.3 FOODSAFE Registry functions

The FOODSAFE Registry Clerical functions (Search, Add Client, Certificate Queue, Reports) are accessed by clicking on the icons along the top of the page.



The FOODSAFE Registry opens on the Search page, with the **Students** search selected as the default search.

Search

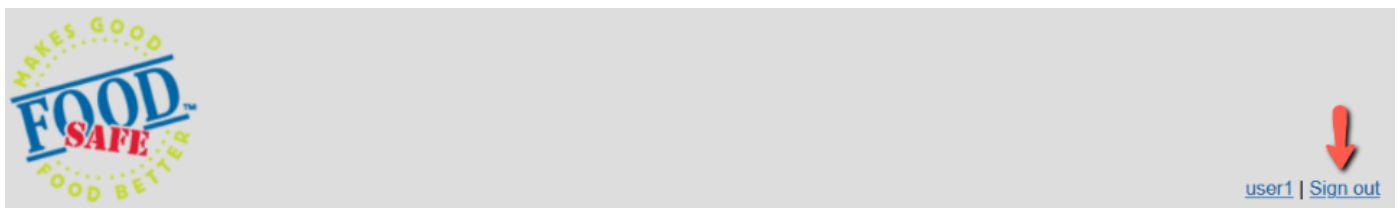
Category: 

Last Name: First Name: Middle: Gender: Birthdate:

Email: People ID: City: Province: Country:

2.4 Sign Out

To log off from the FOODSAFE Registry, click on the **Sign out** button in the top right corner of the page.



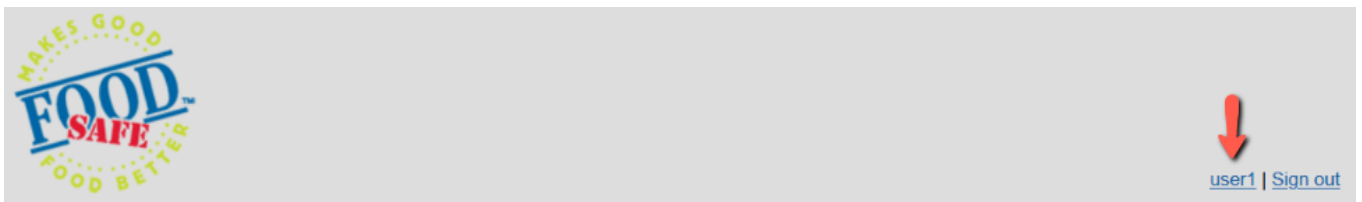
TIP: The FOODSAFE Registry will automatically time-out and sign-off after 2 hours of idleness.

2.5 Username and profile

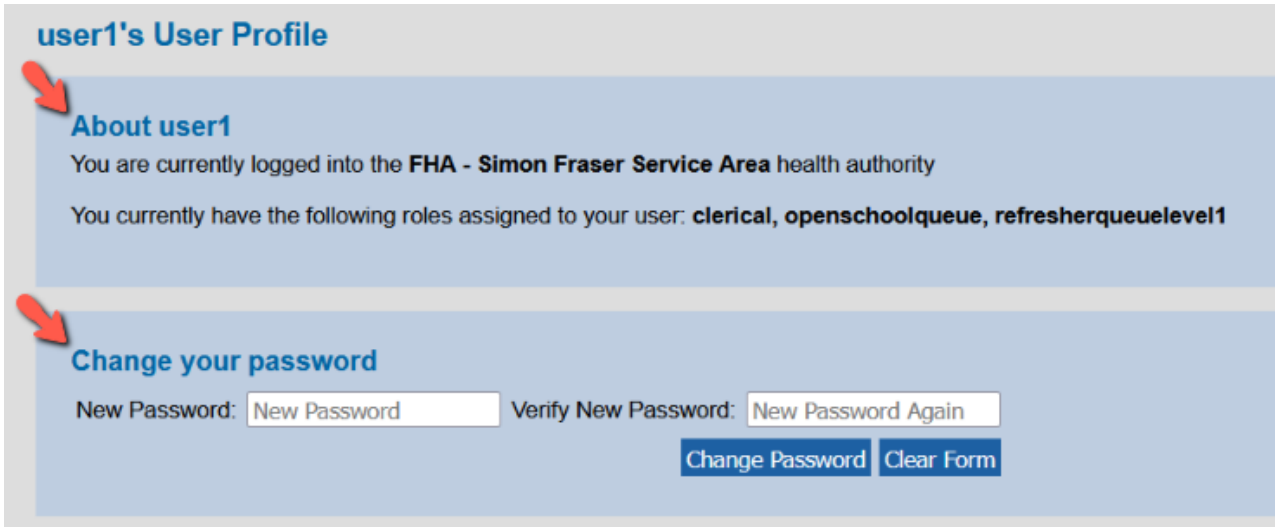
Your username is always visible in the top right corner of the FOODSAFE Registry.

To view the details of your User Profile:

1. Click on the **username**:



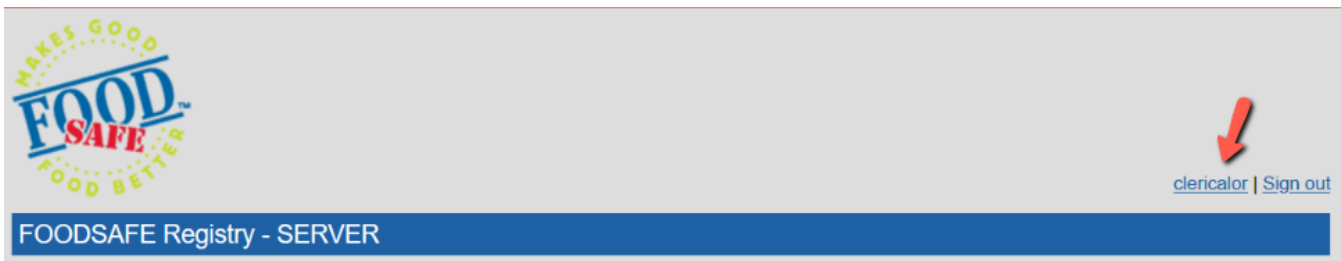
2. On the **User Profile** page, you can review information about the Health Authority you are logged in under and which roles are assigned to your username. You can also change your password:



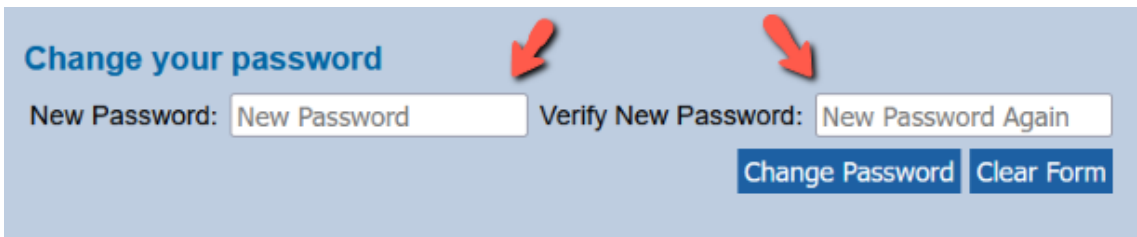
2.6 Change your password

To change your password:

1. Click on your username in the top right corner:



2. In the **Change your password** section of the User Profile page, enter the new password in the two password data entry fields:



3. When you enter the password information, it is hidden from view:



4. If you think you've made a mistake, click on the **Clear Form** button:

Change your password

New Password: Verify New Password: 

5. If you are satisfied with your changes, click on the **Change Password** button:

Change your password


New Password: Verify New Password: 

TIP: If you forget your password and need a new one, contact Environmental Health Services at the BC Centre for Disease Control at fpinfo@bccdc.ca

3 SEARCH STUDENTS AND INSTRUCTORS

3.1 Search Students

The **Students** search is the default search in the search **Category** menu:

Search 

Category: ▾

You can search for a student by **one or more** of the following search criteria:

Category: ▾

Last Name: <input type="text" value="Last Name"/>	First Name: <input type="text" value="First Name"/>	Middle: <input type="text" value="Middle Name"/>	Gender: <input type="text" value=""/>	Birthdate: <input type="text" value="yyyy-mm-dd"/>
Email: <input type="text" value="Email"/>	People ID: <input type="text" value="People ID"/>	City: <input type="text" value="City"/>	Province: <input type="text" value="Province"/>	Country: <input type="text" value="Country"/>

TIPS

1. To move from one search field to the next, use the **Tab** key.
2. Search results are ordered alphabetically by last name and then by first name.
3. Name searches behave like wildcard searches:
A search for 'Deb' will return 'Deb', 'Debbie', 'Debra', 'Deborah', etc.

4. Data can be entered in the search criteria fields in upper- or lower-case letters. Searches are case insensitive.

3.2 Search by Name

If you are not sure of the spelling of a name, enter the first few letters of the name. The name searches behave like wildcard searches. A search for 'Deb' will return 'Deb', 'Debbie', 'Debra', 'Deborah', etc.

In the following example, to search by **Last Name**:

1. In the 'Last Name' field, enter the first few letters of the student's last name. Example: 'r-e'. Click on the **Search** button (or hit the 'Enter' key on your keyboard).

The screenshot shows a search form with four input fields: Last Name (containing 're'), First Name (containing 'First Name'), Email (containing 'Email'), and People ID (containing 'People ID'). Below the fields are two buttons: 'Search' and 'Clear Search Form'. A red arrow points from the 're' in the Last Name field down to the 'Search' button.

2. The name searches perform like a wildcard search and returns results for 'Reacher, Reese, Reid', etc. The search results are ordered alphabetically by last name and then alphabetically by first name and middle name:

Your search returned 6 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City	Country
REACHER	JACK	DAVID	2014-11-24	Male	jk@kjdf.ca	BC	VANCOUVER	
REESE	ALFONSO	ANGIE	1958-12-09	Male	wlndwu44@mid.pmxhlg.com	BC	CACHE CREEK	
REESE	SETH		1964-01-03	Female		BC	SURREY	
REEVES	MISTY	ALISA	1969-10-06	Male	tozuqkwk607@yjdtd.net	BC	WINDERMERE	
REID	CLYDE	FELIPE	1961-04-13	Male		BC	PENTICTON	
REILLY	AISHA	ALEXIS	1967-03-13	Undetermined		BC	FERNIE	

3. To refine the search, return to the search form and enter additional data. Click on **Search**.

The screenshot shows the search form with 're' in the Last Name field and 'a' in the First Name field. The 'Search' button is highlighted with a red arrow pointing to it.

4. Now the search results include only students with last name starting with 're', and first name starting with 'a':

Your search returned 2 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City	Country
REESE	ALFONSO	ANGIE	1958-12-09	Male	windwu44@rnid.pmxhlg.com	BC	CACHE CREEK	
REILLY	AISHA	ALEXIS	1967-03-13	Undetermined		BC	FERNIE	

3.3 Search for Student Who Have One Name

If an individual has only one name, search for the name in the 'First Name' field:

Category: ▾

Last Name:

First Name:

TIP

In one-name cases, the Last Name is entered as two periods. For example:

Search Results display last name as two periods

Student Details display last name as two periods

Your search returned 1 result.

Last Name	First Name
..	MADONNA

Student Details: 'MADONNA ..'

Last Name:

First Name:

See Section 6.3 Add Single Names

3.4 Start a New Search / Add Criteria to a Search

To add criteria to the last search you performed, simply select or enter additional criteria, and click on **Search**.

Category: ▾

Last Name: First Name: Middle: Gender: Birthdate:

Email: People ID: City: Country:

Your search returned 10 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City	Country
PAHOR	JESSE	ERICA	1982-05-17	Female		BC	BURNABY	CANADA
PARI	VANITA	K	2013-11-07	Female	K@g.com	BC	RICHMOND	CANADA
PARRISH	JOHNNIE		1992-07-30	Male	ooow02@nake-x.com	BC	ABBOTSFORD	CANADA
PARRISH	VERONICA	KELLIE	1957-11-03	Female		BC	CRESTON	CANADA
PARTON	DOLLY	MAY	2013-11-07	Female	annalisa.taylor@gov.bc.ca	BC	RICHMOND	CANADA
PASCAL	KEVIN	S	1990-07-08	Male		BC	SAANICH	CANADA
PATRICK	DEVON	SUZANNE	1957-10-22	Male	mdpyfpx@zlrz.ovkmuj.net	BC	PORT COQUITLAM	CANADA
PATTON	EUGENE	FREDRICK	1967-11-10	Undetermined		BC	ARMSTRONG	CANADA

Search

Category:

Last Name: First Name: Middle: Gender: Birthdate:

Email: People ID: City: Province: Country:

You Search returned 4 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City	Country
PAHOR	JESSE	ERICA	1982-05-17	Female		BC	BURNABY	CANADA
PARI	VANITA	K	2013-11-07	Female	K@g.com	BC	RICHMOND	CANADA
PARRISH	VERONICA	KELLIE	1957-11-03	Female		BC	CRESTON	CANADA
PARTON	DOLLY	MAY	2013-11-07	Female	annalisa.taylor@gov.bc.ca	BC	RICHMOND	CANADA

To start a **new search**, click on the **Clear Search Form** button, and enter new criteria.

Last Name: First Name:

Email: People ID:

3.5 Search by Gender

To search students by **Gender**:

1. Enter any known data in the name fields and select **Male, Female, X** or **Undetermined**. You may use the mouse to access the drop-down menu, or simply type in 'M', 'F', 'X' or 'U' in the field. In this example, the search is for last names starting with 're' and 'Female' gender:

Category:

Last Name: First Name: Middle: Gender: Birthdate:

Email: People ID: City: Province: Country:

2. The search results include only records for 'Female' and exclude records with 'Male', 'X' or 'Undetermined' gender:

Your search returned 2 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City	Country
REESE	SETH		1964-01-03	Female		BC	SURREY	
REILLY	AISHA	ALEXIS	1967-03-13	Female		BC	FERNIE	

Update January 2020

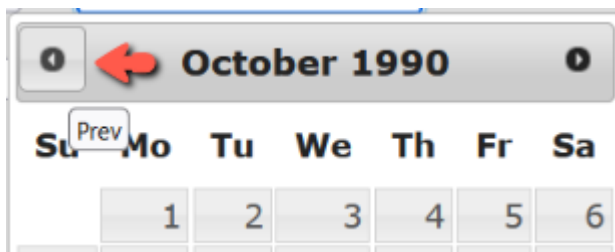
British Columbians who do not identify as male or female have the choice to display an 'X' as a third option in the gender field of the Foodsafe exam registration forms. Accordingly, a new gender value of 'X' has been added to the Registry. If a form is submitted without a gender selection, please enter 'Undetermined'.

3.6 Search by Birthdate

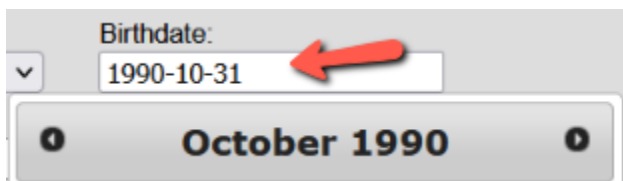
To search by **Birthdate**:

1. When you click in the **Birthdate** field or tab to the Birthdate field, a calendar pops open.
2. You may enter the birthdate by clicking on a date in the calendar.

Use the **back-arrow** icon at the top of the calendar to navigate to earlier months and years in the calendar.



3. Alternatively, you can enter the birthdate by typing data into the birthdate field in the following format, including dashes: YYYY-MM-DD



4. After you enter the date, hit **Enter** or the **Tab** key and the calendar will close.

3.7 Search by Personal Health Number (PHN)

Update

In November 2017, at the request of the BC Ministry of Health, Personal Health Number (PHN) data was removed from the BC FOODSAFE Registry to comply with privacy directives from the Office of the Chief Information Officer. As of August 2022 the Personal Health Number fields no longer display in the Registry.

3.8 Search by People ID

Every client (student or instructor) has a People ID which is a unique identifier number generated automatically by the system when a new client record is created. The student keeps the same People ID if they become an instructor. The same people ID is applied to every certification the person achieves at the student or instructor level.

Student and Instructor records can be searched by their People ID. The people ID is printed on all student and instructor certificates and wallet cards.

Category:

Last Name: First Name: Middle: Gender: Birthdate:

Email: **People ID:** City: Province: Country:

Historical Note: Students imported from the B.C. Registry 1 into Registry 2 retained the people ID created in the previous system.

3.9 Search by Province

To search students by province:

1. Enter the two-character abbreviation for the province.
Example: BC, AB, SK

Category:

Last Name: First Name: Middle: Gender: Birthdate:

Email: People ID: City: **Province:** Country:

2. The search results list student from the province entered:

Your search returned 3 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City	Country
BAILEY	ALANA	RICARDO	1978-03-27	Undetermined		SK	REGINA	
DECKER	DAWN		1989-07-23	Female		SK	SASKATOON	
SMITH	JOHN	D	1990-03-31	Male	john.smithxyz@gmail.com	SK	SASKATOON	CANADA

TIPS

1. To search by province or state, enter the two-character province or state abbreviations. Example: BC, AB, SK, YT, WA.
2. If you are uncertain about the abbreviation, search by the first character. Example: 'Y' for Yukon Territory

3.10 Open a student record from the search results /return to search results

To view more detailed data for a student in the search results list:

1. Click on the student anywhere in the row:

Students search results

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City	Country
KALRA	CAROLINE	JAYSON	1953-12-29	Female		BC	SAANICH	
KANDHARI	TRACIE	ANA	1990-07-03	Female		BC	CHILLIWACK	
KANE	GAVIN	HECTOR	1963-04-06	Female	kahch751@lb-wyv.com	BC	KAMLOOPS	
KAPUR	KELLY		1992-05-31	Female	kellyx.kapurx@me.com	BC	ABBOTSFORD	CANADA

Student Examination search results

Last Name	First Name	Middle Name	Exam Level	Exam Date	Exam Expiry	Pass / Fail	L1 Equiv	Health Authority
KAPUR	KELLY		Level 2	2020-02-29		Pass	No	FHA - Simon Fraser Service Area
KAPUR	KELLY		Level 1	2018-07-30	2023-07-30	Pass	No	FHA - Simon Fraser Service Area

2. The Student Details page opens, displaying **student details**, **exam history**, and **exam details**:

Student Details: 'KELLY KAPUR'

Last Name: KAPUR
First Name: KELLY
Middle Name:
People ID: 927203
Birth Date: 1992-05-31
Gender: Female
Address 1: 123 MAIN ST.
Address 2:
City: ABBOTSFORD
Province: BC
Postal Code: V8V2X2
Country: CANADA
Area Code - Phone: 778 - 4451234
Email: kellyx.kapurx@me.com
Comments:

Exam History

Exam	Status	Expires	Health Authority	L1 Equiv
Level 1	Pass	2023-07-30	FHA - Simon Fraser Service Area	
Level 2	Pass		FHA - Simon Fraser Service Area	

Exam Details

Health Authority: FHA - Simon Fraser Service Area
Type of Exam: Level 1
Occupation: Foodservice Worker
Area of Employment: Foodservice Industry
Offered By: Health Authority
Language: Punjabi
Exam Date: 2018-07-30
Exam Mark: 80
Pass / Fail: Pass
Last Printed By:
Last Printed Date:
Comments:

3. Under **Exam History**, the **Level 1** exam is currently selected, as indicated by the yellow background, and the **Exam Details** are displayed for the **Level 1** exam:

Exam History

Exam	Status	Expires	Health Authority	L1 Equiv
Level 1	Pass	2023-07-30	FHA - Simon Fraser Service Area	
Level 2	Pass		FHA - Simon Fraser Service Area	

Exam Details

Health Authority: FHA - Simon Fraser Service Area

Type of Exam: Level 1

Occupation: Foodservice Worker

Area of Employment: Foodservice Industry

Offered By: Health Authority

Language: Punjabi

Exam Date: 2018-07-30

Exam Mark: 80

Pass / Fail: Pass

Last Printed By:

Last Printed Date:

Comments:

- To see the exam details for the Level 2 exam, click on **Level 2** in the Exam History section. Now the Level 2 exam is highlighted by the yellow background, and the **Exam Details** are displayed for the **Level 2** exam:

Exam History

Exam	Status	Expires	Health Authority	L1 Equiv
Level 1	Pass	2023-07-30	FHA - Simon Fraser Service Area	
Level 2	Pass		FHA - Simon Fraser Service Area	

Exam Details

Health Authority: FHA - Simon Fraser Service Area

Type of Exam: Level 2

L1 Equiv: No

Occupation: Manager

Area of Employment: Foodservice Industry

Offered By: Employer

Language: English

Exam Date: 2020-02-29

Exam Mark: 92

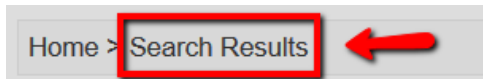
Pass / Fail: Pass

Last Printed By:

Last Printed Date:

Comments:

5. To return to the Search Results page, click on the **Search Results** breadcrumb:




4 SEARCH STUDENT EXAMINATION RESULTS

4.1.1 Search exam by multiple criteria

To search for students who share particular attributes associated with their exam records:

1. Select the 'Student Examination Results' option from the search category menu:

Category: **Student Exam Results** 

Last Name: First Name: Middle Name: Birth Date:

Level: L1 Equiv: HA: Occupation:

Area of Employ: Offered By: Language: Pass/Fail:


Date Range Start: Date Range End: Mark %: to:



Search **Clear Search Form**

2. Enter data or select options in one or more of the search criteria fields and click on the **Search** button.

In the following example, a search is performed for students with 'Last Name' starting with 'k', exam 'Level 1', from the health authority, 'FHA – Simon Fraser Service Area'.

Category: **Student Exam Results**

Last Name:  First Name: Middle Name: Birth Date:

Level:  L1 Equiv: HA:  Occupation:

Area of Employ: Offered By: Language: Pass/Fail:

Date Range Start: Date Range End: Mark %: to:

Search **Clear Search Form**

3. The search results include the student's name, exam level, exam date, exam expiry, grade (pass/fail), level 1 equivalent status, and health authority:

Your search returned 7 results.

Last Name	First Name	Middle Name	Exam Level	Exam Date	Exam Expiry	Pass / Fail	L1 Equiv	Health Authority
KAPUR	KELLY		Level 1	2018-07-30	2023-07-30	Pass	No	FHA - Simon Fraser Service Area
KEMP	KATHERINE	GARY	Level 1	1970-04-18		Fail	No	FHA - Simon Fraser Service Area
KIDD	MARIANNE		Level 1	1954-04-19	2018-07-29	Pass	No	FHA - Simon Fraser Service Area
KIRK	EMMA		Level 1	1977-02-11		Fail	No	FHA - Simon Fraser Service Area
KLEIN	FREDERICK		Level 1	1976-12-24	2018-07-29	Pass	No	FHA - Simon Fraser Service Area
KNAPP	MELODY	SHELLY	Level 1	2001-11-13	2018-07-29	Pass	No	FHA - Simon Fraser Service Area
KNAPP	WAYNE	MARILYN	Level 1	1984-06-24	2018-07-29	Pass	No	FHA - Simon Fraser Service Area

4. To open a student record, click anywhere in the student row:

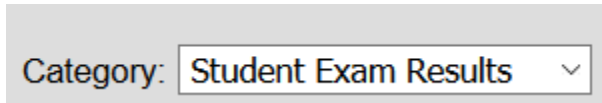
MCCARTY	DWAYNE	WILLIAM	Level 1	1969-04-29	2018-07-29	Pass		VIHA - Central Van. Island Service Area
---------	--------	---------	---------	------------	------------	------	--	---

4.1.2 Search by Level 1 Equivalent

Some students have a food safety certification deemed equivalent to the BC Foodsafe Level 1, as verified by FoodSafe authorities. The Level 1 equivalency enables the student to register for the Foodsafe Level 2 course and receive a Level 2 certificate.

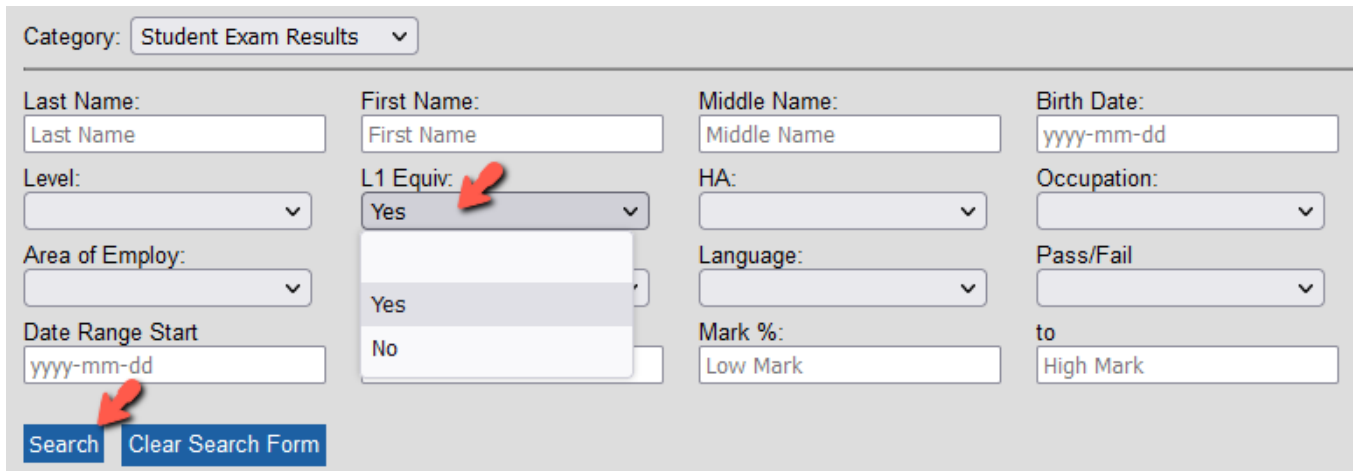
To search for students with a Level 1 Equivalency:

1. Select the 'Student Exam Results' category:



Category:

2. Select the 'Yes' value from the L1 Equivalency field and click on **Search**:



Category:

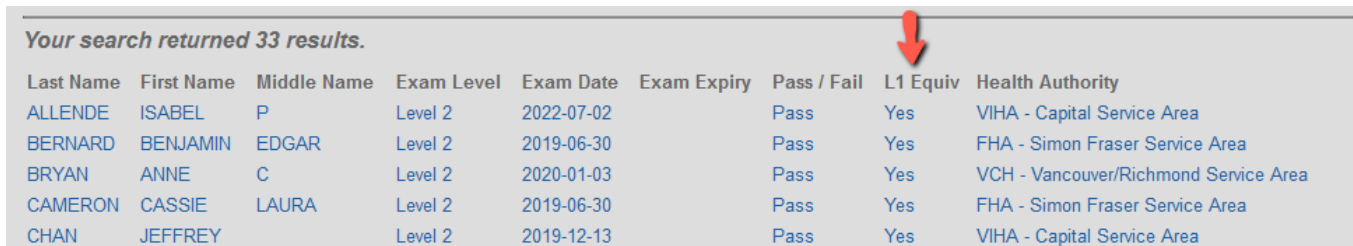
Last Name: First Name: Middle Name: Birth Date:

Level: L1 Equiv.: HA: Occupation:

Area of Employ: Language: Pass/Fail:

Date Range Start: Mark %: to

3. In the search results, records with a Level 1 Equivalency display a 'Yes' result:



Your search returned 33 results.

Last Name	First Name	Middle Name	Exam Level	Exam Date	Exam Expiry	Pass / Fail	L1 Equiv	Health Authority
ALLENDE	ISABEL	P	Level 2	2022-07-02		Pass	Yes	VIHA - Capital Service Area
BERNARD	BENJAMIN	EDGAR	Level 2	2019-06-30		Pass	Yes	FHA - Simon Fraser Service Area
BRYAN	ANNE	C	Level 2	2020-01-03		Pass	Yes	VCH - Vancouver/Richmond Service Area
CAMERON	CASSIE	LAURA	Level 2	2019-06-30		Pass	Yes	FHA - Simon Fraser Service Area
CHAN	JEFFREY		Level 2	2019-12-13		Pass	Yes	VIHA - Capital Service Area

4. In the student's exam record, the Level 1 Equivalency status is displayed in the Exam History and in the Exam Details for the Level 2 exam:

Exam History

Exam	Status	Expires	Health Authority	L1 Equiv
Level 2	Pass		FHA - Simon Fraser Service Area	✓

Exam Details

Health Authority: FHA - Simon Fraser Service Area

Type of Exam: Level 2

L1 Equiv: Yes

Occupation: Foodservice Worker

Area of Employment: Foodservice Industry

Offered By: Community College/Post-Secondary

Language: English

Exam Date: 2019-06-30

Exam Mark: 90

Pass / Fail: Pass

Last Printed By: FSADMIN

Last Printed Date: 2019-07-15

Comments:

TIP: In a search by L1 Equivalent where the value selected is 'No', the search results will include records in which the L1 Equivalent field value is 'No' or no value selected.

5 SEARCH INSTRUCTORS

5.1 Search Instructors by Name

To search for instructors:

1. Select the 'Instructors' option from the search category menu:

Category:

Instructors

2. You can search for instructors by one or more of the following search criteria:

Category: **Instructors** ▼

Last Name: Last Name	First Name: First Name	Middle: Middle Name	Gender: ▼	Birthdate: yyyy-mm-dd
Email: Email	People ID: People ID	City: City	Country: Country	Health Authority: ▼
Level: ▼	Expiry Range Start: yyyy-mm-dd	Expiry Range End: yyyy-mm-dd	Status: ▼	Teachable Language: ▼

Search **Clear Search Form**

3. If you are looking for a particular instructor, perform a name search. In this example a search by last name 'Sihota' returns the following results. To view more details about the instructor, click in the row to open the record:

Your search returned 1 result.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City
SIHOTA	KRIS	C	1990-12-20	Female	kris@me.ca	BC	VICTORIA

4. The Instructor Details page opens and displays the instructor's personal information, student exam history, student exam details:

Instructor Details: 'KRIS SIHOTA'

Last Name: SIHOTA

First Name: KRIS

Middle Name: C.

People ID: 927160

Birth Date: 1998-01-31

Gender: Female ▼

Address 1: 1234 B STREET

Address 2:

City: ABBOTSFORD

Province: BC

Postal Code: V8R2C9

Country: CANADA

Area Code - Phone: 604 - 5551234

Email: krissihotaxyz@gmail.ca

Comments:

Exam History

Exam	Status	Expires	Health Authority	L1 Equiv
Level 1	Pass	2025-01-01	FHA - Fraser Valley Service Area	
Level 2	Pass		FHA - Fraser Valley Service Area	

Exam Details

Health Authority: FHA - Fraser Valley Service Area

Type of Exam: Level 1

Occupation: Food Processor ▼

Area of Employment: Foodservice Industry ▼

Offered By: Other ▼

Language: Other ▼

Exam Date: 2020-01-01

Exam Mark: 90

Pass / Fail: Pass

Last Printed By: OR

Last Printed Date: 2022-04-20

Comments:

Below the instructor details is the 'Instructor Qualifications' panel, displaying the:

- teaching level in which the instructor is certified,
- status of the teaching certification,
- expiry date of the teaching certification,
- health authority service area in which the instructor is certified to teach,
- languages in which the instructor is authorized to teach.

Instructor Qualifications			
Level	Status	Expiry	Health Authority
1	Active	2023-12-31	FHA - Simon Fraser Service Area
Edit Delete Print Instructor Certificate Print Instructor Label Add to Queue			
2	Active	2022-12-31	FHA - Simon Fraser Service Area
Edit Delete Print Instructor Certificate Print Instructor Label Add to Queue			
			+ Add New Level
Teachable Languages			
English	Delete Language		
Punjabi	Delete Language		
			+ Add New Language

- For instructors who are certified to teach in more than one health authority service area you can **view** their qualifications across all health authorities; however, you will only be able to **edit**, **delete** or **print** the instructor certification if you are logged in under the same health authority service area as the instructor’s certification.

In the following example, the user is logged in under ‘Vancouver / Richmond’. Therefore, they have **view only** capability for the FHA – Simon Fraser certifications, and can **view**, **edit**, **delete** and **print** capability for the Vancouver/Richmond certification.

Instructor Qualifications			
Level	Status	Expiry	Health Authority
1	Active	2023-12-31	FHA - Simon Fraser Service Area
2	Active	2022-12-31	FHA - Simon Fraser Service Area
1	Active	2023-12-31	VCH - Vancouver/Richmond Service Area
Edit Delete Print Instructor Certificate Print Instructor Label Add to Queue			

5.2 Search Instructor by Teaching Level and Other Criteria

To search instructor by teaching level:

- Select a level from the ‘Level’ menu, and click on the **Search** button:

Search

Category:

Last Name: First Name: Middle: Gender: Birthdate:

Email: People ID: City: Country: Health Authority:

Level: Expiry Range Start: Expiry Range End: Status: Teachable Language:

Level 1
Level 2
Marketsafe

2. The search results include all instructors in the database with a Foodsafe Level 1 teaching certification, including active and inactive certifications:

Your search returned 671 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City	Country
ABBAS	ALICIA	BARRY	1970-12-07	Undetermined	xchbp81@jfolny.com	BC	PRINCE GEORGE	CANADA
ABRADAOR	BETSY	ALICE	2019-09-01	Female	babra@xldl.ca	BC	VICTORIA	CANADA
ACEVEDO	DONNIE	RODOLFO	1957-12-14	Male	siscw.ezda@jysux.ceigiq.com	BC	NORTH VANCOUVER	CANADA
ALLEN	ERIK	OSCAR	1957-09-16	Male	allenx7x.r@mail.com	BC	100 MILE HOUSE	CANADA
ALLENDE	ISABEL	P	1997-04-15	Female	isabelle@s47f.net	BC	COURTENAY	CANADA
ALLISON	LASHONDA	AMY	1961-10-03	Male	x7sh@duf.com	BC	RICHMOND	CANADA
ALTO	ADRIANA	RACHEL	1996-08-31	Female	rschk@gitfie.com	BC	KAMLOOPS	CANADA
ALVARADO	HERMAN	NICHOLAS	1985-01-02	Undetermined		BC	PENTICTON	
ALVAREZ	YESENIA		1963-09-07	X		BC	SMITHERS	CANADA
ANDREWS	ANNIE	GWENDOLYN	1962-10-05	Male		BC	LANGLEY	

1 to 10 out of 671 results. [next >](#) | [end >>](#)

3. To refine the search, select additional criteria. For example, select a health authority service area and the 'active' status, and click on **Search**:

Category:

Last Name: First Name: Middle: Gender: Birthdate:

Email: People ID: City: Country: Health Authority:

Level: Expiry Range Start: Expiry Range End: Status: Teachable Language:

4. The search results now include a list of active instructors certified to teach in FHA – Simon Fraser:

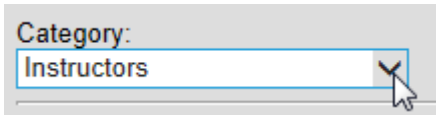
Your search returned 2 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City	Country
BARNETT	DARIN	CHARLES	1994-09-14	Male	rxjkme0@qmensegr.uaywqp.org	BC	MAPLE RIDGE	
PARTON	DOLLY	MAY	2013-11-07	Female	dolly.parton12@gmail.ca	BC	COQUITLAM	CANADA

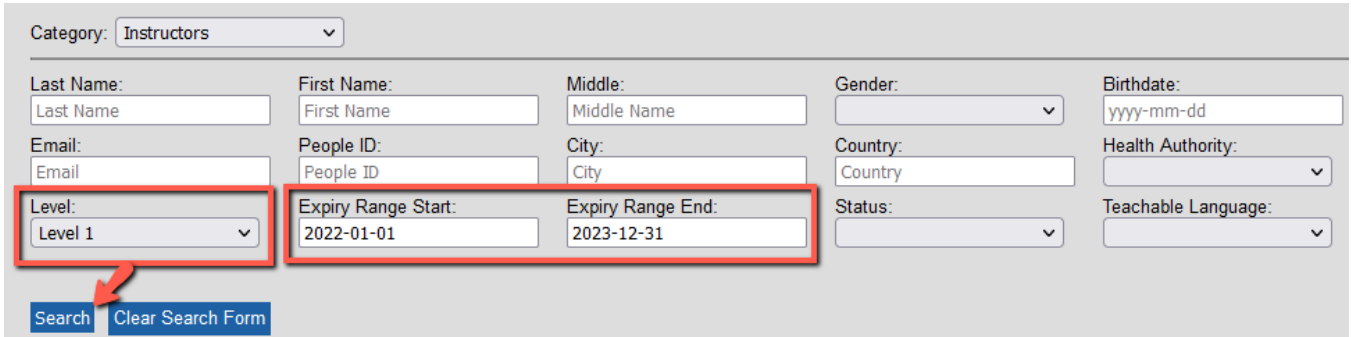
5.3 Search Instructors by Teaching Level Expiry Dates

To search for instructors by teaching level and expiry date:

1. Select the 'Instructors' option from the search category menu:



2. Select instructor level: Foodsafe 'Level 1', Foodsafe 'Level 2' or 'MarketSafe' and enter an expiry start date and end date in the expiry range fields. Click on **Search**:

A screenshot of the search form. The 'Category' dropdown is set to 'Instructors'. The 'Level' dropdown is set to 'Level 1'. The 'Expiry Range Start' field contains '2022-01-01' and the 'Expiry Range End' field contains '2023-12-31'. A red box highlights the 'Level' dropdown and the two expiry range fields. A red arrow points to the 'Search' button.

3. The results include all instructors whose Level 1 teaching certifications will be expiring within the date range entered:

Your search returned 11 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City	Country
ABRADAOR	BETSY	ALICE	2019-09-01	Female	babra@xldl.ca	BC	VICTORIA	CANADA
ALLENDE	ISABEL	P	1997-04-15	Female	isabelle@s47f.net	BC	COURTENAY	CANADA
ARIAS	BYRON	BETH	1956-06-29	Female	xlds-ds2@gmail.com	BC	COQUITLAM	
BARNETT	DARIN	CHARLES	1994-09-14	Male	xrxjkme0@qmnseugr.uaywqp.org	BC	MAPLE RIDGE	
KING	ALICE	W.	1990-10-31	Female	alice.king2xd@gmail.ca	BC	VICTORIA	
MOORE	PETE	E.	1990-12-12	Female	pete.moore@gmail.ca	BC	VICTORIAVILLE	CANADA
PARTON	DOLLY	MAY	2013-11-07	Female	dolly.parton12@gmail.ca	BC	COQUITLAM	CANADA
PASCAL	KEVIN	S	1990-07-08	Male		BC	SAANICH	CANADA
SIHOTA	KRIS	C.	1998-01-31	Female	krissihotaxyz@gmail.ca	BC	ABBOTSFORD	CANADA
STANFIELD	MARCUS	H.	1999-01-10	Female		BC	PENTICTON	

1 to 10 out of 11 results. [next >](#) | [end >>](#)

TIP: If the instructor has certifications for more than one level expiring during the selected date range, the instructor will be listed once in the search results. Open the record to review all teaching levels.

4. To refine the search by another parameter, such as health authority, select a value from the 'Health Authority' menu, and hit the **Search** button:


Category:

Last Name: First Name: Middle: Gender: Birthdate:

PHN: Email: People ID: City: Health Authority:

Level: Expiry Range Start: Expiry Range End: Status: Teachable Language:

5. The results include all instructors certified to teach **Foodsafe Level 1**, whose teaching certification will expire within the selected date range:

Your search returned 18 results. 

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City
ANDREWS	ANNIE	GWENDOLYN	1962-10-05	Male		BC	LANGLEY
ARIAS	BARRY	JULIAN	1996-01-28	Female	zhit.ekquiliz@ywqsgk.com	BC	KAMLOOPS
ARIAS	BYRON	BETH	1956-06-29	Female	bsjqmdp.agbvdg@wt-zsn.com	BC	COQUITLAM
ASHLEY	TONIA		1997-09-12	Female	njru.ljlm@qkcohf.com	BC	LANGLEY
BARNETT	DARIN	CHARLES	1994-09-14	Male	rxjkme0@qmnseugr.uaywqp.org	BC	LANGLEY
BATES	JAIME		1969-06-09	Female	zmju.pagdsuhuep@bjinicyfj.ahbefb.com	BC	MAPLE RIDGE
BENTLEY	DEANNA	BRIAN	1996-04-26	Male	kvarthj.ylzhimiegt@zsgcn.fsqjrf.net	BC	PORT MOODY
FLEMING	MARCO	RENE	1956-06-16	Undetermined	sbix.ptiaephxax@fsczbhx.ldhuvn.net	BC	TOLEDO
FLOYD	BOBBIE	CHASITY	1953-05-29	Female		BC	COQUITLAM
FORBES	MARLON		1972-08-23	Male	xhfvb@cdtuly.ulfwno.org	BC	COQUITLAM

1 to 10 out of 18 results. [next >](#) | [end >>](#)

6. To refine the search by Health Authority Service Area, select the Service Area from the **Health Authority** menu:


Category:

Last Name: First Name: Middle: Gender: Birthdate:

Email: People ID: City: Country: **Health Authority:**

Level: Expiry Range Start: Expiry Range End: Status: Teachable Language:

7. The results include all instructors certified to teach **Foodsafe Level 1** in the **FHA Simon Fraser Service Area**, whose teaching certification will expire within the selected date range:

Your search returned 4 results. 

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City	Country
ARIAS	BYRON	BETH	1956-06-29	Female	xlds-ds2@gmail.com	BC	COQUITLAM	
BARNETT	DARIN	CHARLES	1994-09-14	Male	rxjkme0@qmnseugr.uaywqp.org	BC	MAPLE RIDGE	
PARTON	DOLLY	MAY	2013-11-07	Female	dolly.parton12@gmail.ca	BC	COQUITLAM	CANADA
SIHOTA	KRIS	C.	1998-01-31	Female	krissihotaxyz@gmail.ca	BC	ABBOTSFORD	CANADA

- To refine the search by Teachable Language, select the language from the **Teachable Language** menu:

Category: Instructors

Last Name: Last Name First Name: First Name Middle: Middle Name Gender: Gender Birthdate: yyyy-mm-dd

PHN: PHN Email: Email People ID: People ID City: City Health Authority: FHA - Simon Fraser Serv

Level: Level 1 Expiry Range Start: 2018-05-01 Expiry Range End: 2018-08-31 Status: Status Teachable Language: Punjabi

Search Clear Search Form

- The results include all instructors certified to teach **Foodsafe Level 1** in the **FHA Simon Fraser Service Area** in the **Punjabi** language, whose certification will expire within the selected date range:

Your search returned 4 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City	Country
ARIAS	BYRON	BETH	1956-06-29	Female	xlds-ds2@gmail.com	BC	COQUITLAM	
BARNETT	DARIN	CHARLES	1994-09-14	Male	rxjkm0@qmneugr.uaywqp.org	BC	MAPLE RIDGE	
PARTON	DOLLY	MAY	2013-11-07	Female	dolly.parton12@gmail.ca	BC	COQUITLAM	CANADA
SIHOTA	KRIS	C.	1998-01-31	Female	krissihotaxyz@gmail.ca	BC	ABBOTSFORD	CANADA

TIPS

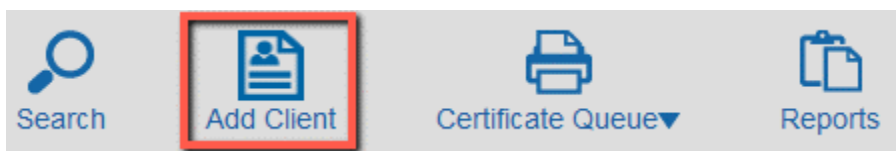
- Searches can be performed using one or more search criteria.
- To refine a search (search the search results) don't clear the search results but instead, add criteria to the search form and click on the Search.
- To clear the search, use the Clear Search button or, or select a different search category or function.

6 ADD CLIENT (STUDENT)

6.1 Add Client (Student)

To add a new client record:

- Click on the **Add Client** button:



- A blank **Student Details** form opens:

Student Details:

Last Name:

First Name:

Middle Name:

Birth Date:

Gender:

Address 1:

Address 2:

City:

Province:

Postal Code:

Country:

Area Code - Phone: -

Email:

Comments:

3. Required fields are marked in red:

Student Details:

Please fill in or correct required fields below highlighted in red.

Last Name:

First Name:

Middle Name:

Birth Date:

Gender:

Address 1:

Address 2:

City:

Province:

Postal Code:

Country:

Area Code - Phone: -

Email:

Comments:

4. Enter the last name, first name, and middle name data in the appropriate fields.
Use the **Tab** key to move from one field to the next:

Student Details:

Last Name:	<input type="text" value="ARCHAMBAULT"/>
First Name:	<input type="text" value="SEBASTIAN"/>
Middle Name:	<input type="text" value="BENJAMIN"/>

TIPS

1. The 'Last Name' field has a limit of 35 characters.
2. The 'First Name' field has a limit of 19 characters.
3. The 'Middle Name' field has a limit of 15 characters.
4. Data entered as lower case or Mixed Case is saved as UPPER CASE.

5. In the **birthdate** field, enter the date in the following format, including hyphens: YYYY-MM-DD.
Use the **Tab** key to move to the next field.

Birth Date:	<input type="text" value="1992-02-28"/>
-------------	---

6. In the **gender** field, select one of the four options in the drop-down menu: 'Male', 'Female', 'X' or 'Undetermined'.
Alternatively, type in 'M', 'F', 'X' or 'U' and then use the **Tab** key to go to the next field.

TIP: If a student's form is supplied without a gender selection, please enter 'Undetermined'.

Update January 2020

British Columbians who do not identify as male or female have the choice to display an 'X' as a third option in the gender field of the Foodsafe exam registration forms. Accordingly, a new gender value of 'X' has been added to the Registry. If a form is submitted without a gender selection, please enter 'Undetermined'.

5. Enter the **address** according to Canada Post guidelines.
The Canada Post guidelines are found on the [Canada Post](https://www.canadapost.ca) website:

Address 1:	<input type="text" value="214-3000 MAIN ST."/>
Address 2:	<input type="text" value="PO BOX 4001 STN A"/>
City:	<input type="text" value="VICTORIA"/>

TIP: Please take care entering this address as it is used for mailing certificates to clients.

See also Section 7.1 Canada Post Guidelines

6. In the **province** field enter two characters for the province or state, for example: BC, AB, WA.

Province:	<input type="text" value="BC"/>
-----------	---------------------------------

7. In the **postal code** field enter the postal code with **no space** or enter the 5-digit zip code.
For example: V2V3A3, 98281

Postal Code:	<input type="text" value="V8R2H9"/>
--------------	-------------------------------------

8. In the **country** field enter the country name (optional):

Country:	<input type="text" value="CANADA"/>
----------	-------------------------------------


9. In the **area code** field enter a three-digit code, hit the **Tab** key, and in the **phone** field, enter the seven-digit phone number with **no hyphen**:

Area Code - Phone:	<input type="text" value="250"/> - <input type="text" value="3334444"/>
--------------------	---

10. In the **email** field, enter the student's email address including the domain.
For example, name@domain.com: jsmith@gmail.com; john.doe@email.ca; janedoe@telus.net

Email:	<input type="text" value="sherlock.holmes@hotmail.com"/>
--------	--

11. In the **comments** field, enter any comments and save the client record using **Submit**:

Comments:	<input type="text" value="Temporary address"/>
	
<input type="button" value="Submit"/>	<input type="button" value="Clear Form"/>

TIP: The comments field is meant for information only. At any time, an individual can verify the accuracy of their personal information held in the Foodsafe Registry by contacting their Health Authority.

6.2 Maximum Characters for Student Names

To ensure that most names will print successfully onto certificates, wallet cards, and labels, the following character limits are implemented in the FOODSAFE Registry and in the Open School registration system:

1. First Name (given name) – maximum of 19 characters.
2. Middle Name – maximum of 15 characters.
3. Last Name (surname) – maximum of 35 characters.

For details on how long names are handled on certificates and wallet cards, see Section 14.5 Long Names in Certificates and Wallet Cards.

6.3 Add Single Names

If an individual's official documentation (Passport, Care Card, Driver's Licence) lists only one name, please enter the name in the 'First Name' field. In the 'Last Name' field, please enter two periods. For example:

Registry entry for an individual with one name

Last Name:	..
First Name:	MADONNA

6.4 Add Accents in Names

For clients who have names containing accents, please use UTF-8 code numbers to enter the accented characters in the 'Student Details' form, including the first digit '0'.

COMMON ACCENTED CHARACTER CODES		
Character	Entry	Character Name
À	Alt + 0192	Latin capital letter A with grave
Â	Alt + 0194	Latin capital letter A with circumflex
Ç	Alt + 0199	Latin capital letter C with cedilla
È	Alt + 0200	Latin capital letter E with grave
É	Alt + 0201	Latin capital letter E with acute
Ê	Alt + 0202	Latin capital letter E with circumflex
Ë	Alt + 0203	Latin capital letter E with umlaut
Ñ	Alt + 0209	Latin capital letter N with tilde
Ô	Alt + 0212	Latin capital letter O with circumflex
Ö	Alt + 0214	Latin capital letter O with umlaut

To enter a character with an accent:

1. On your keyboard Number Pad, turn the Num Lock **ON**.
2. Hold down the **Alt** key.
3. Position your cursor in the name field and enter the code number using the Number Pad.
Please include the '0' as the first digit in the code, for example: 0201
4. Release the **Alt** key.
5. The accented character is inserted:

First Name:

TIPS

1. In the 'Student Details' form you can enter the accented character codes for upper- or lower-case letters; the Registry saves both as upper case.
2. Include a zero '0' as the first digit in the code, for example: 0201
3. The certificates and wallet cards display names in upper case, for example: NOËL, HÉLÈNE
4. A list of UTF-8 codes can be found at https://www.w3schools.com/charsets/ref_utf_latin1_supplement.asp

6.5 Validation errors in the Student Details Form

6.5.1 Missing data in required Student Details fields

If the Student Details form is submitted when required fields are blank, a red validation error message displays at the top of the form, and red borders display on fields which require data. The record cannot be submitted until the required data is entered.

Student Details:
Please fill in or correct required fields below highlighted in red.

Last Name:

First Name:

Middle Name:

Birth Date:

Gender:

Address 1:

Address 2:

City:

Province: This field is required


Postal Code:

Country:

To resolve the validation errors:

1. Enter the required data and click on **Submit**:

City:	<input type="text" value="SURREY"/>
Province:	<input type="text" value="BC"/>
Postal Code:	<input type="text" value="V2V2A2"/>
Country:	<input type="text" value="CANDA"/>
Area Code - Phone:	<input type="text" value="604"/> - <input type="text" value="5551234"/>
Email:	<input type="text" value="jan.johnson@gmail.com"/>
Comments:	<input type="text" value="Comments"/>



2. The data is successfully submitted and saved:

Student Details: 'JAN JOHNSON'

Last Name:	<input type="text" value="JOHNSON"/>
First Name:	<input type="text" value="JAN"/>
Middle Name:	<input type="text" value="C."/>
People ID:	<input type="text" value="927233"/>
Birth Date:	<input type="text" value="1992-02-28"/>
Gender:	<input type="text" value="X"/>
Address 1:	<input type="text" value="123 NOWHERE ST"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="SURREY"/>
Province:	<input type="text" value="BC"/>
Postal Code:	<input type="text" value="V2V2A2"/>
Country:	<input type="text" value="CANDA"/>
Area Code - Phone:	<input type="text" value="604"/> - <input type="text" value="5551234"/>
Email:	<input type="text" value="jan.johnson@gmail.com"/>
Comments:	<input type="text"/>

TIPS

The required 'Student Details' fields are indicated below with a red border. The other fields are optional.

For the Process Safe and Introduction to Food Microbiology certifications, an email address is required to send the student their digital certificate via email.

Student Details:
Please fill in or correct required fields below highlighted in red.

Last Name:

First Name:

Middle Name:

Birth Date:

Gender:

Address 1:

Address 2:

City:

Province:

Postal Code:

Country:

Area Code - Phone: -

Email:

Comments:

6.5.2 Incorrect data format

If the data format is incorrect, upon 'submit' a red validation error message displays at the top of the form, and red borders display on the fields containing data entered in an incorrect format:

Student Details: 'JAN JOHNSON'
Please fill in or correct required fields below highlighted in red.

Last Name:

First Name:

Middle Name:

People ID:

Birth Date:

Gender:

Address 1:

Address 2:

City:

Province:

Postal Code:

Country:


Area Code - Phone: -

Email:

Comments:

To resolve a validation error.

1. Hover the cursor over the field to view the error message with further details:

Email: 

Comments:

Must be a valid email address (name@domain.com)

2. Enter the data in the proper format and **Submit**:

Student Details: 'JAN JOHNSON'
Please fill in or correct required fields below highlighted in red.

Last Name:

First Name:

Middle Name:

People ID:

Birth Date:

Gender:

Address 1:

Address 2:

City:

Province:


Postal Code:

Country:

Area Code - Phone: -

Email:

Comments:



3. The corrected data is validated, successfully submitted, and saved.

Student Details: 'JAN JOHNSON'

Last Name:	JOHNSON
First Name:	JAN
Middle Name:	C.
People ID:	927233
Birth Date:	1992-02-28
Gender:	X
Address 1:	123 NOWHERE ST
Address 2:	
City:	SURREY
Province:	BC
Postal Code:	V2V2X5
Country:	CANADA
Area Code - Phone:	604 - 5551234
Email:	jan.johnson@gmail.com
Comments:	

TIPS

1. Data entered as lower case in required fields is saved as UPPER CASE.
2. In fields containing drop down menus, you can use the mouse to select an option, or type in the first letter of the value, then use Tab to go to the next field.
3. Student Details cannot be submitted to the Registry unless data is entered in all the required fields.
4. Student Details cannot be submitted to the Registry unless data is entered in the correct format.
5. To view a tool tip with the expected data format, hover your cursor over the field.
6. To view a tool tip for correcting a validation error, hover your cursor over the field displaying the red border.
7. The 'Province' field accepts 2 characters for a Canadian province or US state abbreviation.
For addresses supplied without a province or state, enter the two digits '00'.
8. The 'Postal Code' field accepts a 6-character code (no space) or a 5-digit zip code.
For example: V2V3A3, 98281
For addresses supplied without a postal code in the required format, enter '00000'.
9. The 'Telephone' field allows seven digits, no hyphen. For example: 5551234
10. The 'Email' field address must include the domain information.
For example, name@domain.com: jsmith@gmail.com; john.doe@email.ca; janedoe@telus.net

6.6 Edit Student's Details

Note from BCCDC: Regardless of whether the student is within your Health Authority, if you have new **personal information** for a student, please update the personal details. For example: name, address, telephone, email.

1. To open a student record from the search results page, click on the student row:

Your search returned 3 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City	Country
ARCHAMBAULT	SEBASTIAN	BENJAMIN	1992-02-28	Male	seb.archambaultxyx@gmail.com	BC	NEW WESTMINISTER	CANADA
ARCHER	LAKISHA	STEVEN	1990-06-03	Female		BC	COQUITLAM	
ARCHER	SCOT	CLIFTON	1967-03-10	Female		BC	PRINCE RUPERT	

2. The 'Student Details' page opens. Click on the **Edit Student** button:

Student Details: 'SEBASTIAN ARCHAMBAULT'

Last Name: ARCHAMBAULT

First Name: SEBASTIAN

Middle Name: BENJAMIN

People ID: 927206

Birth Date: 1992-02-28

Gender: Male

Address 1: 214-3000 MAIN ST.

Address 2: PO BOX 4001 STN A

City: NEW WESTMINISTER

Province: BC

Postal Code: V8V2A2

Country: CANADA

Area Code - Phone: 250 - 3334444

Email: seb.archambaultxyx@gmail.com

Comments: Temporary address

Edit Student

3. Enter the new data in the editable fields and click on **Save Student Changes**:

Last Name:
 First Name:
 Middle Name:
 People ID:
 Birth Date:
 Gender: ▼
 Address 1:
 Address 2:
 City:
 Province:
 Postal Code:
 Country:
 Area Code - Phone: -
 Email:
 Comments: ▲ ▼

7 ADDRESS CHANGES

7.1 Canada Post Guidelines

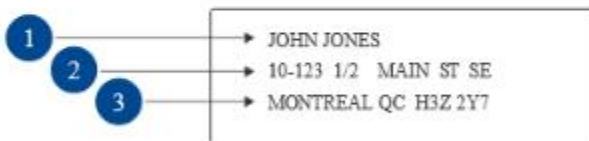
When checking or updating a person's address, please refer to the [Canada Post guidelines](#). A correctly formatted address will ensure that the person receives their certificate and wallet card in the mail without delay.

See Canada Post examples below.

1. Civic address

Civic address

Civic addresses should contain:



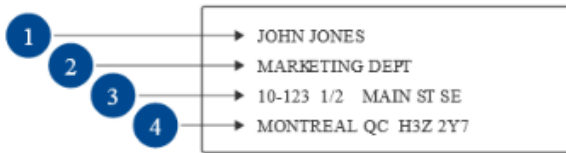
1. The addressee (first line)
2. Civic address (second line)
3. Municipality name, province or territory, and postal code (third line)

2. Civic address with additional delivery information

Civic address with additional delivery information

If you wish to include additional delivery information, it should appear between the first line (the addressee) and the third line (the civic address).

Civic addresses with additional delivery information should contain:



1. The addressee (first line)
2. Additional delivery information (second line)
3. Civic address (third line)
4. Municipality name, province or territory, and postal code (fourth line)

3. Civic address in a rural area

Civic address in a rural area

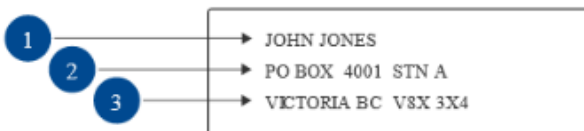
Civic addresses are also commonly used in rural areas (with rural postal codes).



4. Postal Box address

Postal Box address

Postal Box addresses should contain:



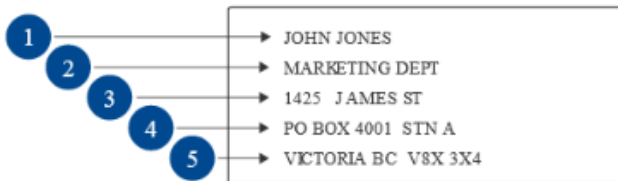
1. The addressee (first line)
2. Postal Box number and station information (second line)
3. Municipality name, province or territory, and postal code (third line)

5. Postal Box address with civic address and additional delivery information

Postal Box address with civic address and additional delivery information

If you wish to include additional delivery information, it should appear under the first line. If you wish to include the civic address, it should appear above the Postal Box number and station information.

Postal Box addresses with civic address and additional delivery information should contain:

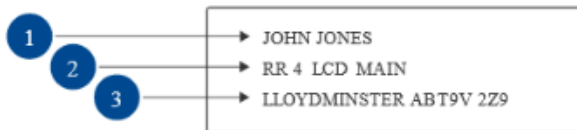


1. The addressee (first line)
2. Additional delivery information (second line)
3. Civic address (third line)
4. Postal Box number and station information (fourth line)
5. Municipality name, province or territory, and postal code (fifth line)

6. Rural Route address

Rural Route address

Rural Route addresses should contain:



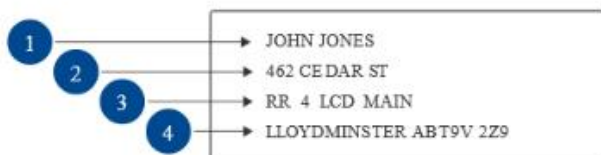
1. The addressee (first line)
2. Rural Route identifier and station information (second line)
3. Municipality name, province or territory, and postal code (third line)

7. Rural Route address with civic address

Rural Route address with civic address

If you wish to include additional delivery information, it should appear under the addressee. If there's a civic address for the rural area, it should appear above the Rural Route identifier and station information.

Rural Route addresses with civic address should contain:



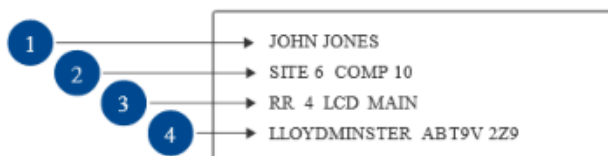
1. The addressee (first line)
2. Civic address (second line)
3. Rural Route identifier and station information (third line)
4. Municipality name, province or territory, and postal code (fourth line)

8. Rural route address with additional address information

Rural Route address with additional address information

Rural addresses that don't contain a civic address may need additional address information. The additional address information should appear above the Rural Route identifier and station information.

Rural Route addresses with additional address information should contain:

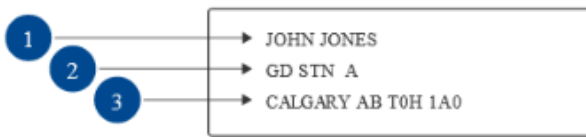


1. The addressee (first line)
2. Additional address information (second line)
3. Rural Route identifier and station information (third line)
4. Municipality name, province or territory, and postal code (fourth line)

9. General Delivery Address

General Delivery address

General Delivery addresses should contain:



1. The addressee (first line)
2. General Delivery Identifier and station information (second line)
3. Municipality name, province or territory, and postal code (third line)

7.2 Address Format Safeguards

7.2.1 Open School System

When a student completes a food safety course with Open School BC, Open School's system submits the student's contact information and exam data to the Foodsafe Registry in a system-to-system transfer of data.

The Open School system has the following safeguards in place to minimize student data entry errors.

1. Open School checks for the # symbol, commas, and periods to prevent submission of these symbols to the Registry.
2. Open School has a separate field for unit/suite/apartment numbers. When the address is submitted to the Registry a hyphen is added between unit number and street address for insertion into the Registry's 'Address 1' field.
Example: 100-6000 Main St
3. Character limits in Open School's address fields match character limits in the Registry address fields, to prevent truncating of data.

7.2.2 Address Format Safeguards in the Registry

For student address data that is manually entered or edited by Registry users, the following Registry safeguards are in place to minimize address formatting errors:

1. The 'Address 1' field has a character limit of 25 characters.
2. The 'Address 2' field has a character limit of 25 characters.
3. The province field accepts two characters. Example: BC, WA.
4. The postal code field accepts postal codes or zip code in the following format.
Postal Code: Six characters with no space. Example: V8V2X2
Zip Code: Five digits. Example: 98281.
5. The Country field accepts up to 40 characters.
6. A validation error occurs when the user attempts to save incorrectly formed data.
7. When the cursor hovers in a data field, tool tips instruct the user on the required format.

8 ADD NEW EXAM

8.1 Add FoodSafe or MarketSafe Exam

Once the student details form has been submitted, the 'Add New Exam' panel displays in the student record:



The screenshot shows a student record interface. At the top, there is an 'Email' field with the value 'sherlock.holmes@hotmail.com' and a 'Comments' field with the text 'Test student'. Below these fields is an 'Edit Student' button. A large blue panel with a red border is highlighted, containing the text 'Add New Exam' on the left and a button with a plus sign and the text 'Add New Exam' on the right.

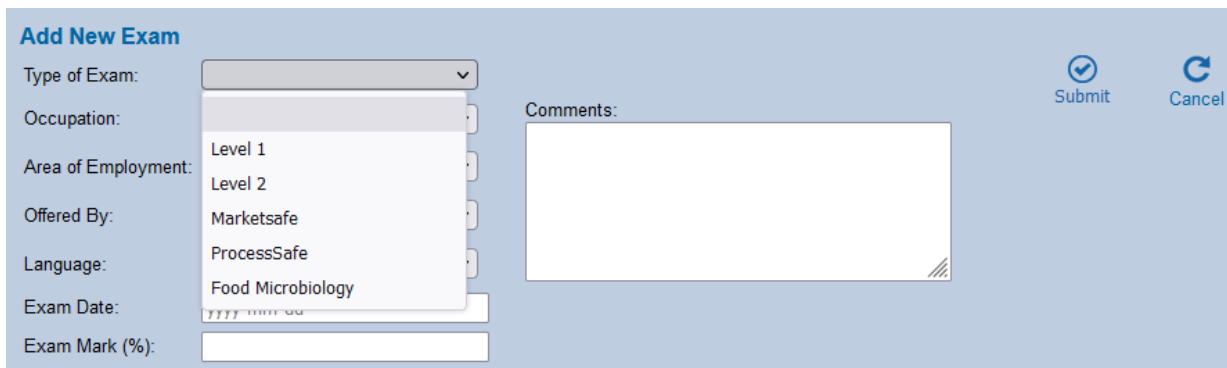
To add a new exam:

1. Click on **Add New Exam**:



A close-up of the 'Add New Exam' button, which is a blue rectangle with the text 'Add New Exam' on the left and a button with a plus sign and the text 'Add New Exam' on the right.

2. In the 'Add New Exam' form, make selections from each of the drop-down menus: 'Type of Exam', 'Occupation', 'Area of Employment', 'Offered By', and 'Language':



The screenshot shows the 'Add New Exam' form. It has a title 'Add New Exam' at the top left. On the right side, there are 'Submit' and 'Cancel' buttons. The form contains several fields: 'Type of Exam' (a dropdown menu), 'Occupation' (a dropdown menu with options 'Level 1' and 'Level 2'), 'Area of Employment' (a dropdown menu with options 'Marketsafe' and 'ProcessSafe'), 'Language' (a dropdown menu with options 'Food Microbiology' and 'Food Microbiology'), 'Exam Date' (a date picker showing 'YYYY-MM-DD'), and 'Exam Mark (%)' (a text input field). There is also a 'Comments' field with a text area.

3. In the 'Exam Date' field, enter the exam date using the calendar, or manually enter the date in the following format, including hyphens: YYYY-MM-DD

Edit Student

January 2022

Add New Exam

Type of Exam:

Occupation:

Area of Employment:

Offered By:

Language:

Exam Date:

Exam Mark (%):

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4. In the 'Exam Mark' field, enter the exam mark as a whole number:

Exam Mark (%):

TIPS

1. Use numerical entries. Example: 75, 80, 100.
2. Enter whole numbers. Do not enter decimals.
3. Exam mark must be between 0 and 100.
4. Do not enter a % sign.
5. Marks required to achieve a passing grade:
 - a. FoodSafe Level 1: A mark of 70 percent or greater.
 - b. FoodSafe Level 2: A mark of 80 percent or greater.
 - c. Foodsafe Refresher: A mark of 80 percent or greater.
 - d. MarketSafe: A mark of 70 percent or greater.
 - e. ProcessSafe: A mark of 70 percent or greater.
 - f. Introduction to Food Microbiology: A mark of 70 percent or greater.

5. In the 'Exam Comments' field, enter any additional information about the exam:

Exam Comments:

Additional information about the exam

6. When you have finished entering the data, click on **Submit**:

Add New Exam

Type of Exam:

Occupation:

Area of Employment:


Offered By:

Language:

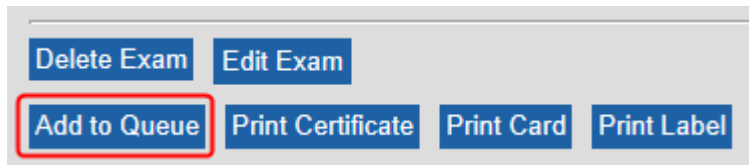
Exam Date:

Exam Mark (%):

Comments:



8.2 Add to Queue



Upon submission of a Level 1 or Level 2 exam with a passing grade, a certificate is automatically added to 'My Student Queue'.

Upon submission of a MarketSafe exam with a passing grade, a certificate is automatically added to 'My MarketSafe Student Queue'.

The expected use of the **Add to Queue** button is for cases where a reprint is required for a student within your Health Authority, and you wish to add the certificate to your queue for batch printing.

TIP: The Add to Queue button is also used to move a certificate from another user's queue to your queue. See Section 15.2 Move a Certificate from the All HA-SA queue to My Student Queue.

8.3 Record a Level 1 Equivalent

The BC Center for Disease Control determines the courses equivalent to a FOODSAFE course. Some students have a food safety certification deemed to be equivalent to BC FOODSAFE Level 1, as verified by FOODSAFE authorities. The Level 1 equivalent enables the student to register for the FOODSAFE Level 2 course and receive a Level 2 certificate. The Level 1 equivalency information is associated with the Level 2 exam.

To record a Level 1 Equivalent:

1. In the 'Add New Exam' form, in the 'Type of Exam' field, select 'Level 2' from the drop-down menu:

Add New Exam

Type of Exam:

Occupation:

Area of Employment:

Offered By:

Language:

Exam Date:

Exam Mark (%):

Comments:

2. When Level 2 is selected the 'L1 Equivalent' field is displayed:

Add New Exam

Type of Exam:

L1 Equiv:

Occupation:

Area of Employment:

Offered By:

Language:

Exam Date:

Exam Mark (%):

Comments:

3. If the student has a verified FOODSAFE Level 1 equivalent, select 'Yes' from the menu:

Add New Exam

Type of Exam:

L1 Equiv:

Occupation:

Area of Employment:

Offered By:

4. Enter the values for the remaining fields, and **Submit**:

Add New Exam

Type of Exam:

L1 Equiv:

Occupation:

Area of Employment:

Offered By:

Language:

Exam Date:

Exam Mark (%):

Comments:

- Under Exam History, a checkmark appears in the L1 Equivalent column.
Under Exam Details, the L1 Equivalent field is marked 'Yes':

Exam History

Exam	Status	Expires	Health Authority	L1 Equiv
Level 2	Pass		VIHA - Capital Service Area	✓

Exam Details

Health Authority: VIHA - Capital Service Area

Occupation: Foodservice Worker

Area of Employment: Voluntary Sector

Type of Exam: Level 2

L1 Equiv: Yes

- If the student has the Level 1 Equivalent plus a passing grade on the Level 2 exam, upon submit, a Level 2 certificate is automatically added to My Student Queue upon submit.

TIPS

- When adding Level 2 exams for students with a valid Level 1, in the L1 Equivalent field enter 'No' (or leave it blank). Both values are treated as 'No' when searches are performed on Level 1 equivalent = No.
- When a successful Level 2 exam with a Level 1 equivalent is manually submitted to the Registry, the Level 2 certificate is automatically added to My Student Queue for users with a clerical role.
- If the exam record is edited whereby the Level 1 Equivalent value is changed from 'Yes' to 'No', the Level 2 certificate is automatically removed from the certificate queue.
- The BC Center for Disease Control determines the courses equivalent to a FOODSAFE course.

For more information please visit BCCDC's website at:

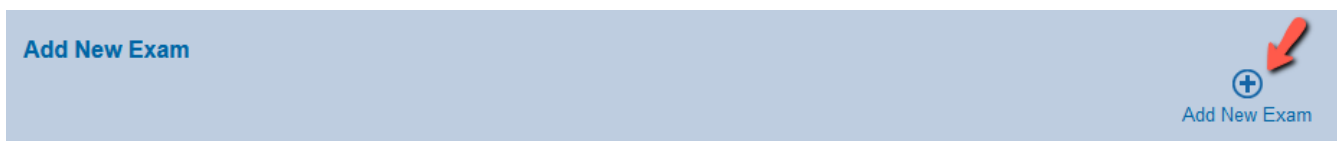
<http://www.bccdc.ca/our-services/programs/food-protection-services>

8.4 Add a ProcessSafe Exam or Introduction to Food Microbiology Exam

The ProcessSafe and Introduction to Food Microbiology certifications are offered exclusively by Open School BC in an online format. Exam results are submitted to the Registry by Open School's system. If manual entry is required:

To add a new exam:

- Click on **Add New Exam**:



- In the Add New Exam form, select 'ProcessSafe' or 'Food Microbiology' from the Type of Exam menu.

Add New Exam

Type of Exam: **Food Microbiology** (dropdown menu open)

Occupation: (dropdown menu)

Area of Employment: (dropdown menu)

Offered By: (dropdown menu)

Language: (dropdown menu)

Exam Date: (calendar icon)

Exam Mark (%): (input field)

Comments: (text area)

Submit Cancel

3. Select options from each of the following drop-down menus:
Occupation, Area of Employment, Offered By, and Language.

Add New Exam

Type of Exam: Food Microbiology

Occupation: **Food Processor**

Area of Employment: **Foodservice Industry**

Offered By: **Other**

Language: **English**

Exam Date: yyyy-mm-dd

Exam Mark (%):

Comments:

Submit Cancel

Language field

The ProcessSafe and Introduction to Food Microbiology courses are only offered in English at this time.

4. In the Exam Date field, enter the exam date using the calendar, or manually enter the date in the following format, including hyphens: YYYY-MM-DD

Edit Student

Add New Exam

Type of Exam:

Occupation:

Area of Employment:

Offered By:

Language:

Exam Date: **2022-07-20**

Exam Mark (%):

Calendar: July 2022

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5. In the Exam Mark field, enter the exam mark as a whole number:

Exam Mark (%):

TIPS

Exam Mark field

1. Use numerical entries. Example: 75, 80, 100.
2. Enter whole numbers. Do not enter decimals.
3. Exam mark must be between 0 and 100.
4. Do not enter a % sign.
5. Marks required to achieve a passing grade:
 - a. FoodSafe Level 1: 70 percent or greater
 - b. FoodSafe Level 2: 80 percent or greater
 - c. MarketSafe: 70 percent or greater
 - d. ProcessSafe: 70 percent or greater
 - e. Introduction to Food Microbiology: 70 percent or greater.

6. Upon entering a number equal to or greater than the passing mark of '70', a pop-up message instructs you to email the certificate to the student after the exam results are submitted, using the **Email Certificate** button. Click on **OK**:

The screenshot shows the 'Add New Exam' form with the following fields: Type of Exam (Food Microbiology), Occupation (Food Processor), Area of Employment (Foodservice Industry), Offered By (Other), Language (English), Exam Date (2022-07-20), and Exam Mark (%) (70). A pop-up message from test.foodsafe.qp.gov.bc.ca is displayed over the Exam Mark field, stating: 'After submitting this exam, please email the Introduction to Microbiology certificate to the student, using the Email Certificate button. See the User Manual for details.' An 'OK' button is visible in the pop-up. A red arrow points from the Exam Mark field to the pop-up.

7. In the Exam Comments field, enter any additional information about the exam:

The screenshot shows the 'Comments:' field with a text area containing the text 'Comments about the exam'. The text area is outlined in blue and has a small icon in the bottom right corner.

- When you have finished entering the data, click on **Submit**:

Add New Exam

Type of Exam: Food Microbiology

Occupation: Food Processor

Area of Employment: Foodservice Industry

Offered By: Other

Language: English

Exam Date: 2022-07-20

Exam Mark (%): 70

Comments:
Comments about the exam

Submit Cancel

- Continue to section 9 and follow the instructions for emailing the certificate.

9 EMAIL CERTIFICATE

9.1 Email a Certificate (ProcessSafe or Introduction to Food Microbiology)

To email the digital certificate to a ProcessSafe or Food Microbiology student:

- Select the certification under Exam History:

Exam	Status	Expires	Health Authority	L1 Equiv
ProcessSafe	Pass		FHA - Simon Fraser Service Area	
Food Microbiology	Pass		FHA - Simon Fraser Service Area	

- Under Exam Details, click on the **E-mail Certificate** button:

Exam Details

Health Authority: FHA - Simon Fraser Service Area

Occupation: Foodservice Worker

Area of Employment: Foodservice Industry

Type of Exam: ProcessSafe

Offered By: Other

Language: English

Exam Date: 2022-01-31

Exam Mark: 70

Pass / Fail: Pass

Last Printed By:

Last Printed Date:

Last Emailed By:

Last Emailed Date:

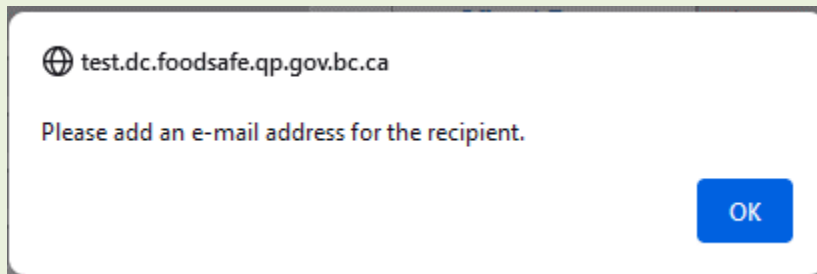
Comments:

Delete Exam Edit Exam

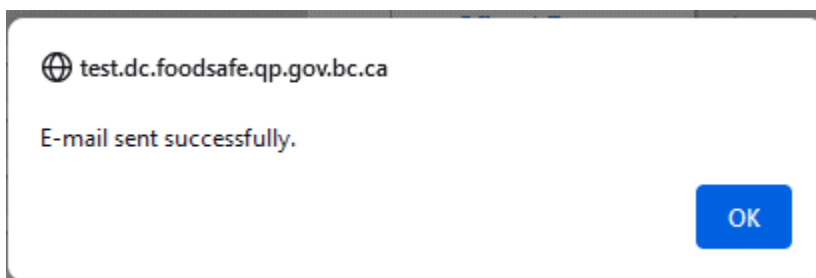
Print Certificate Print Label **E-mail Certificate**

TIP

If the student has no email address recorded in the student details form, you will receive a reminder message to add an e-mail address for the recipient:



- After clicking on the **Email Certificate** button, a pop-up message confirms that the email has been sent successfully:



- The Last Emailed By field is updated with the username of the person who emailed the certificate. The Last Emailed Date field is updated with the date that the certificate email was sent.

Exam Details

Health Authority: FHA - Simon Fraser Service Area

Occupation: Foodservice Worker

Area of Employment: Foodservice Industry

Type of Exam: ProcessSafe

Offered By: Other

Language: English

Exam Date: 2022-01-31

Exam Mark: 70

Pass / Fail: Pass

Last Printed By:

Last Printed Date:

Last Emailed By: OR

Last Emailed Date: 2022-07-20

TIP

In the event that a certificate email is bounced-back, the Registry system sends a bounce-back email to feedback@foodsafe.ca at the Foodsafe Secretariat. The Foodsafe Secretariat follows up with the student and BC Centre for Disease Control, as required, to ensure the student email address is valid, and that the certificate email is resent.

Given that Open School BC validates student emails when the students take an online course, it is expected that bounce-back emails to feedback@foodsafe.ca will be infrequent.

10 VIEW EXAMS / CERTIFICATIONS

10.1 View Exam History

Exam History displays a list of all the client’s FOODSAFE exams, in the following order:

1. FOODSAFE Level 1
2. FOODSAFE Level 2
3. FOODSAFE Level R (level 1 refresher)
4. MarketSafe
5. ProcessSafe
6. Introduction to Food Microbiology.

If multiples of a particular exam type are present, the oldest exam is at the top.

Exam History				
Exam	Status	Expires	Health Authority	L1 Equiv
Level 1	Pass	2018-07-29	VCH - Vancouver/Richmond Service Area	
Level 2	Pass		VIHA - Capital Service Area	✓
Level R	Pass	2023-08-15	Out of Province	
Marketsafe	Pass		VIHA - Capital Service Area	
ProcessSafe	Pass		IHA - Okanagan North Service Area	
Food Microbiology	Pass		IHA - South Okanagan Service Area	

Exam History data includes:

1. **Exam Type** – Level 1, Level 2, Level R, MarketSafe, ProcessSafe, and Introduction to Food Microbiology.
2. **Status** – pass, fail, or expired.
3. **Expiry Date**
 - a. The Level 1 certification expiry date is based on the exam date + five years.
 - b. The Level R certification expiry date is based on the exam date + five years.
 - c. The other certifications do not have an expiry date.
4. **Health Authority** – The student’s health authority service area at the time they wrote the exam.
5. **L1 Equivalent** – A check mark indicating that the student has a food handler training course equivalent to the BC Foodsafe Level 1 certification, which allowed them to take FOODSAFE Level 2.

10.2 View Exam Details

To view the details of an exam:

1. Under Exam History, click on the exam. The selected exam is highlight in yellow.

Exam History				
Exam	Status	Expires	Health Authority	L1 Equiv
Level 1	Pass	2018-07-29	VCH - Vancouver/Richmond Service Area	
Level 2	Pass		VIHA - Capital Service Area	
Level R	Pass	2023-08-15	Out of Province	
Marketsafe	Pass		VIHA - Capital Service Area	
ProcessSafe	Pass		IHA - Okanagan North Service Area	
Food Microbiology	Pass		IHA - South Okanagan Service Area	

2. Details of the exam are displayed in the Exam Details form:

Exam Details

Health Authority: VCH - Vancouver/Richmond Service Area

Type of Exam: Level 2

L1 Equiv: Yes

Occupation: Foodservice Worker

Area of Employment: Foodservice Industry

Offered By: Community College/Post-Secondary

Language: Other

Exam Date: 2020-08-01

Exam Mark: 90

Pass / Fail: Pass

Last Printed By: FSADMIN

Last Printed Date: 2020-08-13

Comments:

3. A pass or fail grade is generated automatically based on the mark entered:

Pass / Fail: Pass

4. The 'Last Printed By' field indicates the user who printed the certificate.
If the certificate has never been printed, the field is blank:

Last Printed By: FSADMIN

5. The Last Printed Date field indicates the date that the user printed the certificate (using the print queue, or the print certificate button).

Last Printed Date: 2022-07-28

TIPS

Passing Grades

A mark of 70 or greater is required to pass the Level 1 exam.

A mark of 80 or greater is required to pass the Level 2 exam.

A mark of 80 or greater is required to pass the Level 1 Refresher exam.

A mark of 70 or greater is required to pass the MarketSafe exam.

A mark of 70 or greater is required to pass the ProcessSafe exam

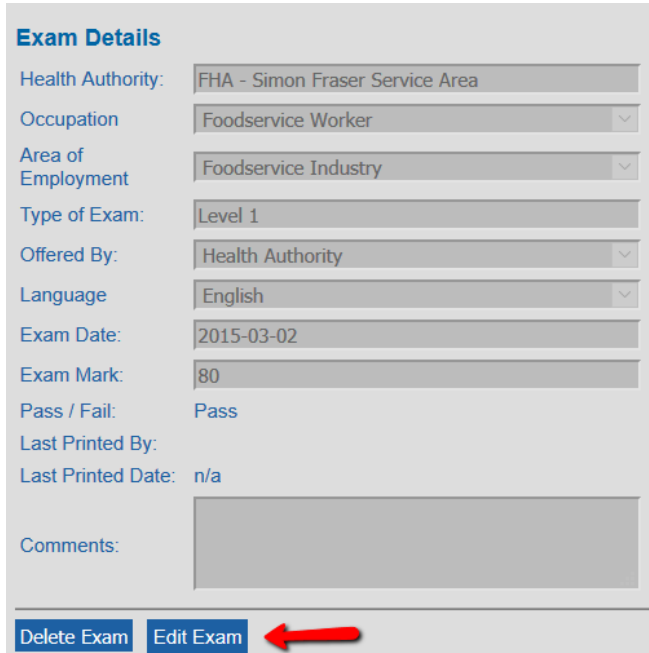
A mark of 70 or greater is required to pass the Introduction to Food Microbiology exam.

11 EDIT / DELETE EXAMS

11.1 Edit an Exam

To edit the student's Exam Details:

1. Click on the **Edit** button at the bottom of the Exam Details form:

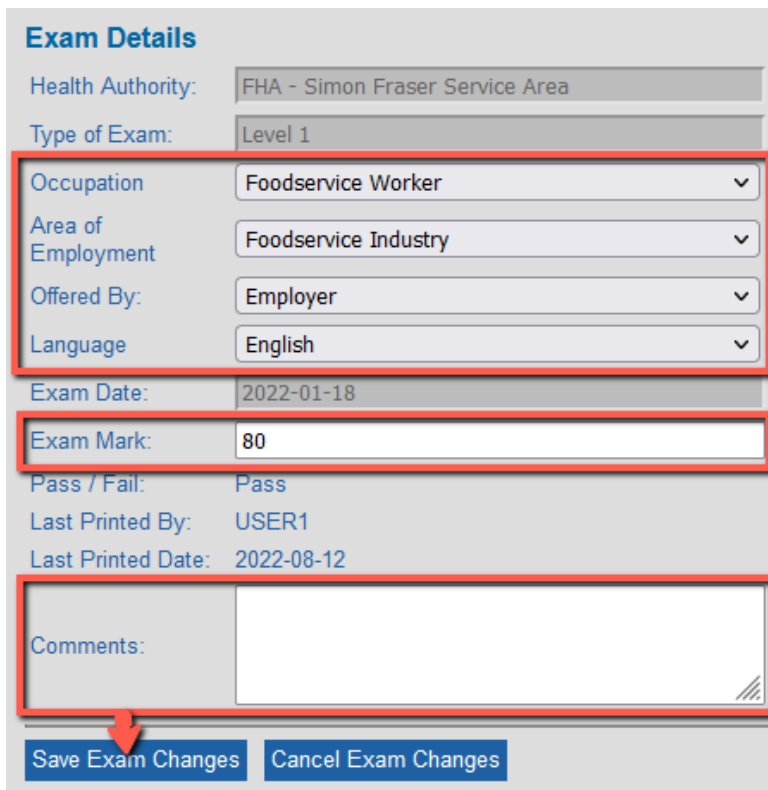


The screenshot shows the 'Exam Details' form with the following fields:

Health Authority:	FHA - Simon Fraser Service Area
Occupation	Foodservice Worker
Area of Employment	Foodservice Industry
Type of Exam:	Level 1
Offered By:	Health Authority
Language	English
Exam Date:	2015-03-02
Exam Mark:	80
Pass / Fail:	Pass
Last Printed By:	
Last Printed Date:	n/a
Comments:	

At the bottom, there are two buttons: 'Delete Exam' and 'Edit Exam'. A red arrow points to the 'Edit Exam' button.

2. Enter the changes in the editable fields, and **Save Exam Changes**:



The screenshot shows the 'Exam Details' form with the following fields:

Health Authority:	FHA - Simon Fraser Service Area
Type of Exam:	Level 1
Occupation	Foodservice Worker
Area of Employment	Foodservice Industry
Offered By:	Employer
Language	English
Exam Date:	2022-01-18
Exam Mark:	80
Pass / Fail:	Pass
Last Printed By:	USER1
Last Printed Date:	2022-08-12
Comments:	

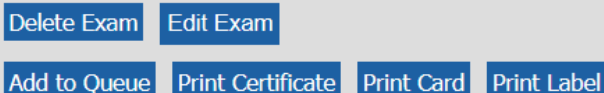
At the bottom, there are two buttons: 'Save Exam Changes' and 'Cancel Exam Changes'. A red arrow points to the 'Save Exam Changes' button.

TIPS

1. The following fields are restricted from editing: Health Authority, Type of Exam, and Exam Date
2. If the exam has been registered under your Health Authority service area, you will have access to the **Edit Exam** and **Delete Exam** functions (see View 1). If the exam is registered under a different Health Authority service area than the one you are logged in under, you will **not** have access to the **Edit Exam** or **Delete Exam** functions (see View 2).

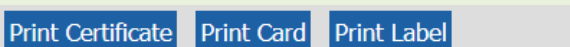
View 1: Edit / Delete Exam Accessible

The exam is registered under your Health Authority service area.



View 2: Edit / Delete Exam Restricted

The exam is registered under a different Health Authority service area.



11.2 Delete Student Exam

Note from BCCDC: Clerical role users can only alter or delete **exam records** that are within their own Health Authority and Service Area. If the record is outside your Health Authority / Service Area, please forward the information to the clerical user(s) who is designated to administer that Service Area, indicating which exam records need to be changed.

Note from BCCDC: Clerical role users can update the **personal** information for students in any Health Authority / Service Area. If you have new **personal information** for a student, please update their personal details. For example: name, address, telephone, email.

To delete a student exam, the student exam must be under the Health Authority **service area** you are logged in under. A user logged in under one Health Authority service area cannot delete a student exam for a student exam registered under another service area.

To delete an exam:

1. In the following example, the user is logged in under **VIHA – Capital Service Area**. The student Exam is registered under the same service area. The user may delete either or both exams.

Exam History				
Exam	Status	Expires	Health Authority	L1 Equiv
Level 1	Pass	2024-01-31	VIHA - Capital Service Area	
Level 2	Pass		VIHA - Capital Service Area	

2. To delete the Level 2 exam, click on the **Level 2** exam under Exam History, to display the exam details:

Exam History				
Exam	Status	Expires	Health Authority	L1 Equiv
Level 1	Pass	2024-01-31	VIHA - Capital Service Area	
Level 2	Pass		VIHA - Capital Service Area	

3. At the bottom of the Exam Details, click on the **Delete Exam** button:

The screenshot shows the 'Exam Details' form with the following fields:

- Health Authority: VIHA - Capital Service Area
- Type of Exam: Level 2
- L1 Equiv: No
- Occupation: Self Interest
- Area of Employment: Unemployed
- Offered By: Employer
- Language: English
- Exam Date: 2019-07-02
- Exam Mark: 90
- Pass / Fail: Pass
- Last Printed By:
- Last Printed Date:
- Comments:

At the bottom of the form, there are four buttons: **Delete Exam**, **Edit Exam**, **Print Certificate**, and **Print Card**, **Print Label**, and **Add to Queue**. A red arrow points to the **Delete Exam** button.

4. At the prompt, click **OK**:

The dialog box contains the following text:

test.dc.foodsafe.qp.gov.bc.ca

Delete the currently selected exam?

At the bottom right, there are two buttons: **OK** and **Cancel**. A red arrow points to the **OK** button.

5. The exam is deleted and removed from the Exam History:

Exam	Status	Expires	Health Authority
Level 1	Fail	2018-07-31	VIHA - Central Van. Island Service Area

TIPS

1. A student exam cannot be deleted from a client record when the client is certified as an instructor in the Registry.
2. To delete an exam from an instructor record, the instructor qualifications must be deleted first.

12 DELETE A STUDENT

12.1 Delete Student Record (Duplicate Records)

You can only request deletion of a student record for a student within your own Health Authority.

To request a deletion for student within your Health Authority, see Section 12.1.1 Delete student records within your Health Authority.

If you have found a duplicate record for a student outside your Health Authority, please follow the instructions under Section 12.1.2 *Delete student records outside your Health Authority*.

Note from BCCDC: If you have new **personal information** for a student in any Health Authority / Service Area, please update their personal details. For example: name, address, telephone, email.

Note from BCCDC: BCCDC will only delete student records that have no exam results attached to the record.

12.1.1 Delete student records within your Health Authority

If you have identified a duplicate student record within your Health Authority:

1. Confirm that the person in one record is the same as the person in a suspected duplicate record, by comparing (and matching) personal identifiers (middle name, birth date, address, etc.)
2. Transfer any missing exam information, comments, etc. to the record that will be retained. **Any questionable records should not be altered or deleted.**
3. Once information has been transferred over, delete any exam records attached to the duplicate record, using the **Delete Exam** button.



4. Finally, advise Environmental Health Services at the BC Centre for Disease Control at fpinfo@bccdc.ca of the record to be deleted. In your email, include the student name and people ID number for the record to be deleted.

12.1.2 Delete student records outside your Health Authority

If you have identified a duplicate student record outside your Health Authority:

1. Email Environmental Health Services at the BC Centre for Disease Control at fpinfo@bccdc.ca and include the following information:
 - a. Student name
 - b. Student people ID
 - c. Student Health Authority
2. The BCCDC will route these requests to the appropriate Health Authority for vetting.

13 ADD INSTRUCTOR

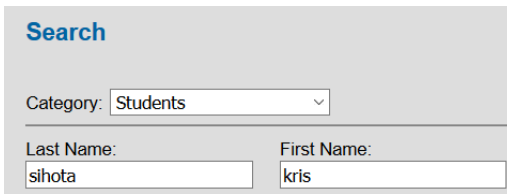
13.1 Create an Instructor

Attaining teaching certification as a FOODSAFE instructor involves the individual meeting several criteria, including the achievement of a valid Level 1 exam (not expired) and a Level 2 exam, with passing grades of 90% or greater for both exam levels.

Attaining teaching certification as a MarketSafe instructor involves the individual meeting several criteria, one of which is the achievement of 90% or more on the MarketSafe exam.

To promote a FOODSAFE student in the registry to a FOODSAFE instructor status:

1. Search for the student using the Students search or Student Examination Results search:



The screenshot shows a search form with the following fields:

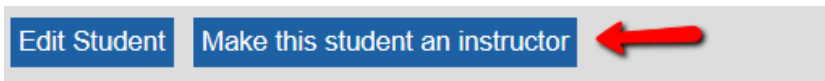
- Category: Students (dropdown menu)
- Last Name: sihota
- First Name: kris

2. From the search results page, open the student's record:

Your search returned 1 result.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City
SIHOTA	KRIS	C	1990-12-20	Female	kris@me.ca	BC	VICTORIA

3. In the student details page, if the student has passed both the FOODSAFE Level 1 and 2 exams with 90% or greater and the Level 1 exam has not expired, the 'Make this student an instructor' button will be displayed at the bottom of the Student Details form. Click on the **Make this student an instructor** button.



MarketSafe Note:

1. If an individual has passed the MarketSafe exam with 90% or greater, and they are not already a FOODSAFE instructor, the 'Make this student an instructor' button displays. Click on the **Make this student an instructor** button to enable the Instructor Qualifications panel, and then add the MarketSafe instructor qualification.
2. If the individual is already a FOODSAFE instructor, to add a MarketSafe instructor level, go directly to the Instructor Qualifications panel and add the MarketSafe instructor qualification. See step 4.

4. The Instructor Qualification panel is displayed:

Student Details: 'KRIS SIHOTA'

Last Name:

First Name:

Middle Name:

Instructor Qualifications

Level:

Expires:

5. In the Instructor Qualifications panel, select the course level the instructor is being certified to teach:

Instructor Qualifications

Level:

Expires:

- Level 1
- Level 2
- Marketsafe

6. Enter the expiry date for the certification; then, click on the **Promote to Instructor** button.

Instructor Qualifications

Level:

Expires:

TIP: The expiry date is manual entry and is determined by the person who has the authority to certify the instructor.

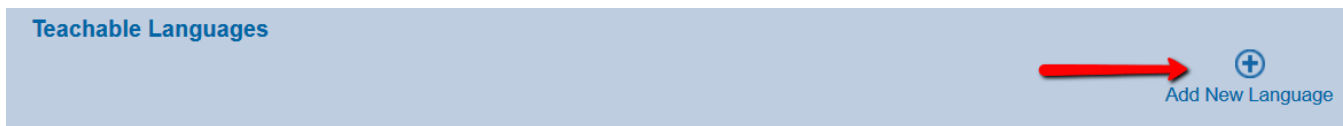
7. The student has been promoted to an instructor. The Instructor Qualifications panel displays the course level the instructor is qualified to teach, their status, teaching certification expiry date, and the Health Authority service area under which the instructor is qualified to teach:

Instructor Qualifications

Level	Status	Expiry	Health Authority
1	<input type="text" value="Active"/>	2021-09-30	VIHA - Capital Service Area

Teachable Languages

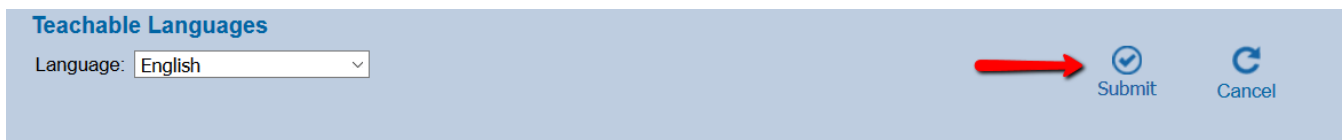
8. To add a Language in which the instructor is able to teach click on the **Add New Language** icon:



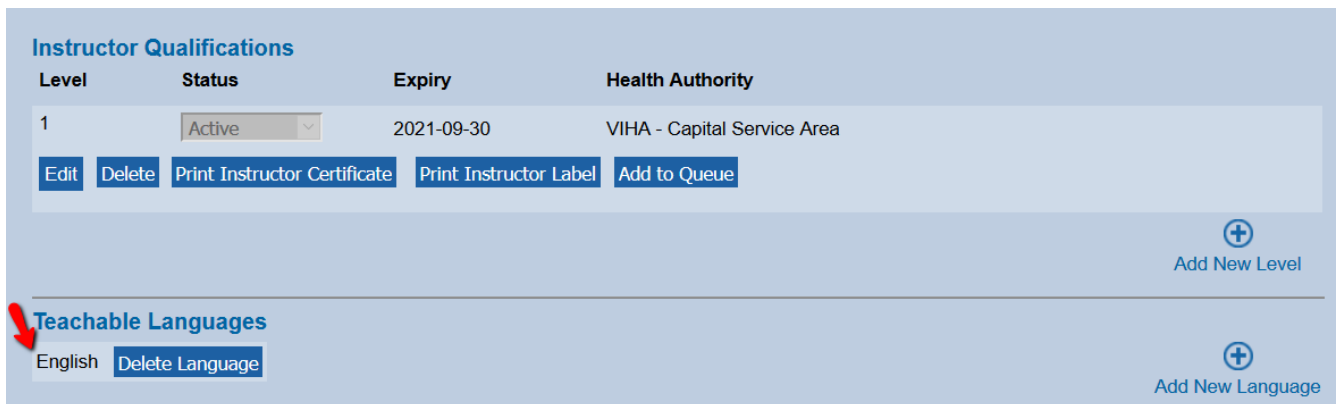
9. Select a language from the drop down menu:



10. Once the language is selected, click on **Submit**:



11. The Teachable Language is now displayed under the Instructor Qualifications:



12. To add any other teachable languages, repeat steps 8 to 10.

13. When the instructor level is added to the Registry, an instructor certificate is automatically added to My Instructors Certificate Queue. When you are ready to print the instructor certificates, see Part 14 Print Certificates.

TIPS

1. If Instructors are qualified to teach in multiple Health Authority service areas, add teaching level qualifications for each Health Authority service area.

- To add qualifications for another Health Authority service area, you must be logged in to the Registry under that service area.
- When a MarketSafe instructor teaching level is added to the Registry, a MarketSafe Instructor certificate is automatically added to the My MarketSafe Instructors Queue.
- My Instructor Queue handles Instructor certificates for both FoodSafe Level 1 and Level 2 certifications. When a Student is promoted to an Instructor, the 'Student Details' heading changes to 'Instructor Details':

Instructor Details: 'KRIS SIHOTA'

13.2 Instructor Status

To add information about the status of an instructor:

- In the 'Status' field select the appropriate value, including Active, Expired, Moved, Decertified, Deceased and Other.

Level	Status
1	Active

- If you have just added an instructor course level and future expiry date (not expired), the status field will automatically default to **Active** status:

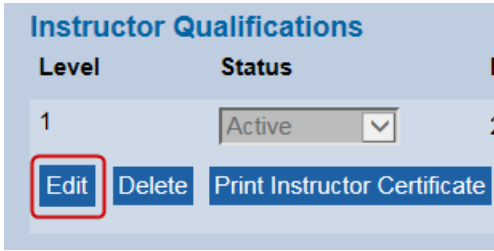
Level	Status	Expiry	Health Authority
1	Active	2015-08-31	VIHA - Central Van. Island Service Area

- If the instructor's expiry date passes, the instructor status will change automatically to **Expired**:

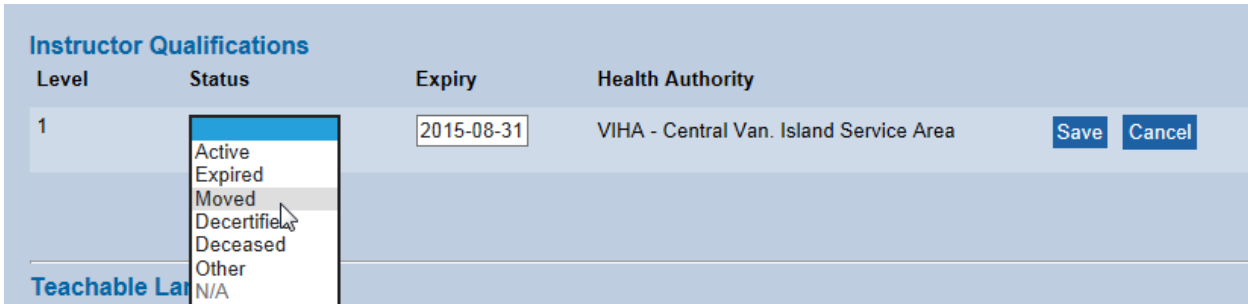
Level	Status	Expiry	Health Authority
1	Expired	2012-08-31	VIHA - Central Van. Island Service Area

To change instructor status:

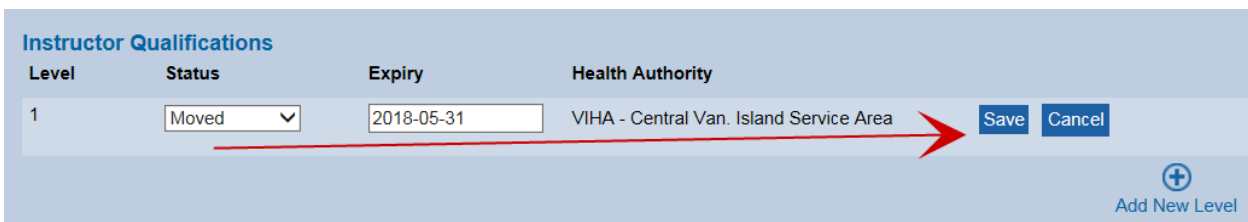
- Click on **Edit** below the Instructor Level:



2. Select the status value from the drop down menu. For example: Moved.



3. Save the changes:



Historical Note: When the FOODSAFE Registry 2 was first launched on July 29, 2013, the status for existing Instructors in the Registry was defaulted to display as **N/A**. Users should edit the status field to assign the appropriate status for each instructor, thus replacing the N/A status.



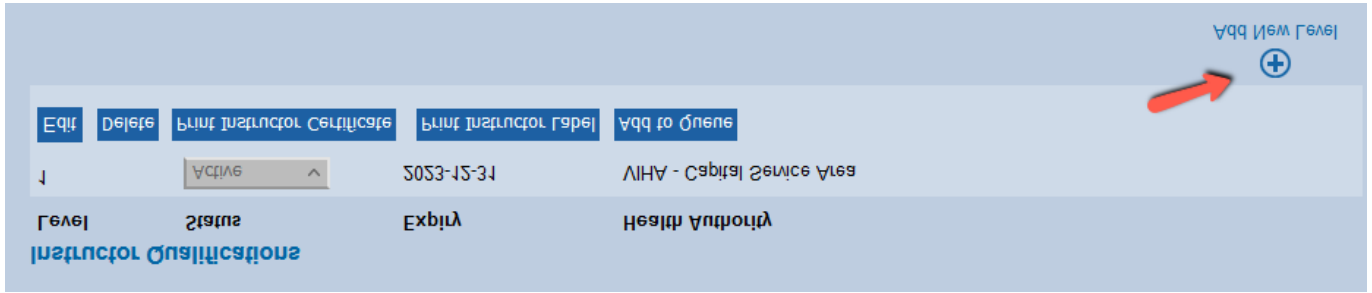
13.3 Add Course Level to Instructor Qualifications

An Instructor Qualifications record can have three course levels assigned within each Health Authority service area: FOODSAFE Level 1, Level 2 and MarketSafe.

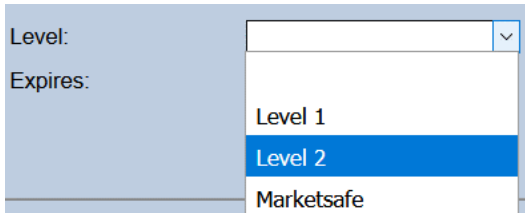
13.3.1 Add a new course level

To add a Level 2 course level to an existing instructor record:

1. In the Instructor Qualifications panel, click on **Add New Level**:



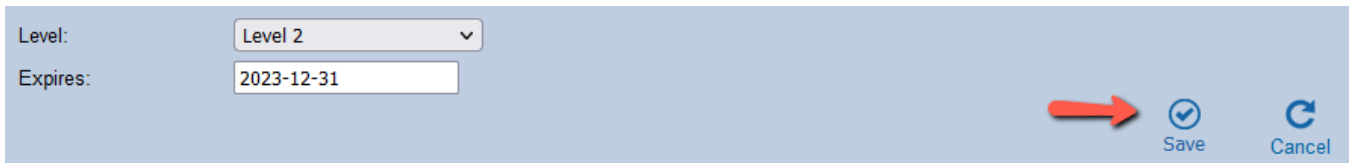
2. Select **Level 2** from the Level menu:



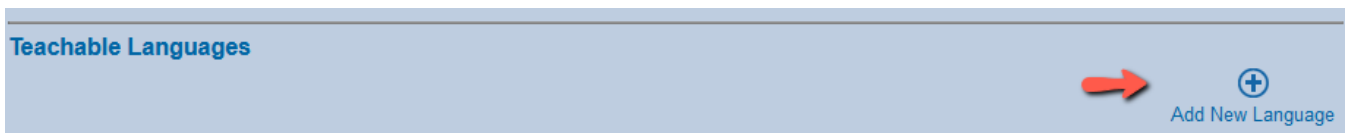
3. Enter the **date of expiry** for the certification:



4. Click on **Save**:



5. To indicate a language in which the instructor is authorized to teach, click on **Add New Language**:



6. In the Language drop-down menu, select a language, and **Submit**:

- English
- Chinese
- French
- Punjabi
- Spanish
- Vietnamese
- Japanese
- Tagalog
- German
- Farsi
- Arabic
- Other

Teachable Languages

Language:



7. Course Level 2 has been added to the instructor teaching qualifications:

Level	Status	Expiry	Health Authority
1	Active	2023-12-31	VIHA - Capital Service Area
<div style="display: flex; justify-content: space-between;"> Edit Delete Print Instructor Certificate Print Instructor Label Add to Queue </div>			
2	Active	2023-12-31	VIHA - Capital Service Area
<div style="display: flex; justify-content: space-between;"> Edit Delete Print Instructor Certificate Print Instructor Label Add to Queue </div>			

8. The Instructor’s teachable languages display below the instructor qualifications:

Teachable Languages

English Delete Language

Punjabi Delete Language

13.3.2 Update expiry date for instructor qualifications

When an instructor’s expiry date is approaching or has passed and you want to extend their certification under the same Health Authority service area, use the **edit** function to update the expiry date.

TIP: When extending a teaching expiry date, always use the **Edit** function. If you try to **add** a second course level 1 or course level 2 under the same Health Authority service area, the FOODSAFE Registry considers it a duplicate and will not save the data. The following error message will display in the Instructor Qualifications panel.

Multiple entries are not allowed for teaching Level 1 or teaching Level 2 under each Health Authority.

To update the course level expiry date:

1. Ensure you are logged in under the Health Authority service area in which the instructor is being certified to teach.
2. In the Instructor Qualification panel, click on the **Edit** button below the course level you are updating:

Level	Status	Expiry	Health Authority
1	Expired	2021-07-10	VIHA - Capital Service Area

[Edit](#) [Delete](#)

3. In the Expiry field, update the date to the new expiry date:

Level	Status	Expiry	Health Authority
1	Expired	2024-03-31	VIHA - Capital Service Area

4. **Save** the change:

Level	Status	Expiry	Health Authority
1	Expired	2024-03-31	VIHA - Capital Service Area

[Save](#) [Cancel](#)

5. When the future expiry data is saved, the status field is automatically updated to 'active':

Level	Status	Expiry	Health Authority
1	Active	2024-03-31	VIHA - Capital Service Area

[Edit](#) [Delete](#) [Print Instructor Certificate](#) [Print Instructor Label](#) [Add to Queue](#)

6. You may now print a new certificate and address label for the instructor.

TIP: When a teaching certification expiry date is **updated**, a certificate is **not** added automatically to the instructor queues. To print a new certificate with the updated expiry date, either print a **single** certificate and label using the **Print Instructor Certificate** and **Print Instructor Label** buttons, or, for batch printing, use the **Add to Queue** button.

14 PRINT CERTIFICATES

14.1 Certificate Shell Types

There are 4 certificate shell types:

1. **FOODSAFE Student Certificate** for Level 1, Level 2 and Refresher certificates
2. **FOODSAFE Student Wallet Cards** for Level 1, Level 2 and Refresher certificates
3. **FOODSAFE Instructor Certificate** for Level 1 and Level 2 course levels
4. **MarketSafe Certificate** for student and instructor

See Appendix for images of certificates, including FOODSAFE, MarketSafe ProcessSafe and Intro to Food Microbiology

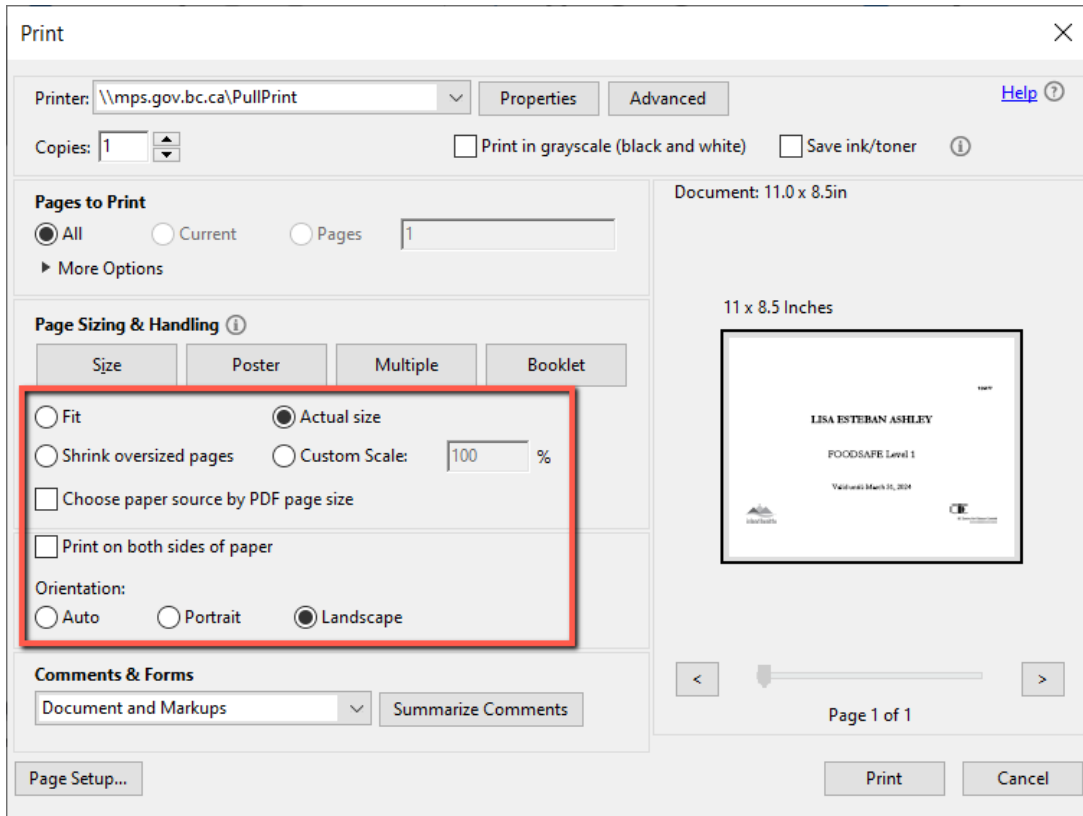
14.2 Certificate Print Settings for Adobe Acrobat Reader DC

When printing certificates, a PDF document is generated, and the document is opened in Acrobat Reader. Use the Acrobat Reader print function to send a print request to your printer.

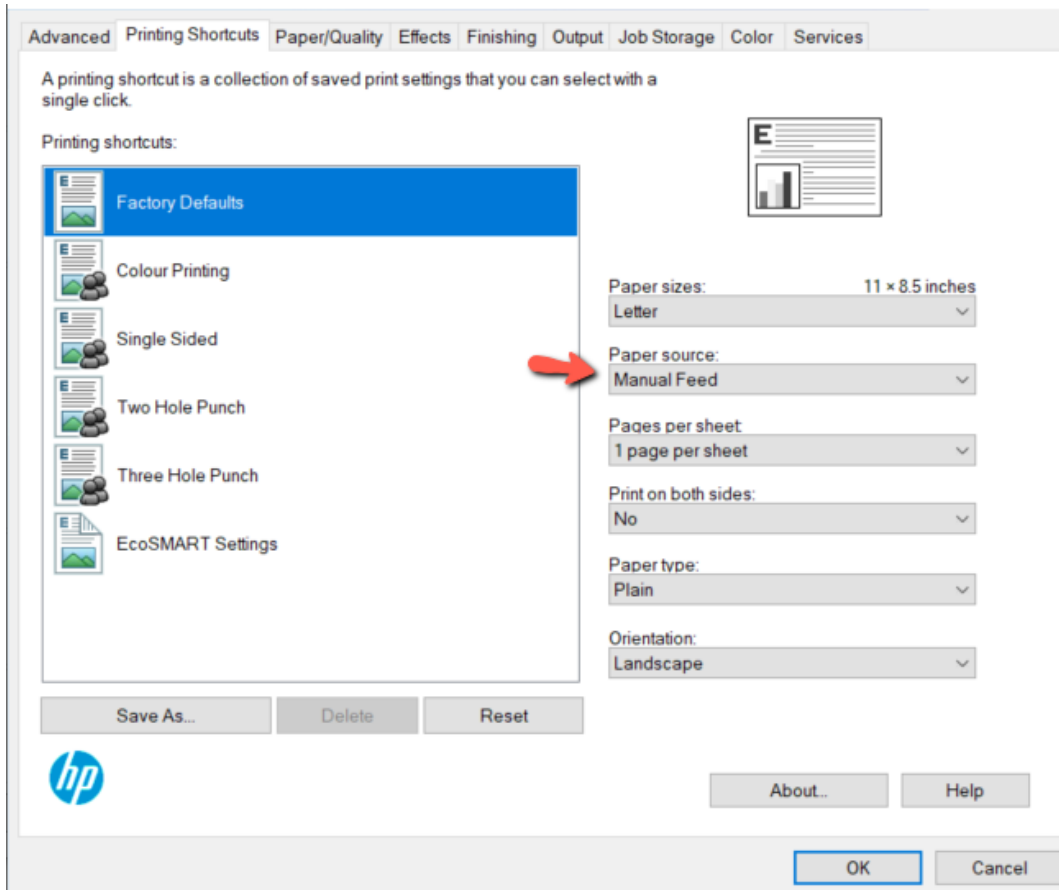
For certificates, **load certificate shells into the appropriate tray in your printer**, and ensure the following settings are applied in the Acrobat 'Print' dialogue. These settings can affect the placement of the variable data onto the certificates (For example: name, course level, people ID).

The following are the recommended settings for printing certificates in Adobe Acrobat Reader DC, Version 22.002.20.19.1.0. In the 'Print' dialogue:

1. Select '**Actual Size**'.
2. Ensure the 'Choose paper source by PDF page size' checkbox is **unchecked**:
3. Ensure the 'Print on both sides of paper' checkbox is **unchecked**.
4. Ensure the 'Orientation' selected is '**Landscape**':

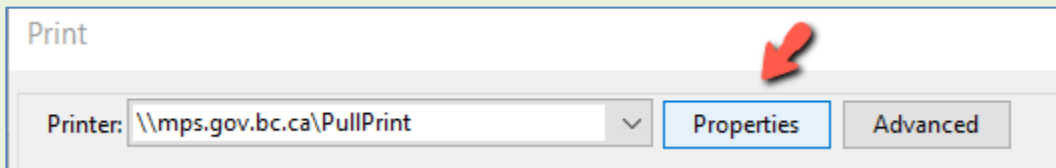


5. Click on the **Properties** button to select the appropriate 'Paper source'. Example: Manual feed.

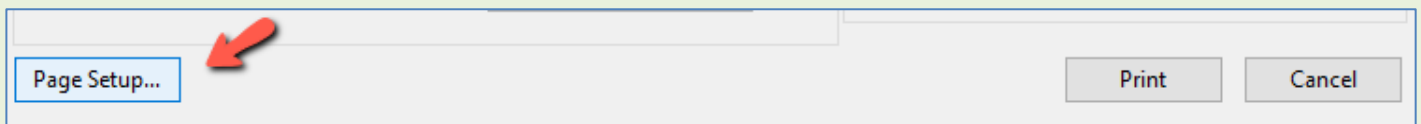


TIP: Depending on your printer set-up you may be able to use the **Properties** button or **Page Setup** button in the Print dialogue to access options for selecting a paper source such as a tray or manual feed:

Properties



Page Setup



14.3 Print a Single Certificate, Wallet Card, or Mailing Label

You can print a single student certificate, wallet card or label using the **Print Certificate**, **Print Card** and **Print Label** buttons.

TIPS

You can print a single certificate for a student in any health authority, using the Print Certificate, Print Card and Print Label buttons below the student's Exam Details.

Print Certificate **Print Card** **Print Label**

If the student exam is registered under a Health Authority service area different from your own, you will **not** have access to the Add to Queue function for the certificate.

14.3.1 Print Single Certificate

To print a certificate or replacement certificate for a single student:

1. Open the student's record:

Student Details: 'PETER PAN'

Last Name: PAN
 First Name: PETER
 Middle Name: MAGICAL
 People ID: 827087
 Birth Date: 1990-05-31
 Gender: Male
 Address 1: 24 MYSTERIOUS WAY
 Address 2:
 City: BELLA COOLA
 Province: BC
 Postal Code: V8R2H0
 Area Code - Phone: 240 - 3338888
 Email: peter@gmail.com
 Comments: Good student.

[Edit Student](#) [Make this student an instructor](#)

Exam History

Exam	Status	Expires	Health Authority
Level 1	Pass	2018-07-29	FHA - Simon Fraser Service Area
Level 2	Pass		VIHA - Central Van. Island Service Area

Exam Details

Health Authority: FHA - Simon Fraser Service Area
 Occupation: Food Service Worker
 Area of Employment: Food Service Indust.
 Type of Exam: Level 1
 Offered By: Open School
 Language: English
 Exam Date: 2013-07-05
 Exam Mark: 90
 Pass / Fail: Pass
 Last Printed: 2013-07-16
 Comments:

[Print Certificate](#) [Print Card](#) [Print Label](#)

2. Under 'Exam History', select the exam:

Exam History

Exam	Status	Expires	Health Authority
Level 1	Pass	2018-07-29	FHA - Simon Fraser Service Area
Level 2	Pass		VIHA - Central Van. Island Service Area

3. Now you will see the highlighted exam in the Exam Details box:

Exam Details

Health Authority: FHA - Simon Fraser Service Area
 Occupation: Food Service Worker
 Area of Employment: Food Service Indust.
 Type of Exam: Level 1
 Offered By: Open School
 Language: English
 Exam Date: 2013-07-05
 Exam Mark: 90
 Pass / Fail: Pass
 Last Printed: 2013-07-16
 Comments:

[Print Certificate](#) [Print Card](#) [Print Label](#)

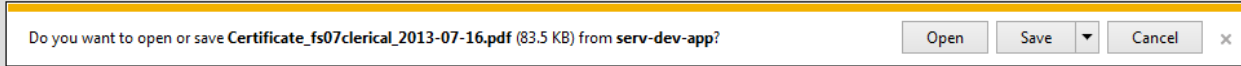
4. Under Exam Details, click on the **Print Certificate** button:

[Print Certificate](#) [Print Card](#) [Print Label](#)

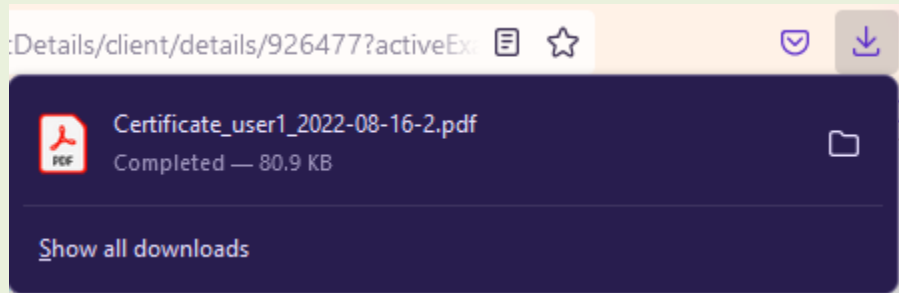
5. A certificate document is generated in PDF format. At the download prompt you will be asked if you want to Open or Save the PDF document. For this example, select **Open**.
(Alternatively, you can save the document first and open the document for printing afterwards).

TIP: Depending on the type of browser, the download prompt may appear as follows:

Microsoft Edge or Chrome

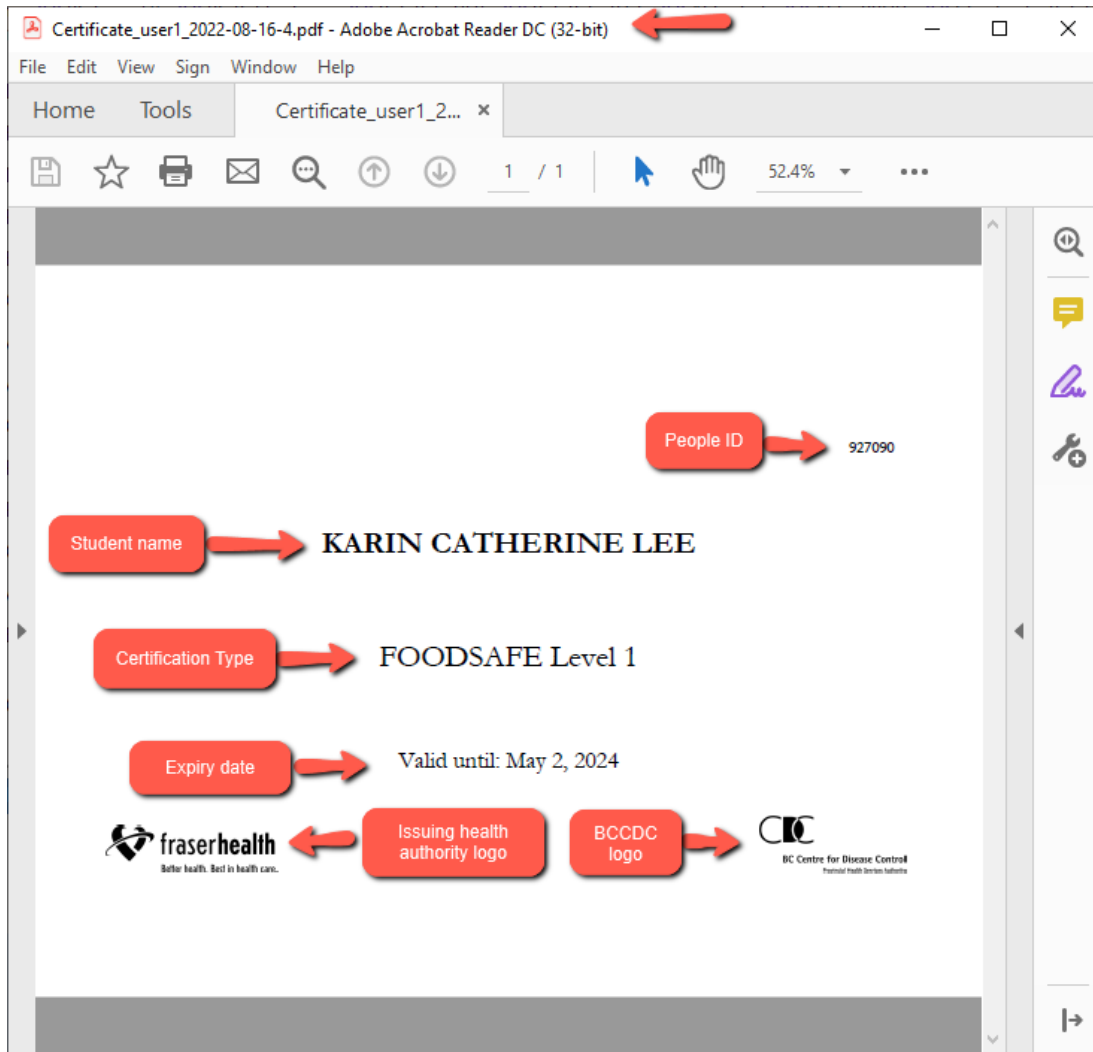


Firefox

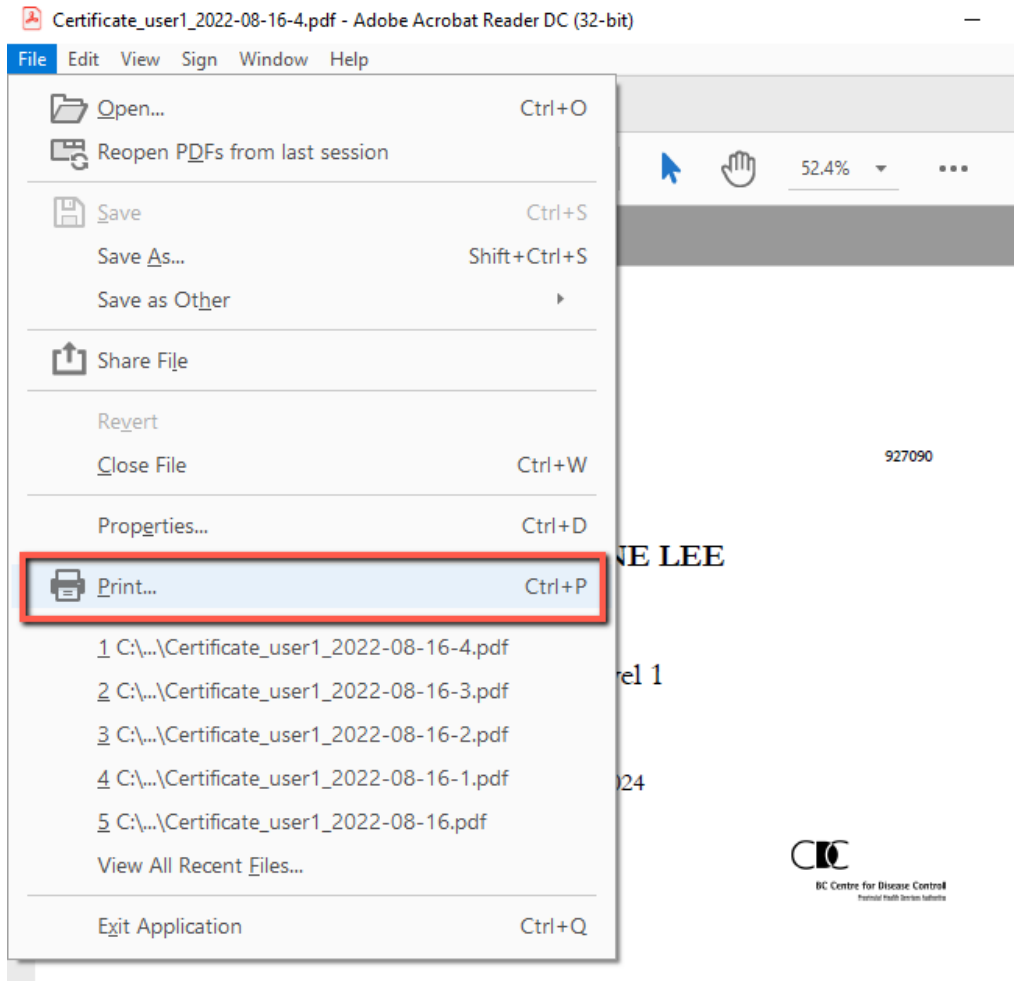


6. A PDF certificate document opens in Acrobat Reader. The file name includes the certificate type, the user who printed the certificate, and the download date.

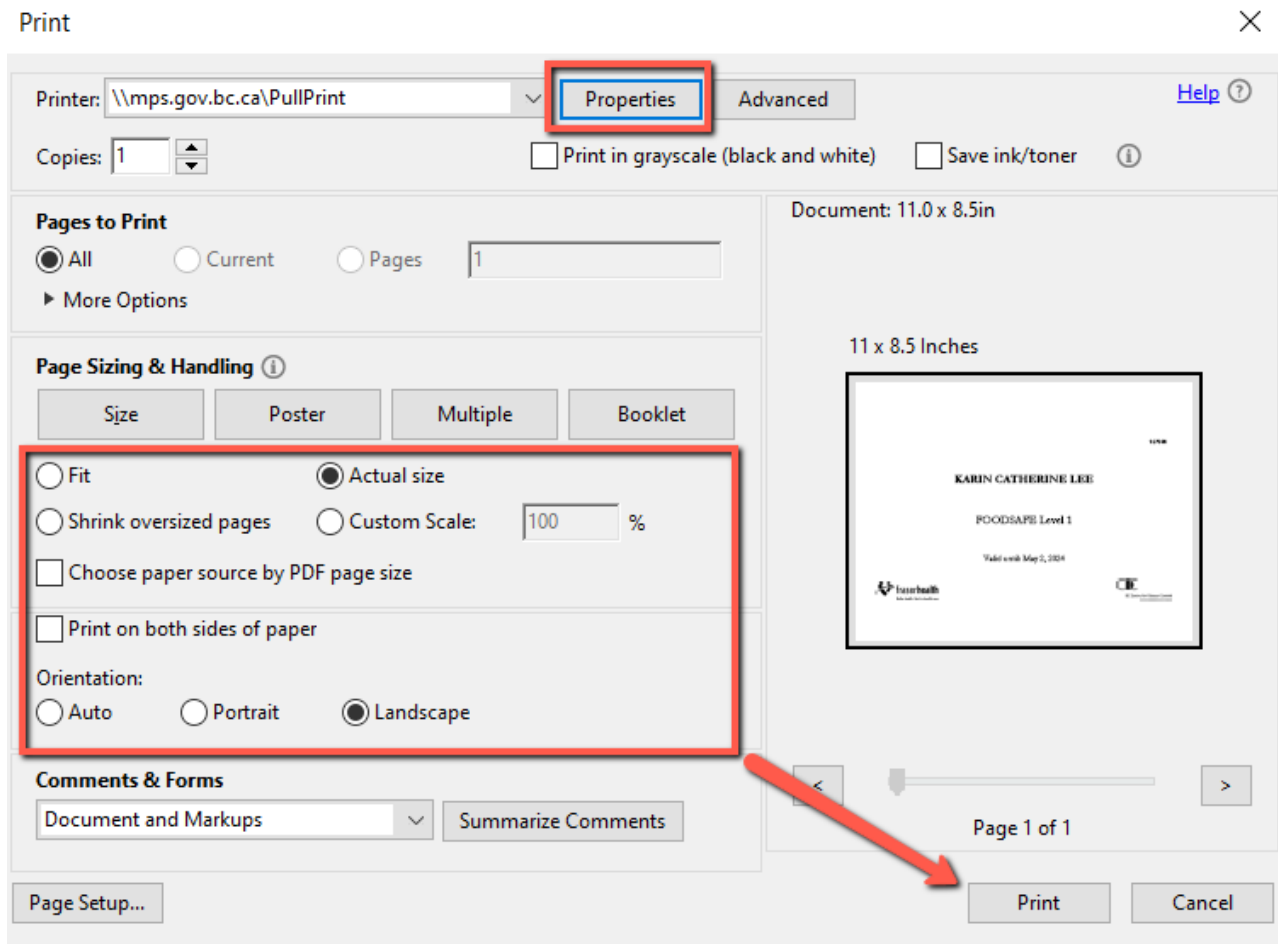
The variable data to be printed onto the certificate shell includes the student first name, middle name and last name, their unique people ID number, the FOODSAFE certification type, the logo of the original issuing Health Authority, and the logo for the BC Centre for Disease Control:



7. If you need to save this document for your records, use Acrobat's 'Save As' function.
8. When you are ready to print, load a blank **certificate shell** into your printer, and use Acrobat's 'Print' function:



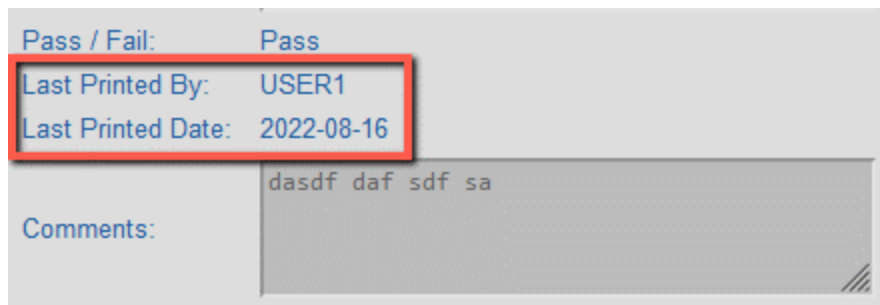
9. In the 'Print' dialogue, ensure the correct Acrobat Reader settings and properties are selected, and click on the **Print** button. For setting details, see Section 14.2 Certificate Print settings for Adobe Acrobat Reader.



10. When the certificate is printed, (save and) close the certificate document.

11. The next time you open the student's record:

- a. The 'Last Printed By' field will display the username of the person who printed the certificate; and,
- b. The 'Last Printed Date' field will display the date the certificate was downloaded for printing.



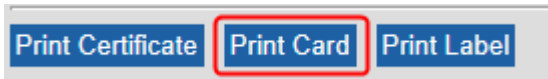
14.3.2 Print Single Wallet Card

To print a single student wallet card:

1. Open the student's record.
2. Under 'Exam History', select the exam:

Exam History			
Exam	Status	Expires	Health Authority
Level 1	Pass	2018-07-29	FHA - Simon Fraser Service Area
Level 2	Pass		VIHA - Central Van. Island Service Area

3. Under 'Exam Details', click on the **Print Card** button:

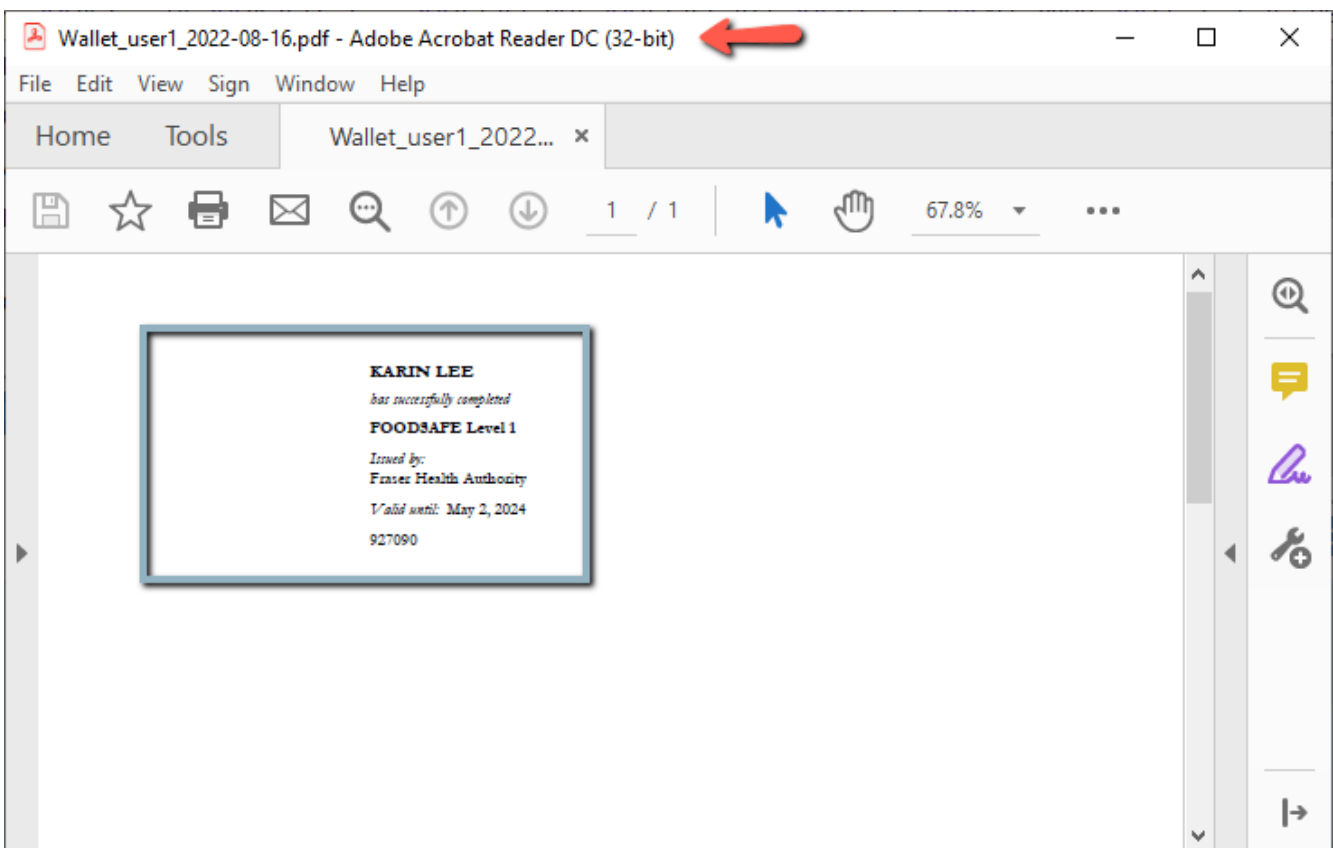


4. A wallet card document is generated in PDF format. At the download prompt, **Open** (or save) the PDF document:



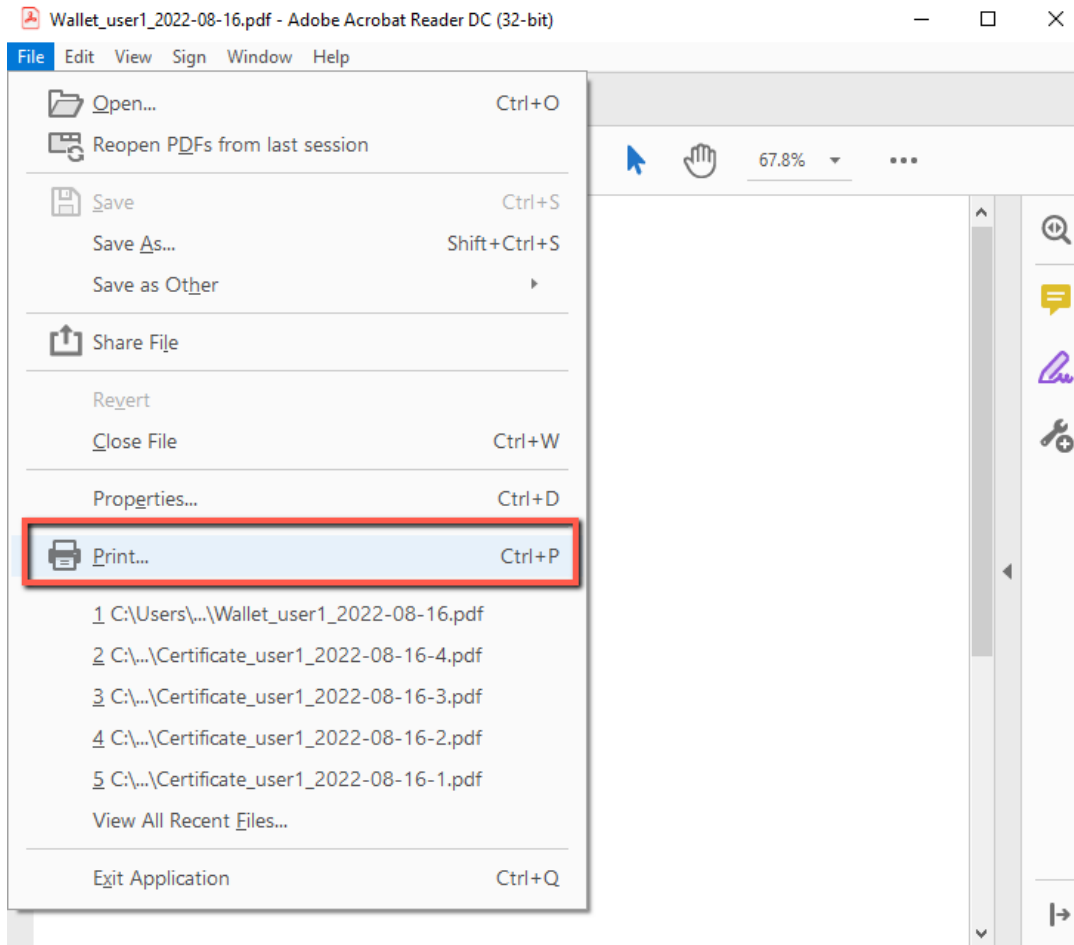
5. A PDF wallet card document opens in Acrobat Reader. The file name includes the certificate type, the user who printed the certificate, and the download date.

The variable data to be printed onto the wallet card shell includes the student first name and last name, their unique people ID number, the FOODSAFE certification type, and the name of the original issuing Health Authority:



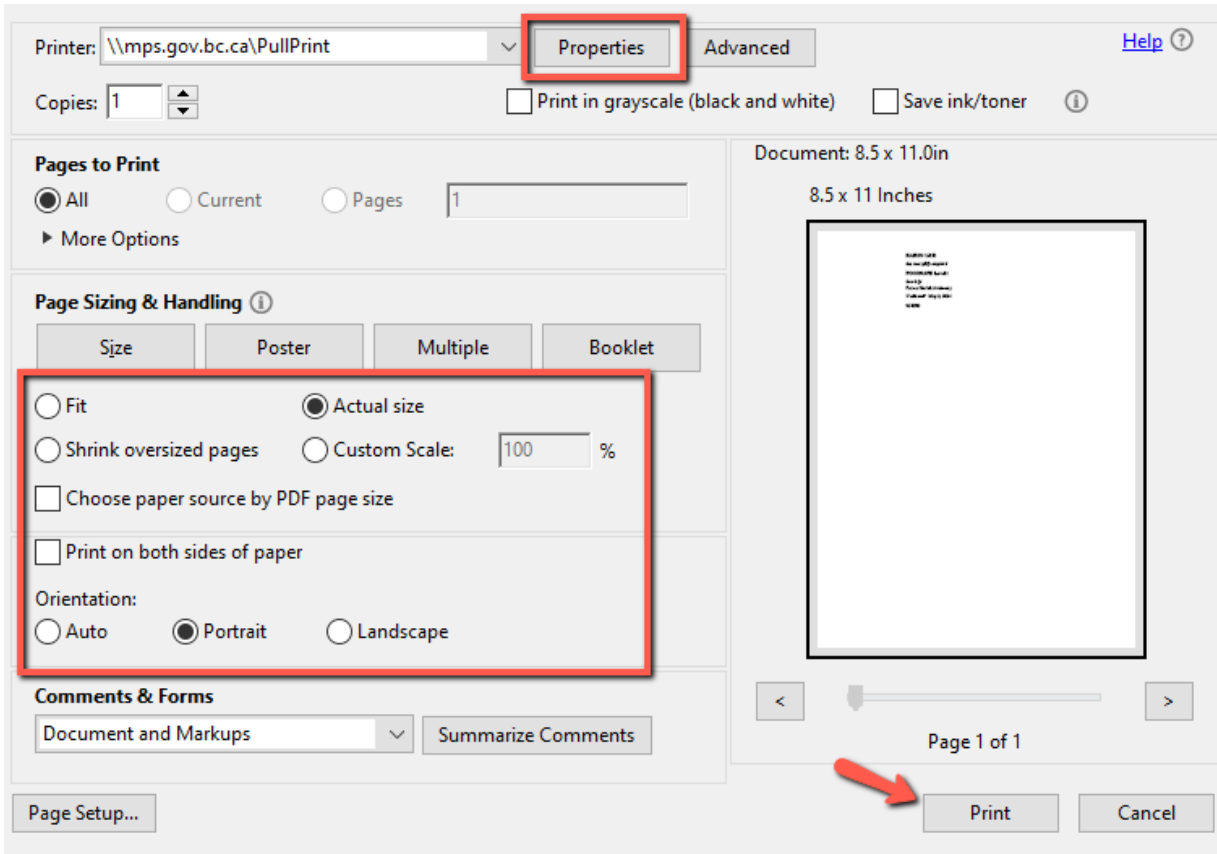
6. If you still need to save this document for your records, use Acrobat's 'Save A's function.

7. When you are ready to print, load a blank **wallet card shell** to your printer, and use Acrobat's 'Print' function:



8. In the 'Print' dialogue, ensure the correct Acrobat Reader settings and printing source properties are selected, and click on the **Print** button.

Note: Ensure that the '**Portrait**' orientation is selected for the wallet card shell.



9. When the card is printed, (save and) close the wallet card document.

14.3.3 Print Label – Avery 05161

To print a single mailing label:

1. Open the student’s record.
2. Under ‘Exam History’, select the exam:
3. Under ‘Exam Details’, click on the **Print Label** button:



4. At the prompt select a numerical value indicating the position where the address will be printed on the sheet of Avery 05161 labels. If you are starting with a new sheet of labels, enter position ‘1’. If you are printing to a partially used sheet of labels, enter the first available position, and click on **OK**.

test.dc.foodsafe.qp.gov.bc.ca

Please enter the label to start at. Numerical values only between 1 and 20.

6

OK Cancel

TIP

Label position numbering

Use Avery 05161 Labels - 2 columns of 10 labels each for 20 labels total.
Positions are numbered in this format:

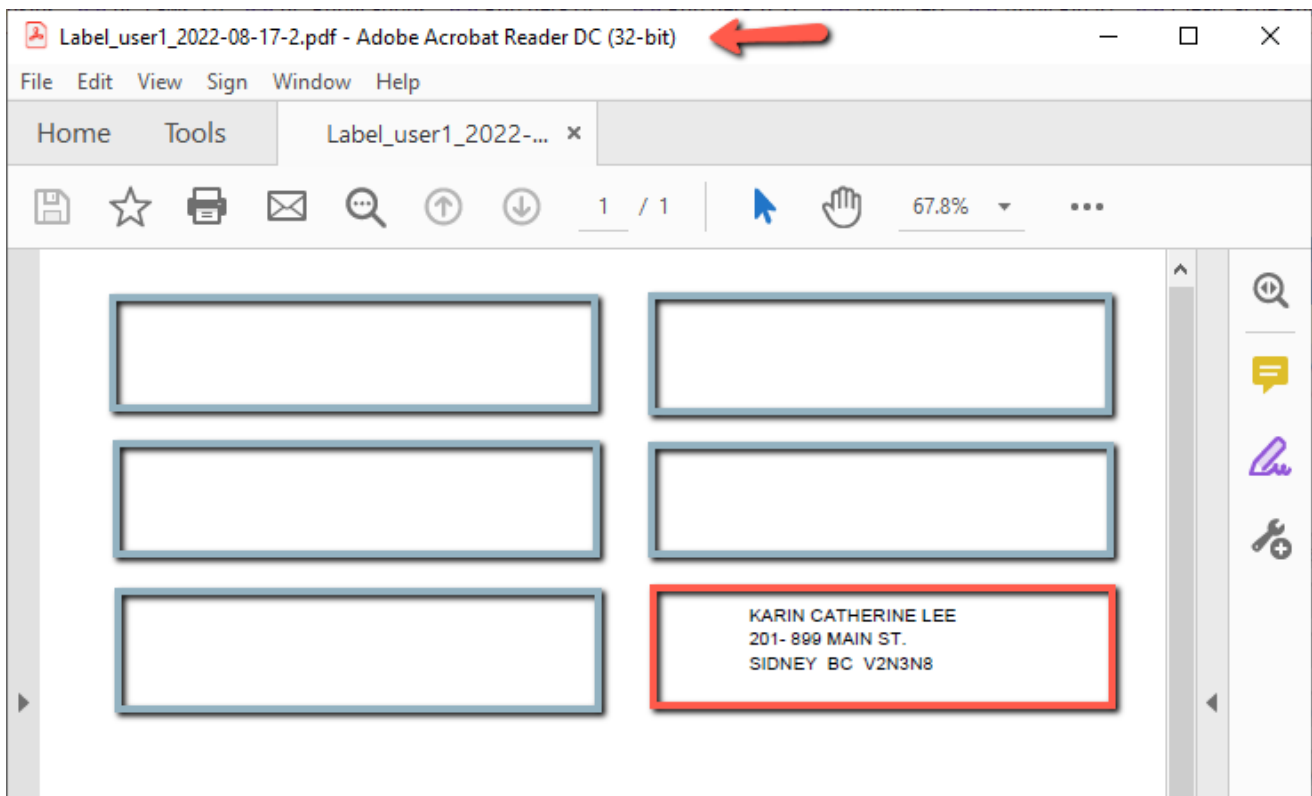
1	2
3	4
5	6

5. A labels document is generated in PDF format. At the prompt, **Open** (or save) the document:

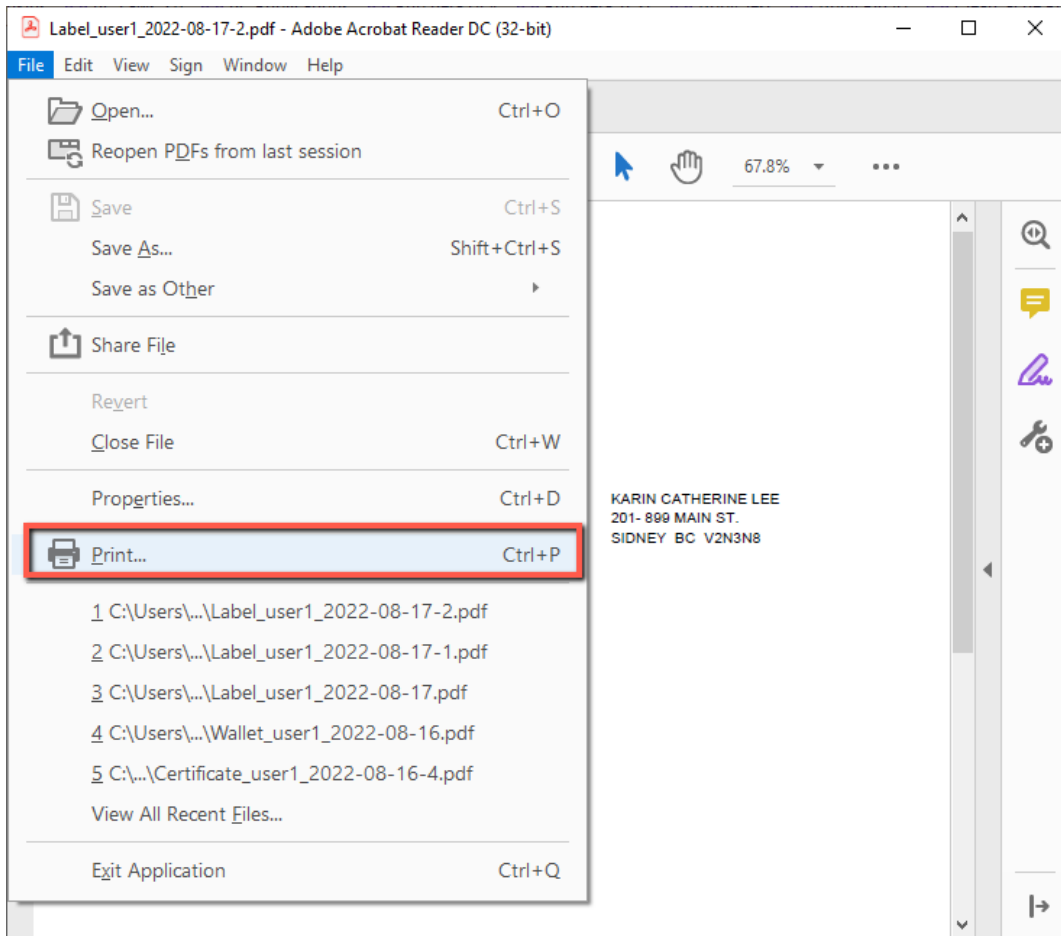


6. The PDF labels document opens in Acrobat Reader. The file name includes the document type, the user who printed the label, and the download date.

The address is displayed in selected position on the sheet of labels:

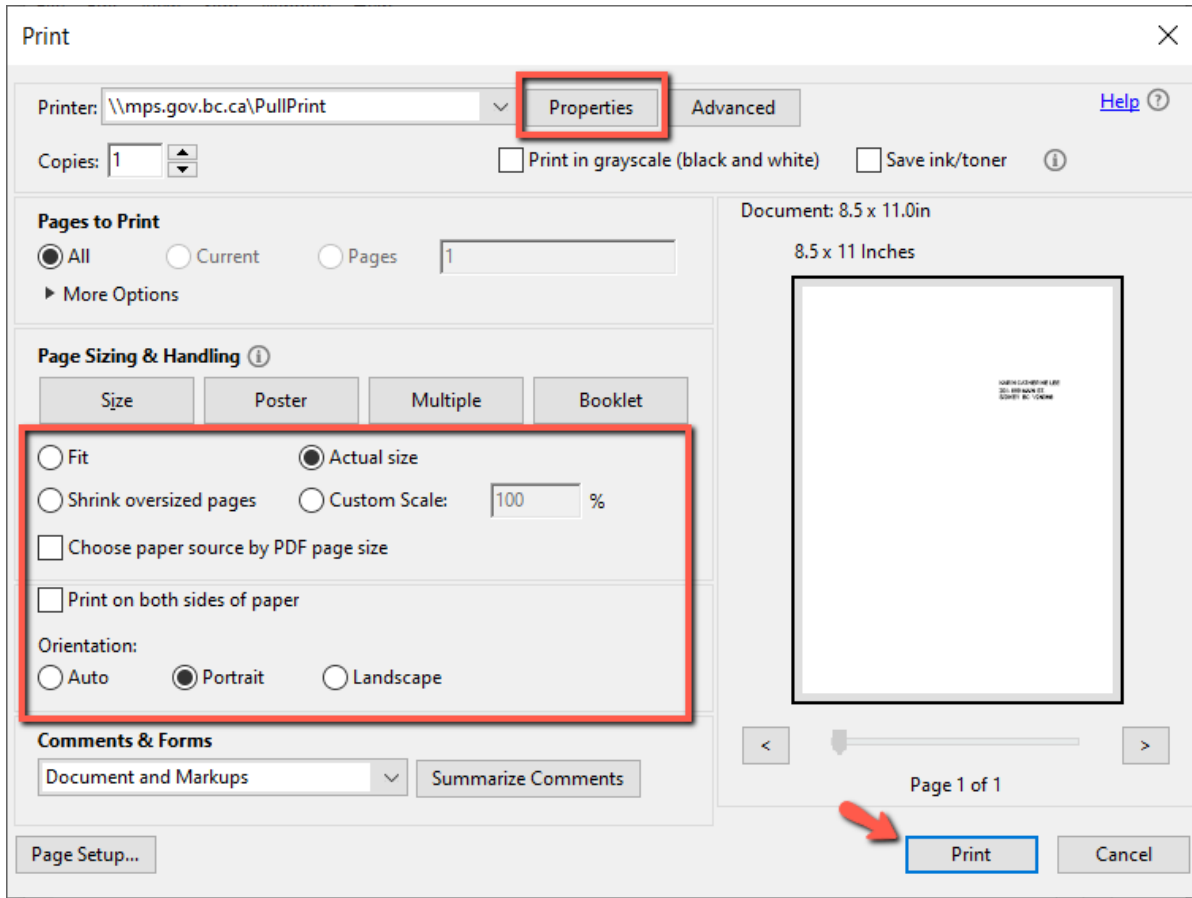


7. If you still need to save this document for your records, use Acrobat's 'Save A's function.
8. When you are ready to print, load an **Avery 05161 labels sheet** to your printer, and use Acrobat's 'Print' function:



9. In the 'Print' dialogue, ensure the correct Acrobat Reader settings and printing source properties are selected, and click on the **Print** button.

Note: Ensure that the '**Portrait**' orientation is selected for the labels sheet.



10. When the label is printed, (save and) close the label document.

14.4 Print a Single Instructor Certificate

To print a single instructor certificate for Level 1 or Level 2 teaching levels, use the 'Print' functions in the 'Instructor Qualifications' panel. The same instructor certificate shell is used for both course level certificates.



TIP: You can only print an instructor certificate if you are logged in under the same Health Authority service area as the instructor. If the instructor is certified in another Health Authority, you will be able to view their qualification information, but you will not be able to print a certificate for them.

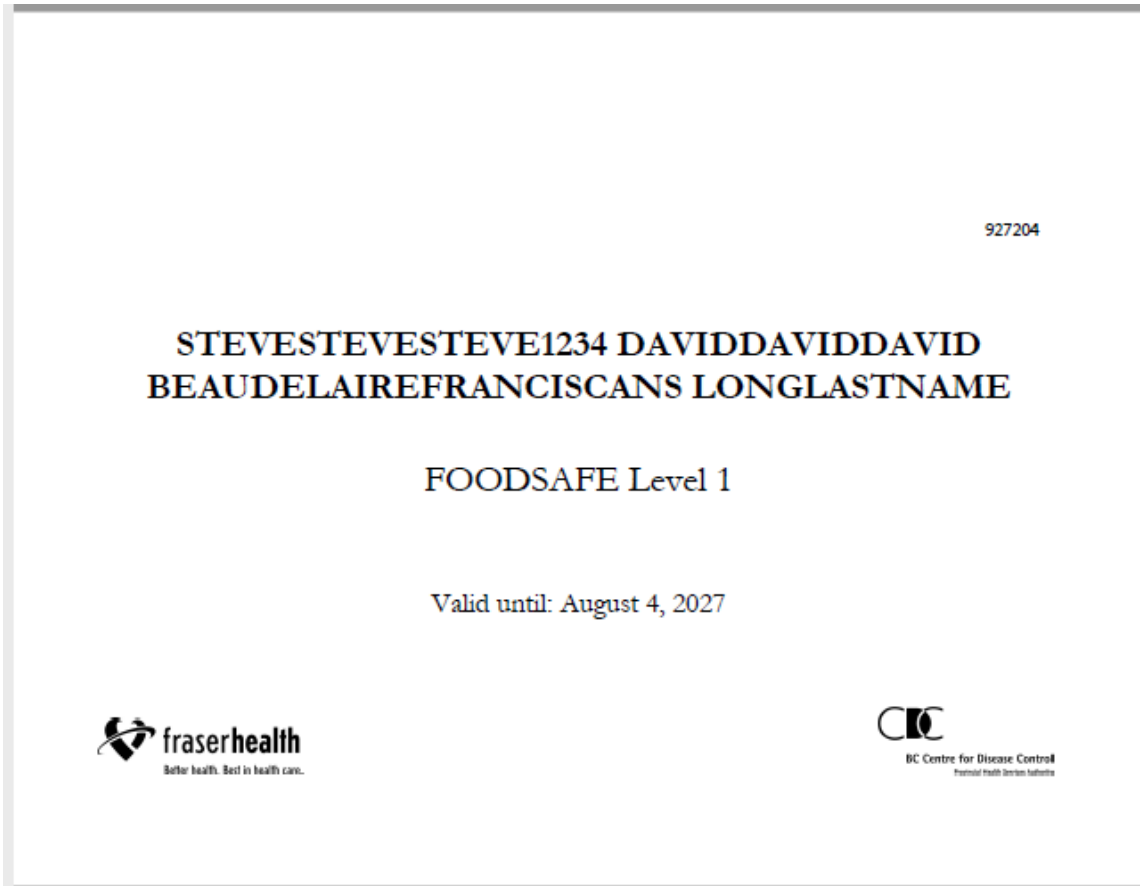
See Section 14.2 Certificate Print Settings, and Section 14.3 Print a Single Certificate, Wallet Card or Mailing Label.

14.5 Long Names in Certificates and Wallet Cards

To ensure that names will print successfully onto certificates, wallet cards, and labels, the following character limits are implemented in the FOODSAFE Registry and in the Open School registration system:

1. First Name (given name) – maximum of 19 characters.
2. Middle Name – maximum of 15 characters.
3. Last Name (surname) – maximum of 35 characters.

In **certificates**, when a student's first name + middle name + last name exceeds 35 characters, the last name is bumped down to a second line in the certificate.



In **wallet cards**, when a student's first name + last name are less than or equal to 15 characters, including a space, the first and last name are printed on one line. When first name + name exceed 15 characters, the last name is bumped down to a second line on the wallet card.

Last names longer than 28 characters will not fit on the wallet card and will be truncated.

ANNALOUISA BEAU

has successfully completed

FOODSAFE Level 1

Issued by:

Fraser Health Authority

Valid until: August 17, 2027

927250

ANNALOUISA

BEAUCHANSONS

has successfully completed

FOODSAFE Level 1

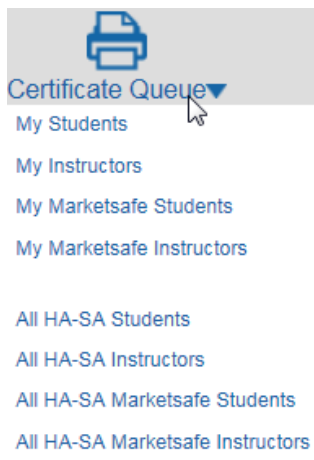
Issued by:

Fraser Health Authority

Valid until: August 17, 2027

927250

14.6 Certificate Queues - Print Batches of Certificates



Users with the 'clerical role' in the registry have access to the following certificate print queues. These queues handle all the certificates added to the queue by the user, when the user and student exam share the same Health Authority service area.

- A. **My Students** – handle FOODSAFE Level 1 and Level 2 certificates
- B. **My Instructors** – handle FOODSAFE Instructor Level 1 and Level 2 teaching certificates
- C. **My MarketSafe Students** – handle MarketSafe certificates
- D. **My MarketSafe Instructors** – handle MarketSafe teaching certificates

In addition, clerical users can view the following combined queues:

- A. **All Health Authority Service Area Students** – displays FOODSAFE Level 1 and Level 2 certificates in the queues of all users under the same Health Authority service area
- B. **All Health Authority Service Area Instructors** – displays FOODSAFE Instructor Level 1 and Level 2 certificates in the queues of all users under the same Health Authority service area
- C. **All Health Authority Service Area MarketSafe Students** – displays MarketSafe certificates in the queues of all users under the same Health Authority service area
- D. **All Health Authority Service Area MarketSafe Instructors** – MarketSafe Instructor certificates in the queues of all users under the same Health Authority service area

14.7 Print My Student Queue

My Student Queue enables batch printing of FOODSAFE Level 1 and 2 certificates, wallet cards and labels.

My Student Queue

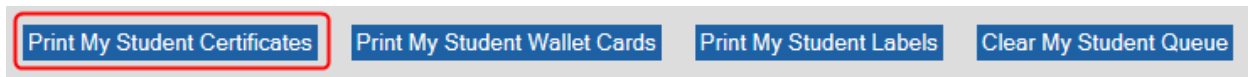
There are 5 items in the My Student queue.

Last Name	First Name	Middle Name	Level	Health Authority	Created By	Modified By
PAN	PETER	MAGICAL	2	VIHA - Central Van. Island Service Area	FS07CLERICAL	
FITZGERALD	ELLA	B	2	VIHA - Central Van. Island Service Area	FS07CLERICAL	
ARMSTRONG	LOUIS		1	VIHA - Central Van. Island Service Area	FS07CLERICALR	
KENT	CLARK	SUPERMAN	1	VIHA - Central Van. Island Service Area	FS07CLERICALB	FS07CLERICALB
BONNELL	ALEXANDER	MATTHEW	1	VIHA - Central Van. Island Service Area	FS07CLERICALB	

[Print My Student Certificates](#) [Print My Student Wallet Cards](#) [Print My Student Labels](#) [Clear My Student Queue](#)

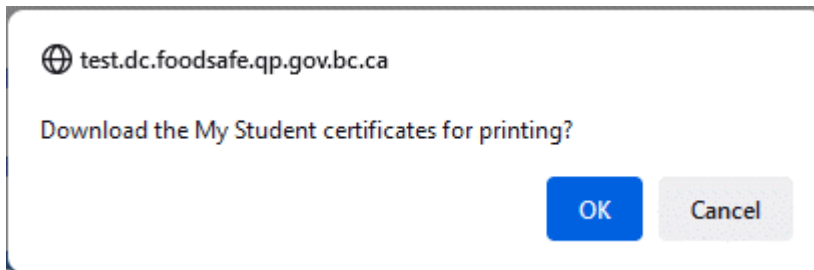
To print all the student certificates in the queue:

1. Click on the **Print My Student Certificates** button:



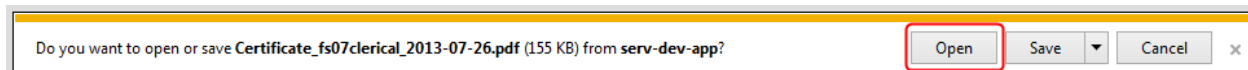
[Print My Student Certificates](#) [Print My Student Wallet Cards](#) [Print My Student Labels](#) [Clear My Student Queue](#)

2. A certificates document, containing all the certificates in the queue, is generated in PDF format. At the download prompt, click **OK**:



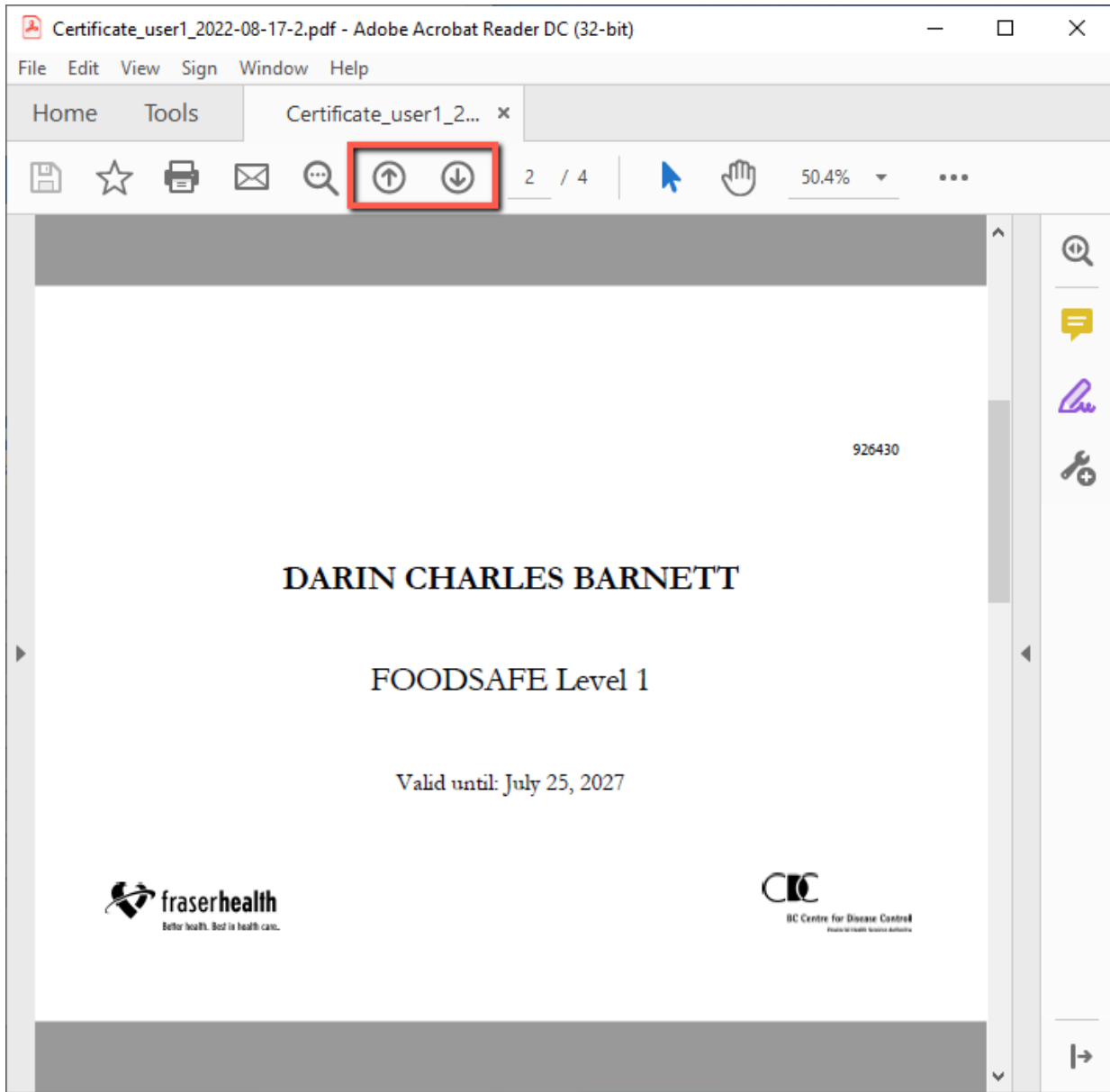
test.dc.foodsafe.qp.gov.bc.ca
Download the My Student certificates for printing?
OK Cancel

3. Open (or save) the PDF document:

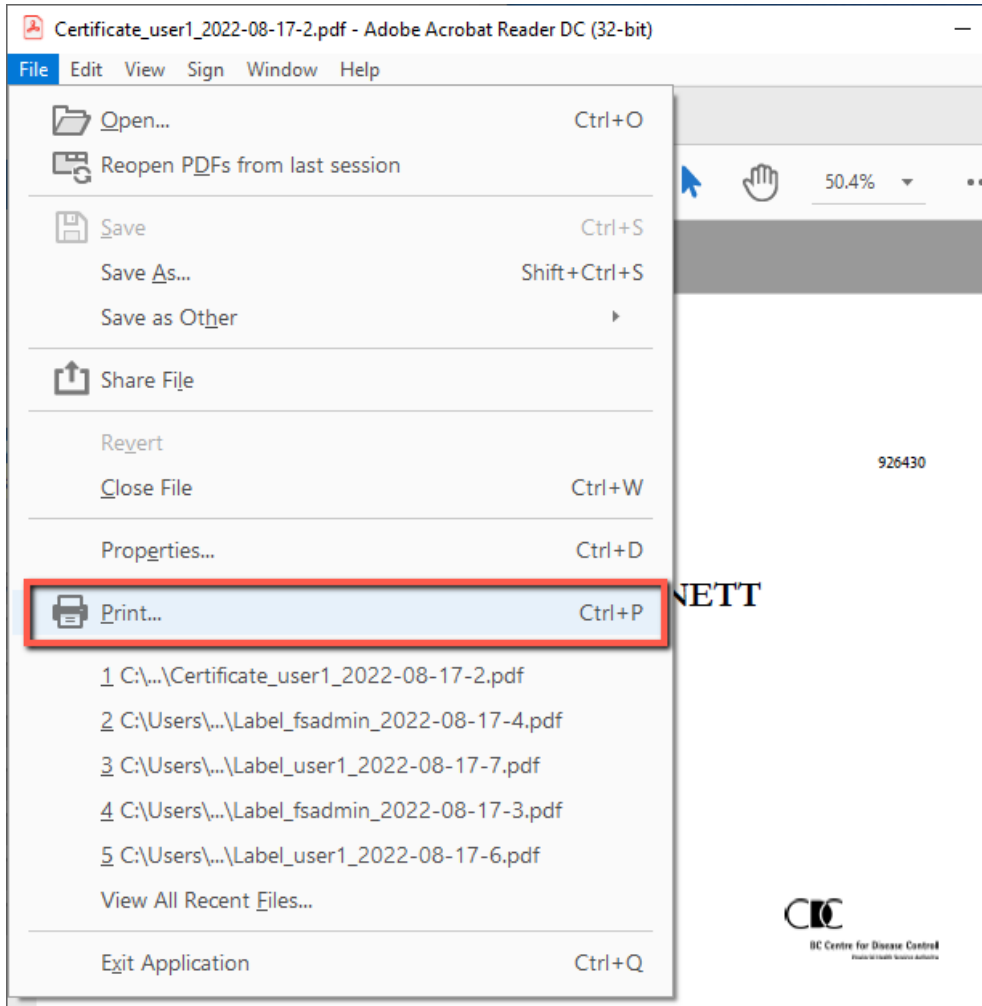


Do you want to open or save Certificate_fs07clerical_2013-07-26.pdf (155 KB) from serv-dev-app?
Open Save Cancel x

4. A PDF certificates document opens in Adobe Acrobat Reader, containing certificates for all the students in the queue. If necessary, review the certificates by using the Acrobat Reader navigation tools:



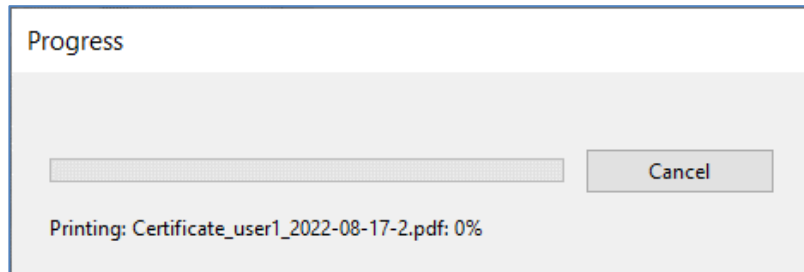
5. When you are ready to print the document, load the **certificate shells** into your printer and use Acrobat's 'Print' function:



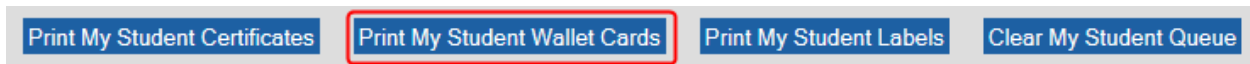
- In the 'Print' dialogue, ensure the correct Acrobat Reader settings and properties are selected, and click on the **Print** button. For setting details, see Section 14.2 Certificate Print settings for Adobe Acrobat Reader.



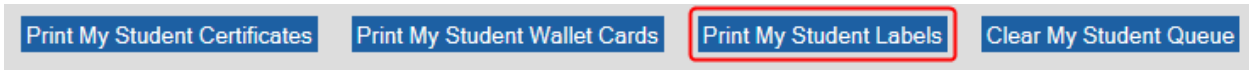
You may see a pop-up message indicating the printing is in progress.



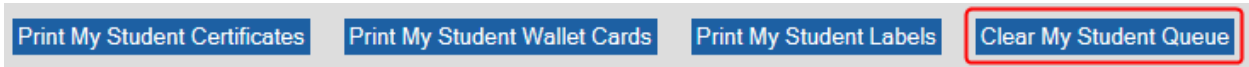
- When you are finished printing, close the PDF document, and return to the certificate queue.
- To print the wallet cards, click on **Print My Student Wallet Cards** and repeat steps 2 to 7.



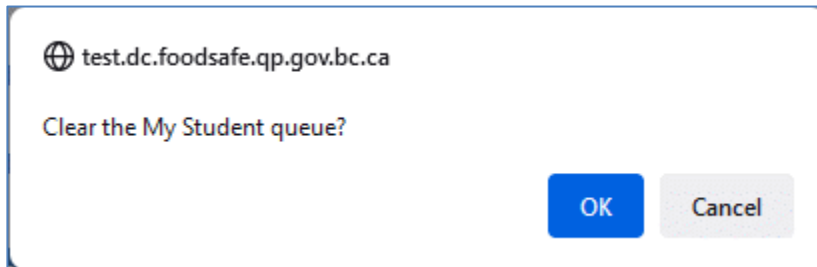
9. To print the mailing labels, click on **Print My Student Labels**, and repeat steps 2 to 7.



10. When you have finished printing the labels, return to the print queue and click on **Clear My Student Queue**:



11. At the prompt, click **OK**:



14.8 Print My Instructor Queue

My Instructor Queue provides batch printing of FOODSAFE Instructor Level 1 and Level 2 certificates.

My Instructor Queue

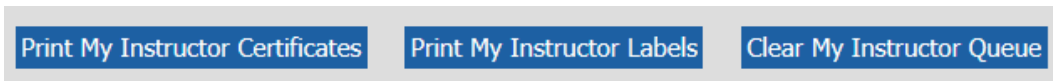
There are 3 items in the My Instructor queue.

Last Name	First Name	Middle Name	Level	Health Authority	Created By	Modified By
SIHOTA	KRIS	C	1	FHA - Simon Fraser Service Area	FS06CLERICALOR	
SIHOTA	KRIS	C	2	FHA - Simon Fraser Service Area	FS06CLERICALOR	
MCQUEEN	DAVID		1	FHA - Simon Fraser Service Area	FS06CLERICALOR	

[Print My Instructor Certificates](#) [Print My Instructor Labels](#) [Clear My Instructor Queue](#)

To print all the Level 1 and Level 2 instructor certificates in the queue, follow the steps in Section 14.7 *Print My Student Queue*, skipping the steps for the wallet card:

1. These are the actions available in My Instructor Queue



2. This is the **variable data** printed onto the FOODSAFE Instructor certificate shell:

927160

KRIS C. SIHOTA

FOODSAFE Level 1

Valid until: December 31, 2023



3. This is the FOODSAFE Instructor certificate **shell**:



INSTRUCTOR CERTIFICATE

is certified to teach

in the province of B.C.

Issued by:

TIPS

1. When printing FOODSAFE Instructor Certificates use the 'Instructor Certificate Shells'.

- To print an instructor certificate or add an instructor to My Instructor Queue you must be logged in under the same Health Authority service area in which the instructor is certified.
- There are no wallet cards for FOODSAFE Instructors.

14.9 Print My MarketSafe Student Queue

My MarketSafe Student Queue provides batch printing of MarketSafe certificates.

My Marketsafe Student Queue

There are 2 items in the My Marketsafe Student queue.

Last Name	First Name	Middle Name	Level	Health Authority	Created By	Modified By
CHAPLIN	CHARLENE		M	FHA - Simon Fraser Service Area	FS06CLERICALO	FS06CLERICALO
DRAKE	FRANCIS	D	M	FHA - Simon Fraser Service Area	FS06CLERICALOR	

[Print My Marketsafe Student Certificates](#)
[Print My Marketsafe Student Labels](#)
[Clear My Marketsafe Student Queue](#)

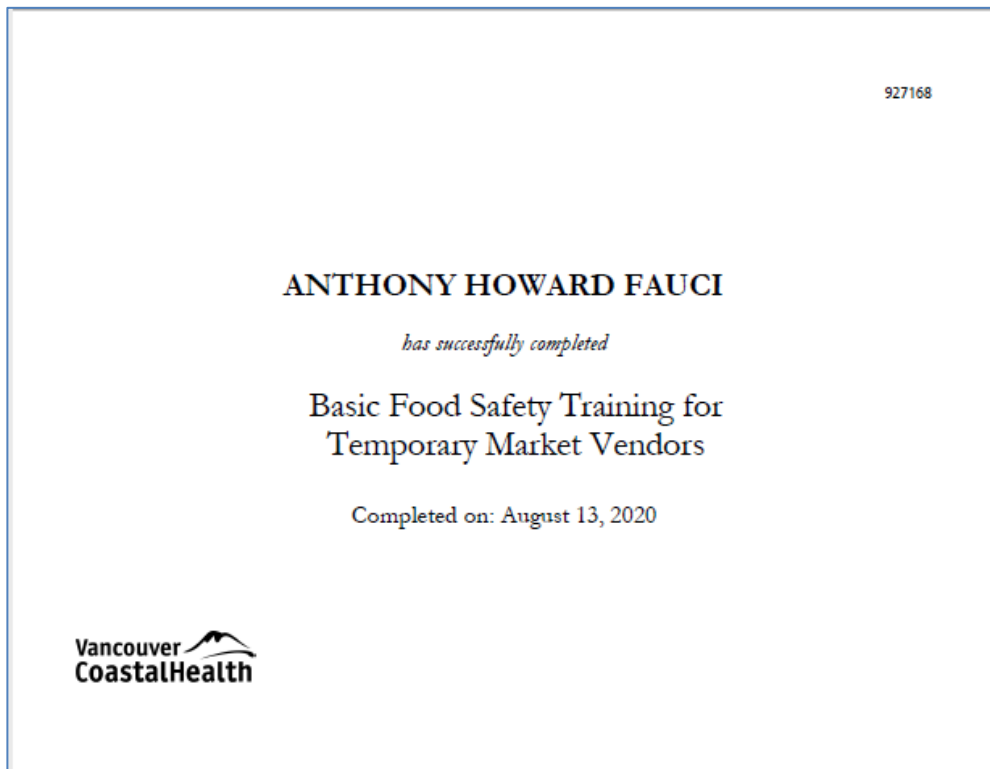
To print all the MarketSafe certificates in the queue, follow the steps in Section 14.7 *Print My Student Queue*, skipping the steps for the wallet card.

These are the actions available in My MarketSafe Student Queue

- Click on the **Print My MarketSafe Student Certificates** button:

[Print My Marketsafe Student Certificates](#)
[Print My Marketsafe Student Labels](#)
[Clear My Marketsafe Student Queue](#)

- This is the **variable data** printed onto the MarketSafe Student certificate shell:



- This is the MarketSafe Certificate **shell**:



TIPS

1. The same MarketSafe certificate shell is used for both students and instructors.
2. To add a certificate to My MarketSafe Student queue, you must be logged in under the same Health Authority service area the student’s exam is registered under.
3. There are no wallet cards for MarketSafe students.

14.10 Print My MarketSafe Instructor Queue

My MarketSafe Instructor Queue provides batch printing for MarketSafe Instructor certificates.

My Marketsafe Instructor Queue

There are 2 items in the My Marketsafe Instructor queue.

Last Name	First Name	Middle Name	Level	Health Authority	Created By	Modified By
HENDERSON	JIMMY		M	FHA - Simon Fraser Service Area	FS06CLERICALO	FS06CLERICALOR
FARMER	FRANCES	D	M	FHA - Simon Fraser Service Area	FS06CLERICALOR	FSADMIN

[Print My Marketsafe Instructor Certificates](#)
[Print My Marketsafe Instructor Labels](#)
[Clear My Marketsafe Instructor Queue](#)

To print all the MarketSafe Instructor certificates in the queue, follow the steps for under Section 14.7 *Print My Student Queue*, skipping the steps for the wallet card.

1. These are the actions available in My MarketSafe Instructor Queue:

[Print My Marketsafe Instructor Certificates](#)
[Print My Marketsafe Instructor Labels](#)
[Clear My Marketsafe Instructor Queue](#)

2. This is the **variable data** printed onto the MarketSafe certificate shell:

CHARLENE CHAPLIN

is certified to teach

The MarketSafe Food Safety Program

Valid until: August 30, 2023



3. This is the MarketSafe Certificate **shell**:



TIPS

1. The same MarketSafe certificate shell is used for both MarketSafe students and instructors.

2. To print an instructor certificate or add an instructor certificate to the MarketSafe Instructor queue you must be logged in under the same Health Authority service area that the instructor is certified under.
3. There are no wallet cards for MarketSafe instructors.

15 The HA-SA QUEUES

15.1 All Health Authority-Service Area Queues (HA-SA)

There are four All HA-SA queues:

- All HA-SA Students (FOODSAFE)
- All HA-SA Instructors (FOODSAFE)
- All HA-SA MarketSafe Students
- All HA-SA MarketSafe Instructors

The All HA-SA queues allow you to view all the certificates in a Health Authority service area queue, including your certificate queue and the queues of all other clerical users under the same Health Authority service area. These are 'view-only queues'. You cannot print certificates from these queues.

The **All HA-SA Student Queue** shows all the **FOODSAFE Student** certificates in your queue and the queues of all other clerical users under the same Health Authority service area.

The **All HA-SA Instructors Queue** shows all the **FOODSAFE Instructor** certificates in your queue and the queues of all other clerical users under the same Health Authority service area.

The **All HA-SA MarketSafe Students Queue** shows all the **MarketSafe Student** certificates in your queue and the queues of all other clerical users under the same Health Authority service area.

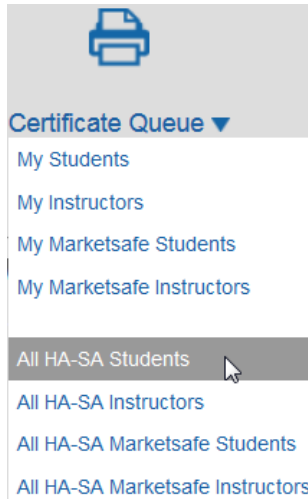
The **All HA-SA MarketSafe Instructors Queue** shows all the **MarketSafe Instructor** certificates in your queue and the queues of all other clerical users under the same Health Authority service area.

15.2 Move a Certificate from the All HA-SA Students Queue to My Student Queue

On occasion, you may need to determine the status of a student's certificate and expedite the printing of their certificate. If that certificate is stranded in another user's student queue, you can move the certificate to your queue for printing.

To move a student certificate from another user's queue to your queue:

1. Open the All HA-SA Students Queue:



2. Review the certificates in the HA-SA queue. When you find the client’s certificate, open the record.
For example: Clark Kent created by user FS07CLERICALB:

VIHA - Central Van. Island Service Area Student Queue

There are 22 items in the VIHA - Central Van. Island Service Area Student queue.

Last Name	First Name	Middle Name	Level	Exam Date	Created By	Modified By	Queued By
ARMSTRONG	LOUIS		1	2013-07-01	FS07CLERICALR		FS07CLERICAL
WINDSOR	WILLIAM	PRINCE	1	2013-07-01	FS07CLERICAL		FS07CLERICAL
PAN	PETER	MAGICAL	2	2013-06-01	FS07CLERICAL		FS07CLERICAL
RICHARDS	KEITH	ROCKSTAR	1	2013-04-30	FS07CLERICAL		FS07CLERICAL
BONNELL	ALEXANDER	MATTHEW	1	2013-07-17	FS07CLERICALB		FS07CLERICAL
SMITH	AARON	CORWEN	1	2013-07-10	FS07CLERICALB		FS07CLERICALB
SMITH	COURTNEY	RAE	1	2013-07-16	FS07CLERICALB		FS07CLERICALB
KENT	CLARK	SUPERMAN	1	2013-05-30	FS07CLERICALB	FS07CLERICALB	FS07CLERICALB
RICHARDS	KEITH	ROCKSTAR	2	2013-05-31	FS07CLERICAL		FS07CLERICALO
BONNELL	ALEXANDER	MATTHEW	1	2013-05-31	FS07CLERICALR	FS07CLERICALB	FS07CLERICALR

1 to 10 out of 22 results. [next >](#) | [end >>](#)

3. Under Exam Details, click on the **Add to Queue** button:

Exam History

Exam	Status	Expires	Health Authority
Level 1	Pass	2018-07-29	VIHA - Central Van. Island Service Area
Level 1	Pass	2018-07-29	VIHA - Central Van. Island Service Area
Level 2	Pass		VIHA - Central Van. Island Service Area
Level R	Pass	2018-07-29	VIHA - Central Van. Island Service Area

Exam Details

Health Authority: VIHA - Central Van. Island Service Area

Occupation: Food Service Worker

Area of Employment: Food Service Indust.

Type of Exam: Level 1

Offered By: Open School

Language: English

Exam Date: 2013-05-30

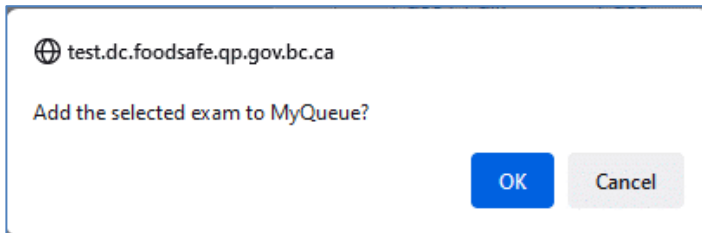
Exam Mark: 93

Pass / Fail: Pass

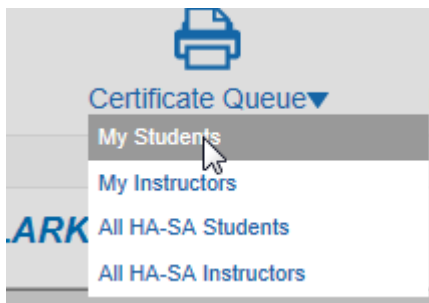
Last Printed: n/a

Comments: test

4. At the prompt, select **OK**:



5. Open **My Student Queue**. Clark Kent is now in your queue:



My Student Queue

There are 6 items in the My Student queue.

Last Name	First Name	Middle Name	Level	Health Authority	Created By	Modified By
KENT	CLARK	SUPERMAN	1	VIHA - Central Van. Island Service Area	FS07CLERICALB	FS07CLERICALB
ARMSTRONG	LOUIS		1	VIHA - Central Van. Island Service Area	FS07CLERICALR	
WINDSOR	WILLIAM	PRINCE	1	VIHA - Central Van. Island Service Area	FS07CLERICAL	
PAN	PETER	MAGICAL	2	VIHA - Central Van. Island Service Area	FS07CLERICAL	
RICHARDS	KEITH	ROCKSTAR	1	VIHA - Central Van. Island Service Area	FS07CLERICAL	
BONNELL	ALEXANDER	MATTHEW	1	VIHA - Central Van. Island Service Area	FS07CLERICALB	

[Print My Student Certificates](#)
[Print My Student Wallet Cards](#)
[Print My Student Labels](#)
[Clear My Student Queue](#)

6. Print the certificates in My Student Queue.

VIHA - Central Van. Island Service Area Student Queue

There are 22 items in the VIHA - Central Van. Island Service Area Student queue.

Last Name	First Name	Middle Name	Level	Exam Date	Created By	Modified By	Queued By
KENT	CLARK	SUPERMAN	1	2013-05-30	FS07CLERICALB	FS07CLERICALB	FS07CLERICAL

7. Student Clark Kent has been removed from the My Student Queue for user **FS07CLERICALB**:

FOODSAFE Registry

fs07clercalrb Sign out

[Search](#)
[Add Client](#)
[Certificate Queue](#)
[Reports](#)

My Student Queue

There are 2 items in the My Student queue.

Last Name	First Name	Middle Name	Level	Health Authority	Created By	Mod
SMITH	AARON	CORWEN	1	VIHA - Central Van. Island Service Area	FS07CLERICALB	
SMITH	COURTNEY	RAE	1	VIHA - Central Van. Island Service Area	FS07CLERICALB	

TIPS

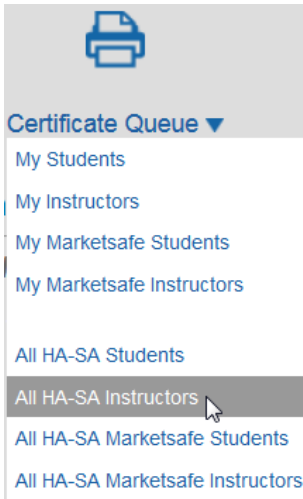
1. Use the same process to move a certificate to your queue from the 'All HA-SA MarketSafe Student Queue'.
2. Until you clear certificate queue, Clark Kent will still appear in the All HA-SA Queue. In the 'Queued By' column your username (FS07CLERICAL), will be displayed instead of the other user's name (FS07CLERICALB).

15.3 Move a Certificate from the All HA-SA Instructors Queue to My Instructor Queue

On occasion, you may need to determine the status of an instructor's certificate and expedite the printing of their certificate. If that certificate is stranded in another user's instructor queue, you can move the certificate to your queue for printing.

To move an instructor certificate from another user's queue to your queue:

1. Open the All HA-SA Instructors Queue:



- Review the certificates in the HA-SA queue. When you find the instructor's certificate, open the record. For example: Jane Austen created by TESTUSER2.

VIHA - Central Van. Island Service Area Instructor Queue

There are 3 items in the VIHA - Central Van. Island Service Area Instructor queue.

Last Name	First Name	Middle Name	Level	Expiry Date	Created By	Modified By	Queued By
DICKINSON	EMILY	C	1	2017-12-31	FS07CLERICAL		fs07clerical
HARDY	THOMAS	F	1	2018-03-31	FS07CLERICAL		fs07clerical
AUSTEN	JANE	C	1	2018-01-31	TESTUSER2		testuser2

- In the Instructor Qualifications area, click on the **Add to Queue** button:

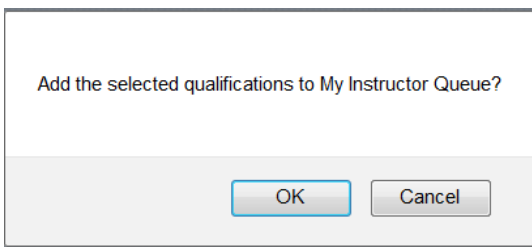
Instructor Qualifications

Level	Status	Expiry	Health Authority
1	Active	2018-01-31	VIHA - Central Van. Island Service Area



[Edit](#)
[Delete](#)
[Print Instructor Certificate](#)
[Print Instructor Label](#)
[Add to Queue](#)

Add New Level

- At the prompt select **OK**:



- Open My Instructors Queue. Jane Austen is now included in your queue:


Certificate Queue▼
 My Students
My Instructors 
 My Marketsafe Students
 My Marketsafe Instructors

My Instructor Queue

There are 3 items in the My Instructor queue.

Last Name	First Name	Middle Name	Level	Health Authority	Created By	Modified By
AUSTEN	JANE	C	1	VIHA - Central Van. Island Service Area	TESTUSER2	
HARDY	THOMAS	F	1	VIHA - Central Van. Island Service Area	FS07CLERICAL	
DICKINSON	EMILY	C	1	VIHA - Central Van. Island Service Area	FS07CLERICAL	

6. Print the instructor certificates in My Instructor Queue.

VIHA - Central Van. Island Service Area Instructor Queue

There are 3 items in the VIHA - Central Van. Island Service Area Instructor queue.

Last Name	First Name	Middle Name	Level	Expiry Date	Created By	Modified By	Queued By
AUSTEN	JANE	C	1	2018-01-31	TESTUSER2		FS07CLERICAL

TIPS

1. Use the same process to move a certificate to your queue from the All HA-SA MarketSafe Instructors Queue.
2. Until you Clear My Instructor Queue, Jane Austen will still appear in the All HA-SA Instructor Queue. In the 'Queued By' column your username will be displayed.

16 OPEN SCHOOL AND THE FOODSAFE REGISTRY

System to system functions have been implemented in the FOODSAFE Registry which allow the Open School system to query the FOODSAFE Registry about student prerequisites for taking courses; and to allow Open School to submit student and exam information to the FOODSAFE Registry electronically:

16.1 Prerequisite to take FoodSafe Level 2

TIP

For information about Level 2 pre-requisites, please see the Open School site, Frequently Asked Questions:

https://www.openschool.bc.ca/foodsafe_level2/faq#a1

16.2 Prerequisite to take FoodSafe Level 1 Refresher

The Refresher course is only available to individuals who have a valid (non-expired) FoodSafe Level 1 certificate. In order to take the course, students must register online at Open School BC before the Level 1 certificate expiration date.

A valid FoodSafe Level 1 exam has a passing grade of 70% or greater and is unexpired.

If students took a different food safety course (not FOODSAFE) they are not eligible for the Refresher, even if the certificate is valid.

TIP

For more information about FoodSafe Level 1 recertification visit Open School's recertification page:

https://www.openschool.bc.ca/foodsafe_refresher/faq

16.3 FoodSafe Level 1 Equivalentents

For students who have met the requirements establishing a FOODSAFE Level 1 equivalency, the equivalent is recorded in the FOODSAFE Registry under the FOODSAFE Level 2 exam, with the Level 1 Equivalent field marked 'Yes'.

For Level 2 exams marked with a Level 1 equivalent that are submitted by Open School, the Level 2 certificate is automatically added to the Open School certificate queue for printing.

For a student who takes Level 2 without a Level 1 prerequisite or equivalent, their personal information and exam data is submitted to the FOODSAFE Registry, but a certificate is not added to the certificate queue, and the Print Single Certificate function is disabled.

TIPS

The BC Centre for Disease Control determines equivalencies for FOODSAFE Level 1.

For more information about out-of-province FOODSAFE Level 1 equivalentents, visit:

The Open School Frequently Asked Question page at: <http://foodsafe.ca/recertify.html#recert-faq7>

The BCCDC Food Protection Services page at: <http://www.bccdc.ca/our-services/programs/food-protection-services>

16.4 Submission of Open School Exam Results for FOODSAFE Level 1 and Level 2

When a student completes the **online Level 1 or Level 2** exam, Open School submits the student details and exam results electronically to the FOODSAFE Registry. For new students, new records are created. For returning students, records are updated with any changes to the student details (for example: address or phone number) and new exam results are added to their record. Each exam is registered under the student's Health Authority.

When exams with a passing grade are submitted to the Registry, a certificate is automatically added to the **Open School Certificate Queue**.

When exams with a failing grade are submitted to the Registry, a certificate is not added to the certificate queue, and the print functions are disabled for that exam.

16.5 Submission of Open School Exam Results for FOODSAFE Refresher

When a student completes the online **Refresher** exam, Open School submits the student details and exam results electronically to the FOODSAFE Registry. The student's record is updated with the new Refresher exam data.

When Refresher exams with a passing grade of 80% or higher are submitted to the Registry, a certificate is automatically added to the **Refresher Certificate Queue**, administered by the Fraser Health Authority under the Simon Fraser default service area.

When Refresher exams with a failing grade are submitted to the Registry, a certificate is not added to the certificate queue, and the print functions are disabled for that exam.

16.6 Submission of Open School Exam Results for MarketSafe

When a student completes the online **MarketSafe** exam, Open School submits the student details and exam results electronically to the FOODSAFE Registry. For new students, new records are created. For returning students, records are updated with any changes to the student details (for example: address or phone number), and new exam results are added to their record. The exam is registered under the student's Health Authority.

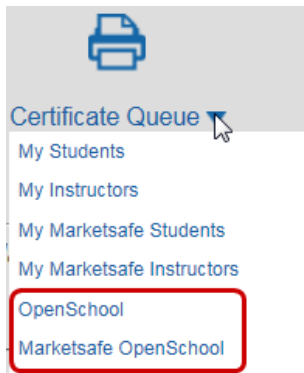
When MarketSafe exams with a passing grade of 70% or higher are added to the Registry, a certificate is automatically added to the **MarketSafe Open School Queue**.

When MarketSafe exams with a failing grade are submitted to the Registry, a certificate is not added to the certificate queue, and the print functions are disabled for that exam.

16.7 Open School Roles in the Registry

16.7.1 The Open School Role (FOODSAFE Level 1 and 2 and MarketSafe queues)

The **Open School** and **MarketSafe Open School** certificate queues are available to users with the **Clerical role + Open School add-on role + default HA Service Area**.



A default service area has been chosen by each Health Authority for the purpose of administering Open School's FOODSAFE Level 1 and Level 2 records and Open School's MarketSafe records in the Registry.

The **Open School add-on role** must be assigned under the **default service areas** in order for the clerical user to be able to access the Open School and MarketSafe Open School queues.

The default service areas for each Health Authority are as follows:

Regional Health Authority	Default Service Area
FHA (Fraser Health Authority)	6 Simon Fraser Service Area
IHA (Interior Health Authority)	2 South Okanagan Service Area

NHA (Northern Health Authority)	8 Northern Interior SA
VCH (Vancouver Coastal Health)	9 Vancouver/Richmond SA
VIHA (Vancouver Island Health Authority)	11 Capital Service Area

When Open School **FOODSAFE Level 1 and 2** student records are submitted to the Registry, certificates for successful students are routed to the **Open School queue** and their exam results are registered under the default service areas.

When Open School **MarketSafe** student records are submitted to the Registry, certificates for successful students are routed to the **MarketSafe Open School queue** and their exam results are registered under the default service areas.

For example, if a student lives in the East Kootenay service area, their Open School record will be posted under the default service area for Interior Health, i.e., South Okanagan service area. The Health Authority field in the Exam Details will display the default service area, South Okanagan. Regardless of which Interior Health service area the student exam is registered under, their certificates will display the regional logo for Interior Health.

16.7.2 The Open School Refresher Role

The Open School Refresher certificate queue is available only to registry users with the **Clerical role + Refresher add-on role + Simon Fraser default HA Service Area**.

Regardless of the student’s Health Authority, all Refresher course exam results for B.C. students are submitted to the FOODSAFE Registry under the default service area for the Fraser Health Authority, which is the Simon Fraser Service Area.

Fraser Health prints Refresher certificates for all B.C. students. In place of the Health Authority logo, the Open School logo is printed on all Refresher certificates.



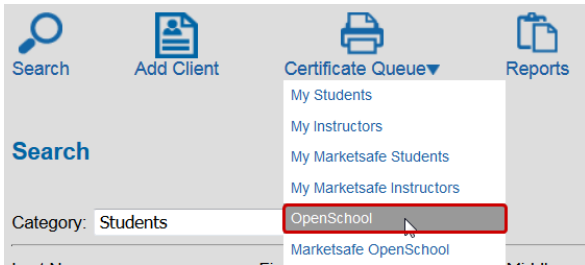
TIP:

1. Any Health Authority can print a replacement Refresher certificate.
2. FOODSAFE Refresher certificates for non-BC students are handled by BC CIPHI.

16.8 Print Open School Queue - FOODSAFE Level 1 and 2 Certificates

To open the Open School certificate queue:

1. Click on the **Certificate Queue** icon and select **Open School** from the menu:



- In the **Open School Queue**, note that all the records are created by Open School:

OpenSchool queue.

Middle Name	Level	Health Authority	Created By	Modified By	Queued By
	1	FHA - Simon Fraser Service Area	OPENSCHOOL		OPENSCHOOL
ANNE	1	FHA - Simon Fraser Service Area	OPENSCHOOL		OPENSCHOOL
	1	FHA - Simon Fraser Service Area	OPENSCHOOL		OPENSCHOOL
	1	FHA - Simon Fraser Service Area	OPENSCHOOL		OPENSCHOOL

- If you need to review a student's details, click in the student's row to open the record:

OpenSchool Queue

There are 19 items in the OpenSchool queue.

Last Name	First Name	Middle Name	Level	Health Authority	Created By	Modified By	Queued By
ANSTEY	FAYE	LISA	1	VIHA - Central Van. Island Service Area	OPENSCHOOL		FS07CLERICAL
VON DE WALL	ANGIE	M.	1	VIHA - Central Van. Island Service Area	OPENSCHOOL	CAWYATT	FS07CLERICAL
MCQUEEN	STEVE		1	VIHA - Central Van. Island Service Area	OPENSCHOOL		FS07CLERICAL
OBAMA	MICHELLE	AGNES	1	VIHA - Central Van. Island Service Area	OPENSCHOOL		FS07CLERICAL

- In the student record, under Exam Details, exams submitted by Open School will include 'Open School' in the **Offered By** field, and, if applicable, the name of the Open School instructor in the **Instructor** field:

Exam Details

Health Authority: FHA - Simon Fraser Service Area

Occupation: Foodservice Worker

Area of Employment: Foodservice Industry

Type of Exam: Level 1

Offered By: Open School

Language: English

Exam Date: 2019-07-25

Exam Mark: 98

Pass / Fail: Pass

Instructor:

Last Printed By:

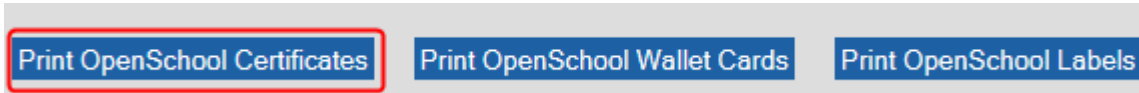
Last Printed Date: n/a

Comments:

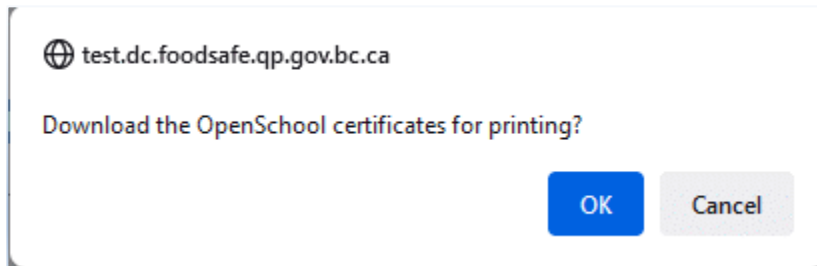
- To return to the Certificate Queue, click on the **Certificate Queue breadcrumb** above the Student Details:



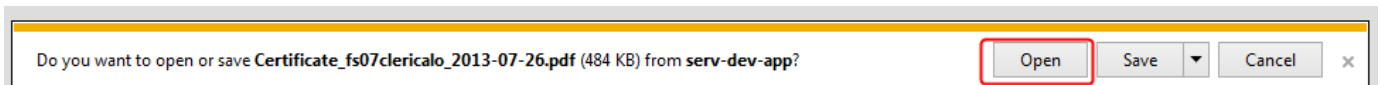
6. To print all the certificates in the queue, click on **Print Open School Certificates**:



7. When prompted to download the certificates, click **OK**:



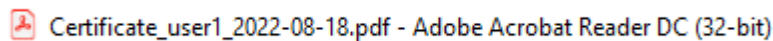
8. At the Acrobat prompt, **Open** (or Save and Open) the PDF document:



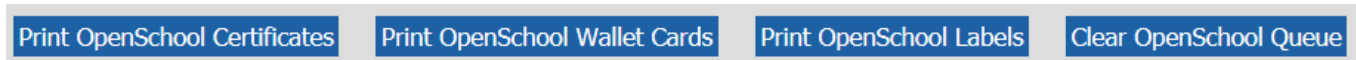
9. A PDF document opens in Adobe Acrobat Reader, containing certificates for all the students in the queue. If necessary, review the certificates using the Acrobat Reader navigation tools:



10. A document file name is automatically applied to the PDF document, containing the document type (for example: certificate, wallet card, or label), the user who printed the queue, and the date. If you haven't already, save this document for tracking or billing purposes using the Acrobat **Save As** function:



11. When you are ready to print the document, follow the print instructions in Section 14.7 *Print My Student Queue*, substituting the actions in the Open School Certificate Queue:



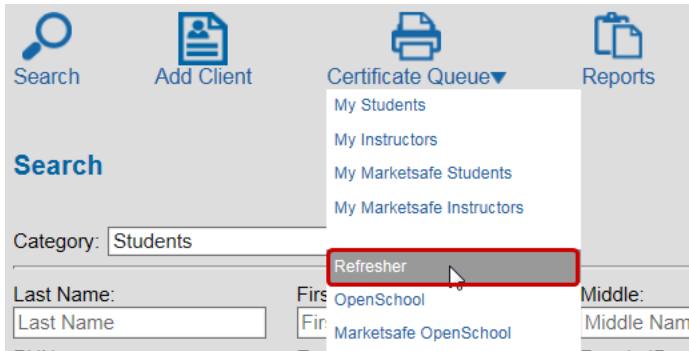
TIPS

1. If any Open School records have been posted to the Registry while you were processing the queue, they will be on standby until you refresh the queue. To refresh the queue (after clearing the queue) go to the **Certificate Queue menu** and select the **Open School** queue. Any new records will display in the queue.
2. To gain access to the Open School Queue, you must be assigned the **Open School add-on role**, and the appropriate default Health Authority service area. A person with the administrative role in the Registry is able to assign add-on roles and service areas.

16.9 Print Open School Refresher Queue - FOODSAFE Refresher Certificates

To open the Refresher certificate queue:

1. Click on the **Certificate Queue** icon and select **Refresher** from the menu:



2. In the **Refresher Queue**, all the records are created by Open School, and the Health Authority is always FHA – Simon Fraser Service Area (or 'Out of Province' for non-BC students administered by BC CIPHI):

Refresher queue.

Middle Name	Level	Health Authority	Created By	Modified By	Queued By
	R	FHA - Simon Fraser Service Area	OPENSCHOOL		OPENSCHOOL
K	R	FHA - Simon Fraser Service Area	OPENSCHOOL		OPENSCHOOL
LYNN	R	FHA - Simon Fraser Service Area	OPENSCHOOL		OPENSCHOOL

3. If you need to review a student's details, click in the student's row to open the record:

ANSTEY	FAYE	LISA	R	VIHA - Central Van. Island Service Area
YOUNG	TERESA	L	R	VIHA - Central Van. Island Service Area
SKYWALKER	LUKE	VADER	R	VIHA - Central Van. Island Service Area

4. In the student record, under Exam Details, the Type of Exam is 'Level 1 Refresher', and Offered By is 'Open School':

Exam Details

Health Authority: FHA - Simon Fraser Service Area

Occupation: Manager

Area of Employment: Other

Type of Exam: Level 1 Refresher

Offered By: Open School

Language: English

Exam Date: 2019-07-30

Exam Mark: 89

Pass / Fail: Pass

Last Printed By:

Last Printed Date: n/a

Comments:

5. To return to the Certificate Queue, click on the **Certificate Queue breadcrumb**:



- To print all the certificates, follow steps 6 to 11 in *Section 16.8 Print Open School Queue*, substituting the actions available in the Refresher Queue:

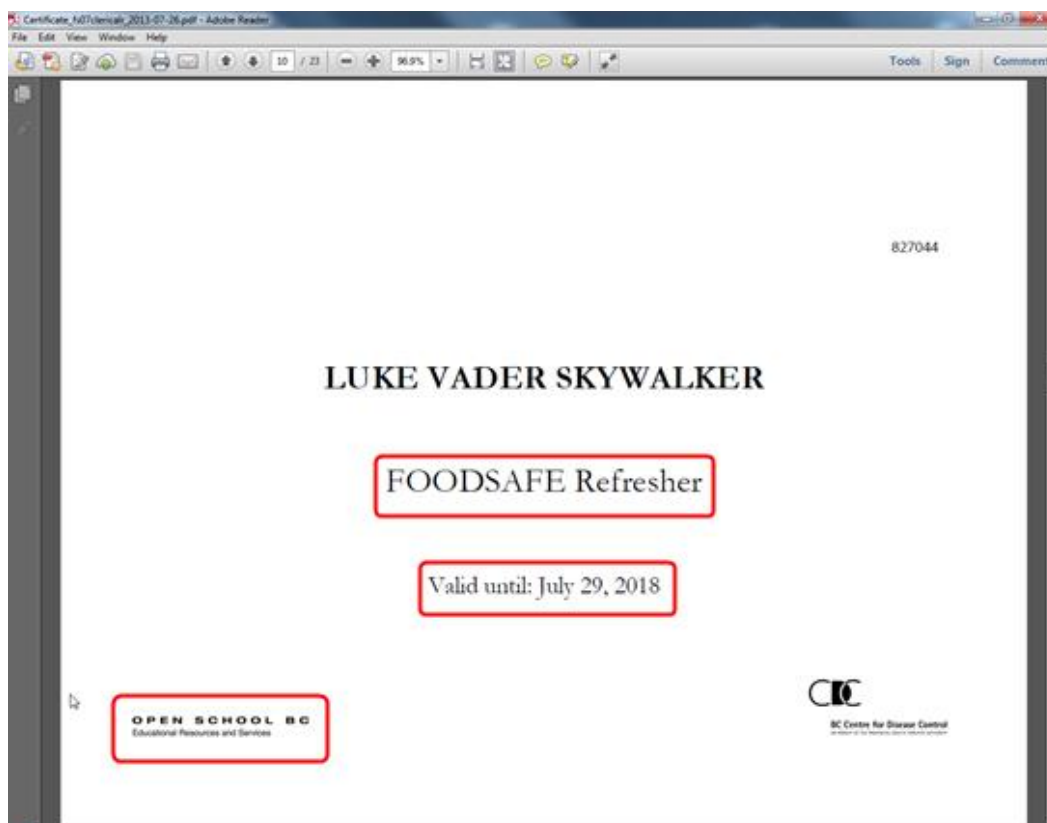
Print Refresher Certificates

Print Refresher Wallet Cards

Print Refresher Labels

Clear Refresher Queue

- After you have printed the Refresher certificates you can run an R14 Report detailing the certificates posted during a given time period, and manually enter the date the certificates were printed and mailed.
For further information, see *Section 18.5 R14 Refresher Certificates Report*.
- The Refresher certificates contain the course level 'FOODSAFE Refresher', a 5-year expiry date, and the Open School logo:



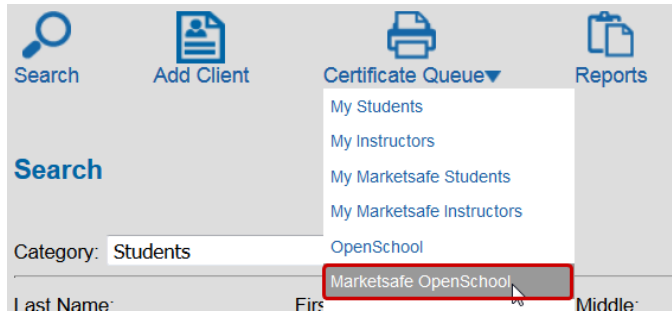
TIPS

- If any Open School Refresher records have been posted to the Registry while you were processing the Refresher queue, they will be on standby until you refresh the queue. To refresh the queue (after clearing the queue) go to the **Certificate Queue** menu and select the **Refresher** queue. Any new records will display in the queue.
- To gain access to the Refresher Queue, you must be assigned the **Refresher add-on role**, and the **FHA – Simon Fraser** service area. A person with the administrative role in the Registry is able to assign add-on roles and service areas.

16.10 Print Open School MarketSafe Queue - MarketSafe Certificates

To open the MarketSafe Open School queue:

- Click on the **Certificate Queue** icon and select **MarketSafe Open School** from the menu:



- In the **MarketSafe Open School Queue**, all the records are created by Open School:

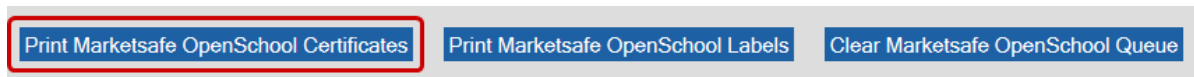
Marketsafe OpenSchool Queue

There are 2 items in the Marketsafe OpenSchool queue.

Last Name	First Name	Middle Name	Level	Health Authority	Created By	Modified By	Queued By
FLOWERS	LEONARDO		M	VIHA - Central Van. Island Service Area	OPENSCHOOL		OPENSCHOOL
HERRERA	JOSHUA	ARMANDO	M	VIHA - Central Van. Island Service Area	OPENSCHOOL	FS07CLERICAL	OPENSCHOOL

[Print Marketsafe OpenSchool Certificates](#)
[Print Marketsafe OpenSchool Labels](#)
[Clear Marketsafe OpenSchool Queue](#)

- To print all the certificates in the queue, follow steps 6 to 11 in Section 16.8 *Print Open School Queue*, substituting the actions available in the MarketSafe Open School Queue:



- The MarketSafe certificates contain the course level 'Basic Food Training Level for Temporary Market Vendors', the date of exam completion, and the Health Authority logo:

ANTHONY HOWARD FAUCI

has successfully completed

**Basic Food Safety Training for
Temporary Market Vendors**

Completed on: August 13, 2020



TIPS

If any Open School MarketSafe records have been posted to the Registry by Open School while you were processing the queue, they will be on standby until you refresh the queue. To refresh the queue (after clearing the queue) go to the Certificate Queue menu and select the MarketSafe Open School queue. Any new records will display in the queue.

17 BC CIPHI - Processing Out-of-Province Records from Open School

Users at BC CIPHI are assigned a clerical role plus an add-on role called 'BCCIPHI' which enables manual entry of Open School exam records into the Registry for non-BC students who have taken exams for FOODSAFE Level 1, Level 2 and Refresher, and MarketSafe.

17.1.1 Add Client (Student)

1. Click the **Add Client** button:



2. The Student Details form opens.
Follow steps 4 to 15 in *Section 6.1 Add Client*.

Home > New Student

Student Details:

Last Name:

First Name:

Middle Name:

Birth Date:

Gender: ▼

Address 1:

Address 2:

City:

Province:

Postal Code:

Area Code - Phone: -

Email:

Comments:

TIPS

1. The 'Province' field accepts 2 characters for a Canadian province or US state abbreviation.
For addresses supplied without a province or state, enter the two digits '00'.
2. The 'Postal Code' field accepts a 6-character code (no space) or a 5-digit zip code.
For example: V2V3A3, or 98281
For addresses supplied without a postal code in the required format, enter '00000'.
3. The 'Telephone' field accepts seven digits, no hyphen. For example: 5551234
4. The 'Email' field address must include the domain information.
For example, name@domain.com: jsmith@gmail.com; john.doe@email.ca; janedoe@telus.net

17.1.2 Add New Exam

Once the student details form has been submitted, the 'Add New Exam' panel displays in the student record.

Email:

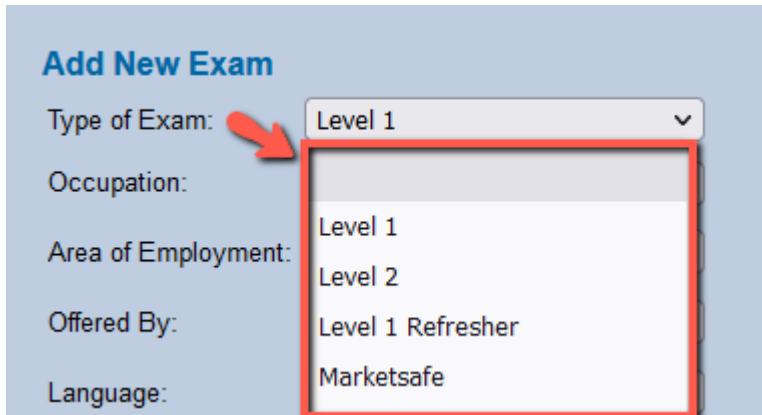
Comments:

To add a new exam:

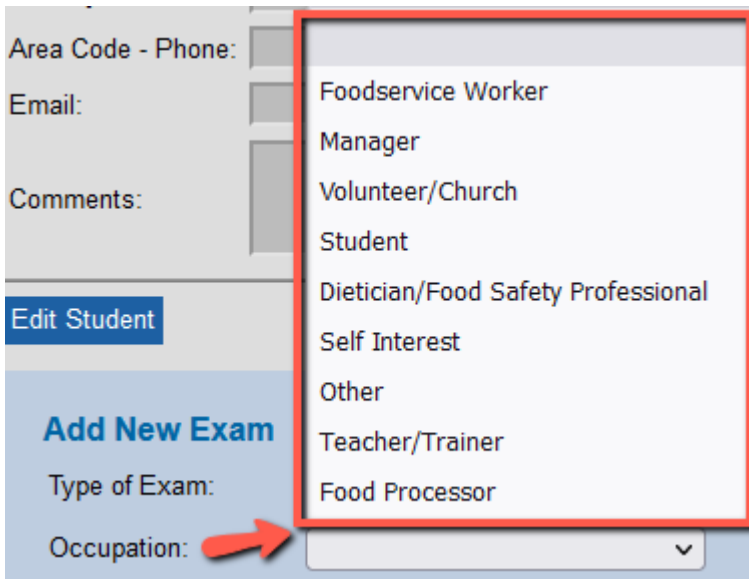
1. Click on **Add New Exam**:



2. In the 'Type of Exam' field, select Level 1, Level 2, Refresher or MarketSafe:



3. In the 'Occupation' field, select a menu option:



4. In the 'Area of Employment' field, select a menu option:

Area of Employment:

Offered By:

Language:

Exam Date:

Exam Mark (%):

Foodservice Industry

Voluntary Sector

Care Facility/Hospital

Educational Institution

Unemployed

Other

5. In the 'Offered By' field select 'go2' or 'Open School':

Offered By:

Language:

Exam Date:

Exam Mark (%):

go2 (formerly HIEAC)

Open School

6. In the 'Language' field, select a menu option:

Email:

Comments:

[Edit Student](#)

Add New Exam

Type of Exam:

Occupation:

Area of Employment:

Offered By:

Language:

English

Chinese

French

Punjabi

Spanish

Vietnamese

Japanese

Tagalog


German

Farsi

Arabic


Other

7. In the 'Exam Date' field, enter the exam date using the calendar, or manually enter the date in the following format, including hyphens: YYYY-MM-DD

Add New Exam
 Type of Exam:
 Occupation:
 Area of Employment:
 Offered By:
 Language:
 Exam Date:  2022-08-18
 Exam Mark (%):


August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8. In the 'Exam Mark' field, enter the mark as a whole number:

Add New Exam
 Type of Exam: Level 1
 Occupation: Foodservice Worker
 Area of Employment: Foodservice Industry
 Offered By: Open School
 Language: English
 Exam Date: 2022-08-18
 Exam Mark (%):  80

9. If an Open School instructor name has been submitted with the exam results emailed by Open School, enter the name in the 'Comments' field:

Add New Exam
 Type of Exam: Level 1
 Occupation: Foodservice Worker
 Area of Employment: Foodservice Industry
 Offered By: Open School
 Language: English
 Exam Date: 2022-08-18
 Exam Mark (%): 80

Comments: 
 Instructor name

10. When you have finished entering the exam data, click on **Submit**:

Add New Exam

Type of Exam:

Occupation:

Area of Employment:




Offered By:

Language:

Exam Date:

Exam Mark (%):

Comments:

11. Once the exam is submitted, the Student Details page will display a summary of the exam(s) under 'Exam History', and the details of the selected exam under 'Exam Details':

Exam History

Exam	Status	Expires	Health Authority	L1 Equiv
Level 1	Pass	2027-08-18	Out of Province	

Exam Details

Health Authority:

Type of Exam:

Occupation:

Area of Employment:

Offered By:

Language:

Exam Date:

Exam Mark:

Pass / Fail: **Pass**

Last Printed By:

Last Printed Date:

Comments:

12. Under 'Exam History' and 'Exam Details', the pass or fail grade status is generated automatically based on the mark entered:

Exam History 

Exam	Status	Expires	Health Authority	L1 Equiv
Level 1	Pass	2020-10-14	Out of Province	

13. Under 'Exam History', the expiry dates for Level 1 and Level 1 Refresher are generated automatically based on the date of exam plus 5 years. There are no expiry dates on Level 2 and MarketSafe certifications.

Exam History				
Exam	Status	Expires	Health Authority	L1 Equiv
Level 1	Pass	2020-10-14	Out of Province	
Level 2	Pass		Out of Province	
Level R	Pass	2024-08-01	Out of Province	
Marketsafe	Pass		Out of Province	

14. Under 'Health Authority', the 'Out of Province' code is entered automatically for records entered by the BCCIPHI role:

Exam History				
Exam	Status	Expires	Health Authority	L1 Equiv
Level 1	Pass	2027-08-18	Out of Province	

Exam Details	
Health Authority:	Out of Province
Type of Exam:	Level 1

15. Under the 'Offered By' field the 'Open School' or 'Go2' value is displayed:

Exam Details	
Health Authority:	Out of Province
Type of Exam:	Level 1
Occupation	Foodservice Worker
Area of Employment	Foodservice Industry
Offered By:	Open School

16. When FOODSAFE Level 1 or Level 2 exam with a passing grade is submitted, a certificate is automatically added to **My Students Queue** for printing.

When a FOODSAFE Refresher exam with a passing grade is submitted, a certificate is automatically added to the **Refresher Queue** for printing.

When a MarketSafe exam with a passing grade is submitted, a certificate is automatically added to **My MarketSafe Students** queue.

TIPS

Marks required to achieve a passing grade

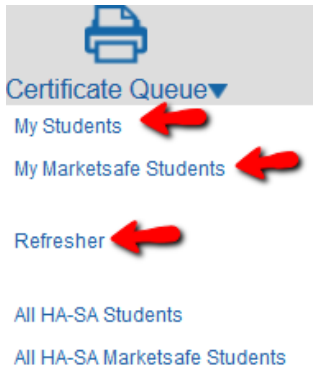
Foodsafe Level 1: A mark of 70 percent or greater.

Foodsafe Level 2: A mark of 80 percent or greater.
Foodsafe Refresher: A mark of 80 percent or greater.
MarketSafe: A mark of 70 percent or greater is required.

17.1.3 BC CIPHI Print Queues

To print the certificates in the queues:

1. Click on the **Certificate Queue** icon to select a queue:



2. **My Students Queue:** Print FOODSAFE Level 1 and 2 certificates. *See Section 14.7 Print My Student Queue*
My MarketSafe Student Queue: Print MarketSafe certificates. *See Section 14.9 Print My MarketSafe Student Queue*
Refresher Queue: Print FOODSAFE Refresher certificates. *See Section 16.9 Print Refresher Queue.*

[Print Refresher Certificates](#) [Print Refresher Wallet Cards](#) [Print Refresher Labels](#) [Clear Refresher Queue](#)

For information on the All HA-SA queues, *see* Part 15 The HA-SA Queues

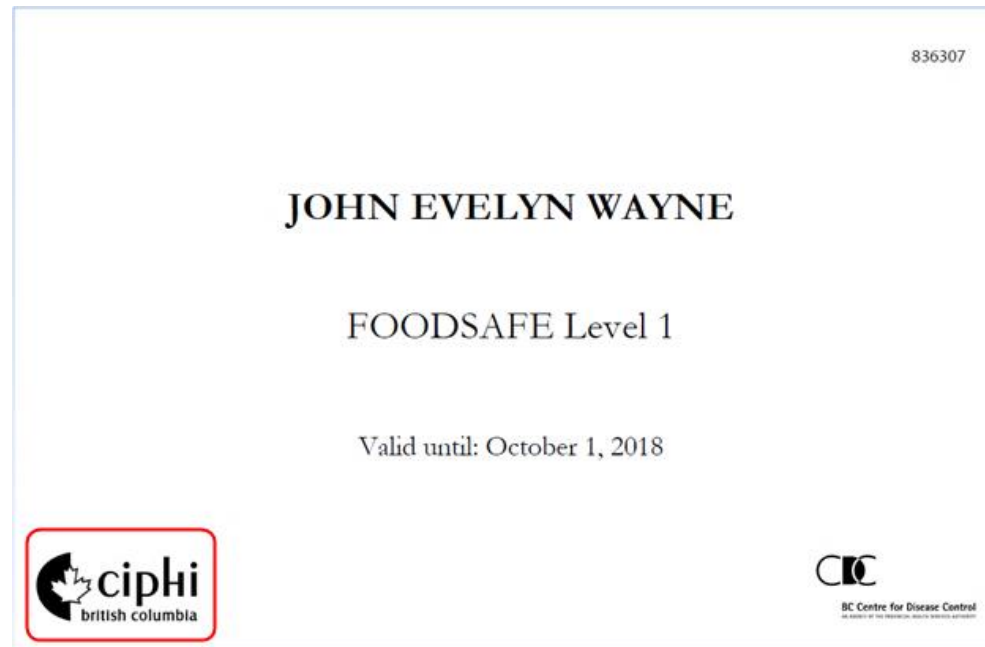
TIPS

1. To print FOODSAFE certificates, use the same FOODSAFE certificate shell for all levels (1, 2 and Refresher)
2. To print MarketSafe certificates use the MarketSafe certificate shell.

17.1.4 BC CIPHI Certificates

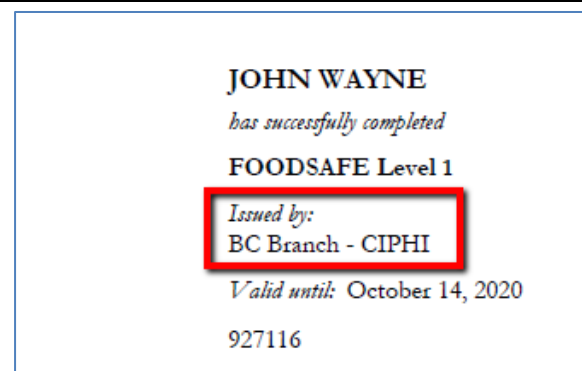
FOODSAFE Level 1 and 2 Certificates

Display the BC CIPHI Logo



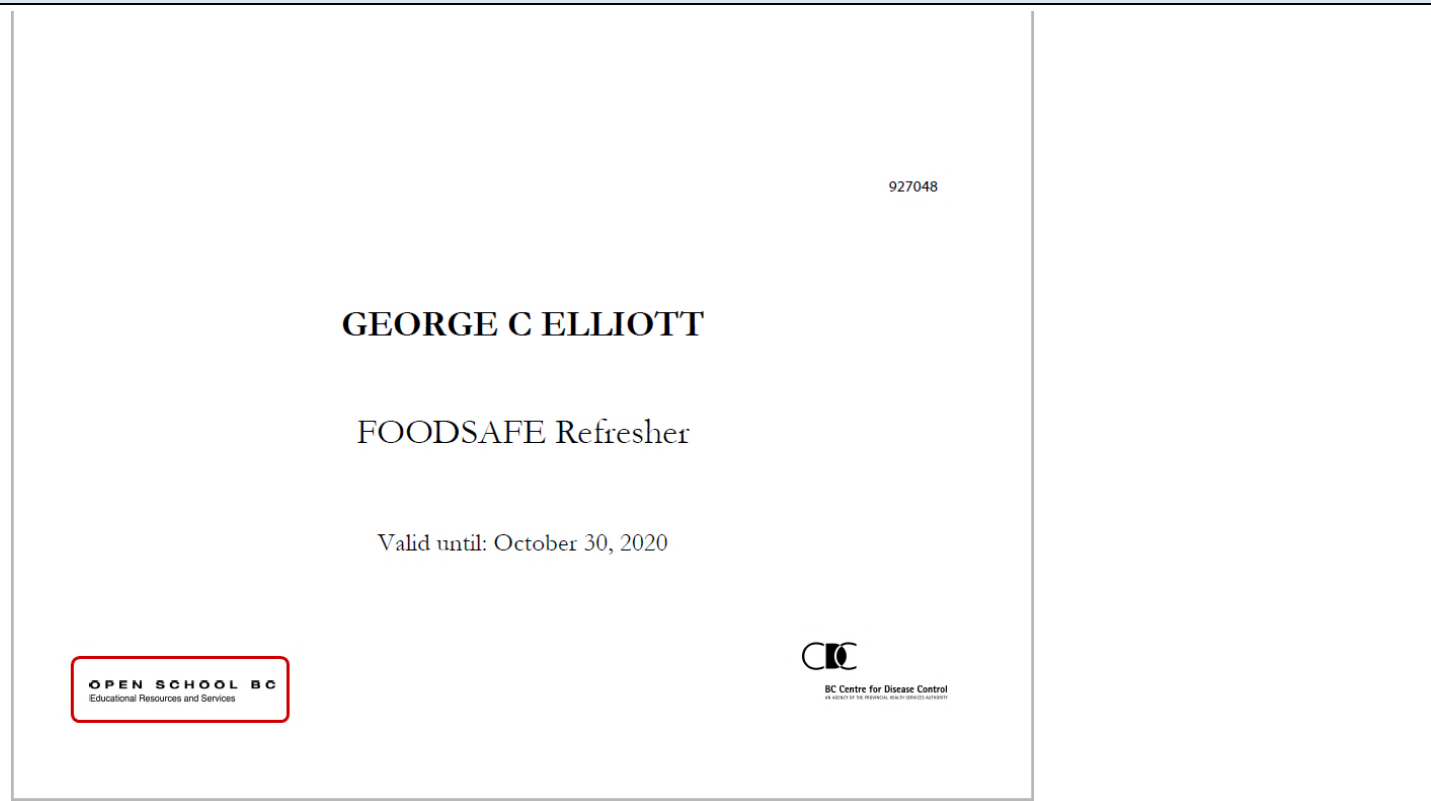
FOODSAFE Level 1 and Level 2 wallet cards

Displays the 'BC Branch – CIPHI' name



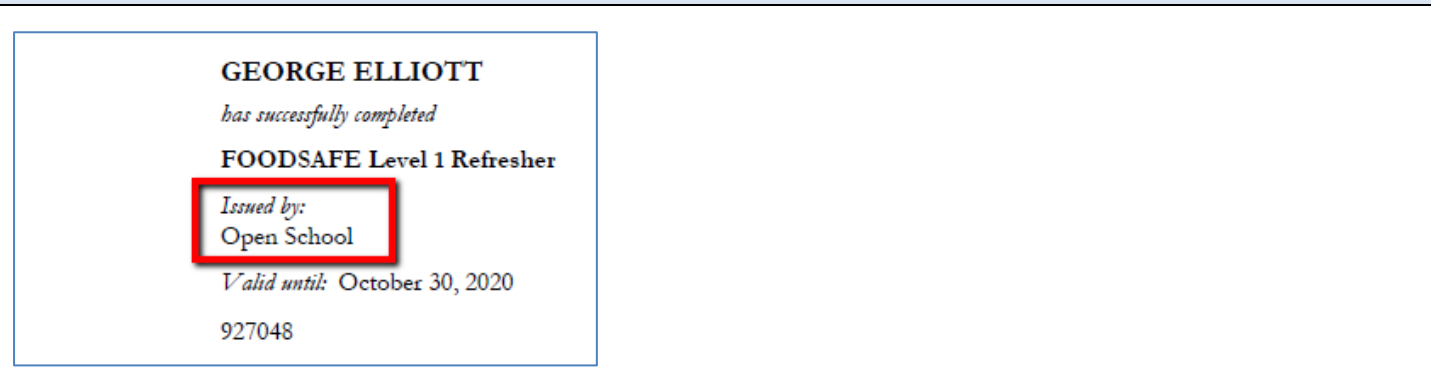
The FOODSAFE Refresher Certificate

Displays the Open School logo



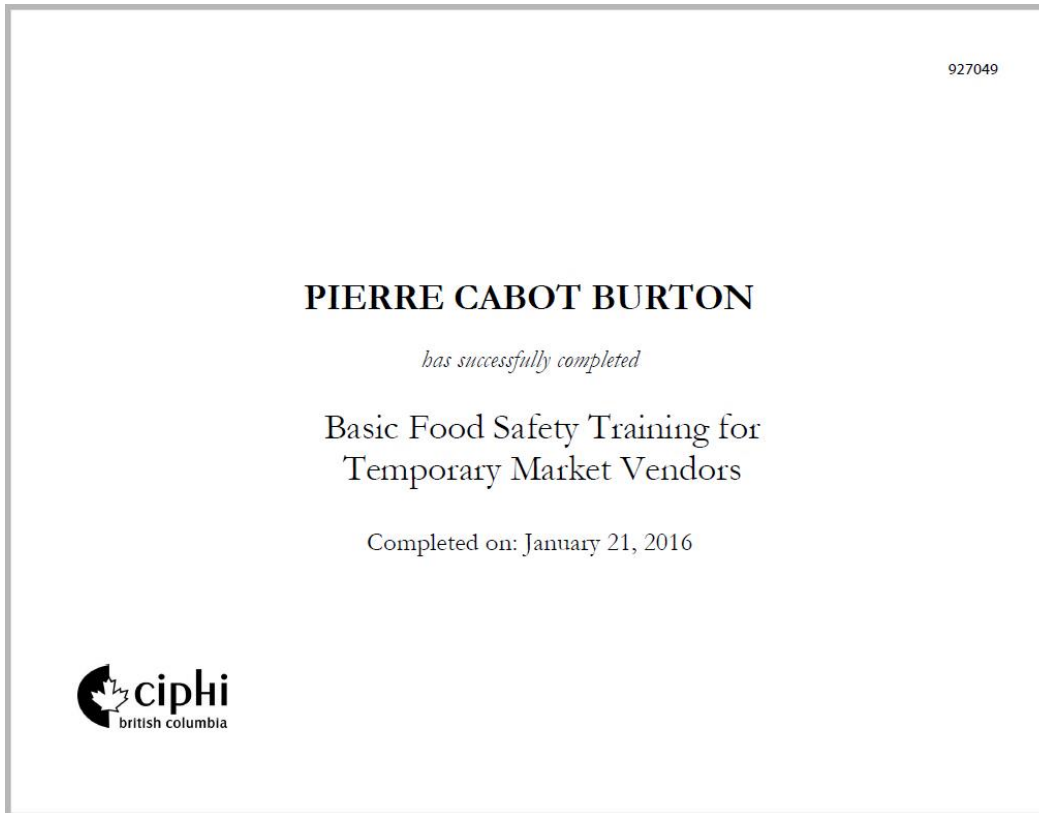
The FOODSAFE Refresher Wallet Card

Displays the Open School name



The MarketSafe Certificate

Displays the BC CIPHI logo.



For more information on printing certificates, see Part 14 Print Certificates

18 REPORTS

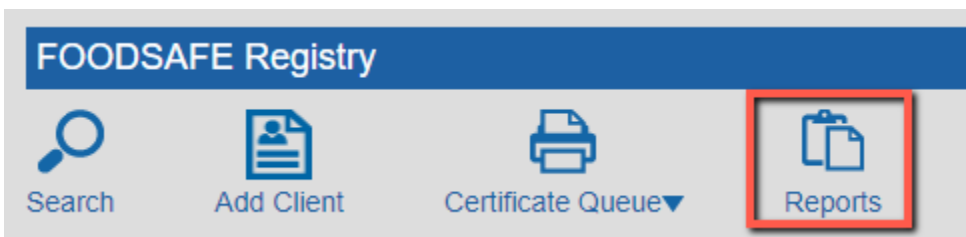
The following reports can be created in the FOODSAFE Registry. Access is determined by the user role.

18.1 R01 Student Registry Report

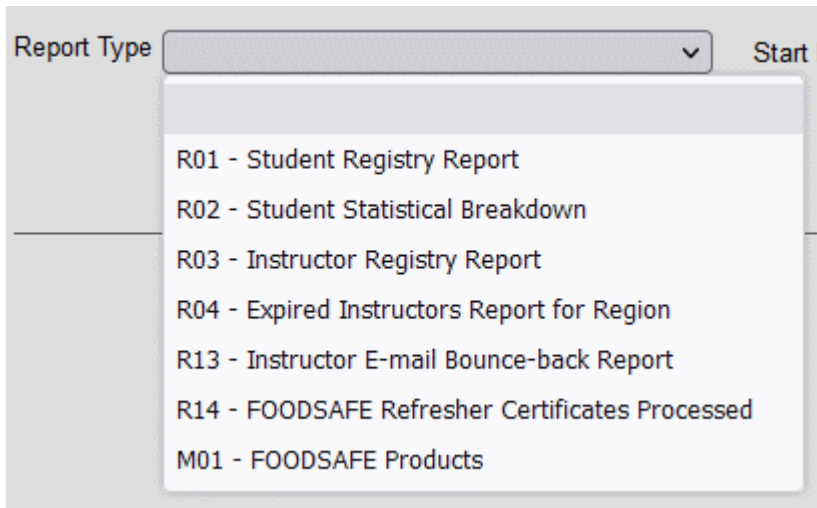
The R01 report lists all students in the users Health Authority service area who wrote their Level 1, Level 2 and Refresher exams during the date range selected. The report includes name, address, telephone number, exam date, exam mark, area of employment, language, occupation and where the exams were offered. The Level 1 students are listed first, followed by the Level 2 students and the Level 1 Refresher students, in alphabetical order.

To run a report:

1. Click on the **Reports** icon:

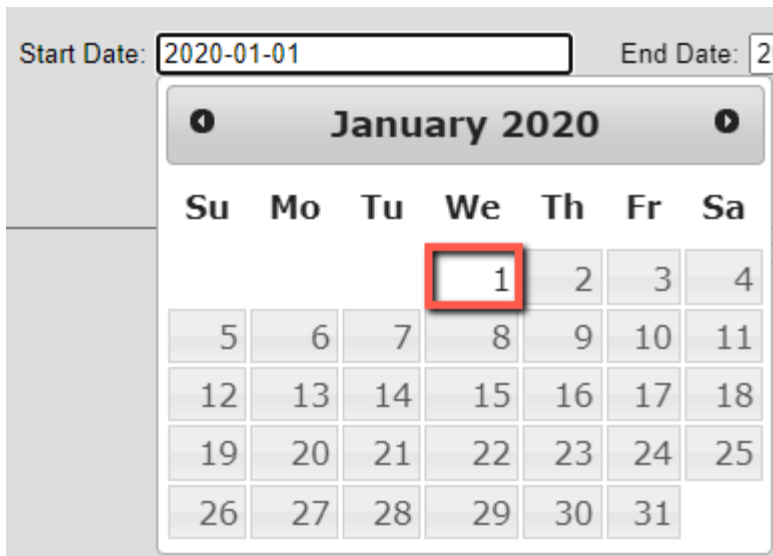


2. On the Reports page, select a report from the drop-down menu:

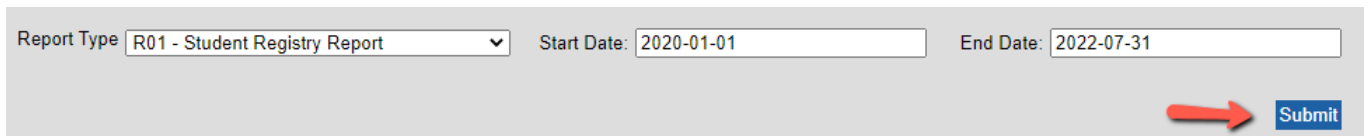


3. If the report selected displays date fields, enter a start date and end date. You can use the calendar to select dates, or enter dates manually in the following format, including hyphens: YYYY-MM-DD.

For example: 2020-01-01 to 2022-07-31.



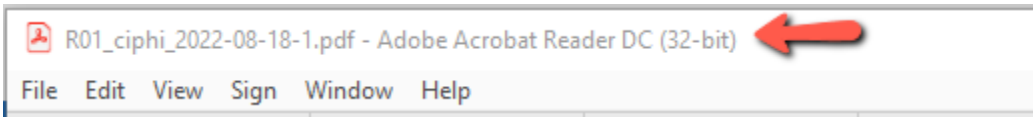
4. Click on the **Submit** button:



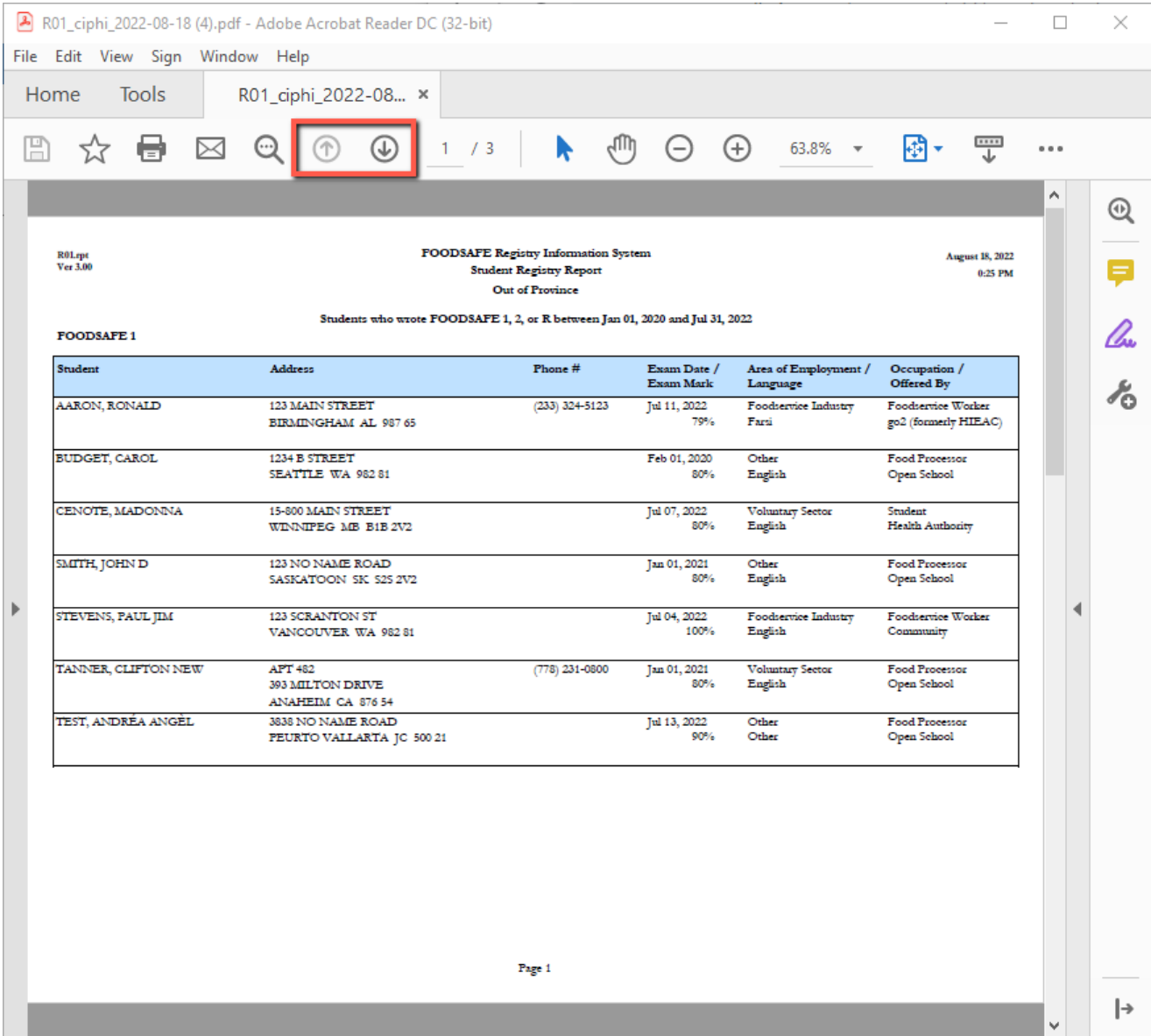
5. A report document in PDF format is generated. At the download prompt, open (or save) the document:



- 6. A PDF report document opens in Acrobat Reader. The file name includes the report type (R01), the user who printed the certificate, and the download date.



- 7. Review the report using the navigation tools in Acrobat Reader:



FOODSAFE 2

Student	Address	Phone #	Exam Date / Exam Mark	Area of Employment / Language	Occupation / Offered By
BUDGET, CAROL	1234 B STREET SEATTLE WA 982 81		Feb 03, 2020 90%	Other English	Food Processor Open School
STEVENS, PAUL ESTEVAN	123-FIFTH AVE E REGINA SK S2S 1A1		Jul 01, 2022 90%	Foodservice Industry English	Foodservice Worker Community
TEST, ANDRÉA ANGÉL	3838 NO NAME ROAD FEURTO VALLARTA JC 500 21		Jul 13, 2022 90%	Other Other	Food Processor Open School

FOODSAFE R

Student	Address	Phone #	Exam Date / Exam Mark	Area of Employment / Language	Occupation / Offered By
BUDGET, CAROL	1234 B STREET SEATTLE WA 982 81		Feb 18, 2020 80%	Other Other	Food Processor Open School
JULY, WEDNESDAY	123 MAPLE STRET PORTLAND OR 789 12		Jul 05, 2022 80%	Foodservice Industry English	Foodservice Worker Open School
LOG, JAY F.	777 LUCKY WAY NEVERLAND AB T8V 2A2	(403) 555-1234	May 02, 2022 70%	Voluntary Sector German	Volunteer/ Church Open School
LOG, JAY F.	777 LUCKY WAY NEVERLAND AB T8V 2A2	(403) 555-1234	May 03, 2022 80%	Voluntary Sector Japanese	Volunteer/ Church Open School
TEST, ANDRÉA ANGÉL	3838 NO NAME ROAD FEURTO VALLARTA JC 500 21		Jul 13, 2022 92%	Voluntary Sector French	Manager Open School
WASHINGTON, GUY FROM	123 CENTER STREET SEATTLE WA 982 81		Jan 10, 2020 80%	Other English	Food Processor Open School

8. You can save and print the document, using the Acrobat Reader functions.

TIPS

1. Reports R01, R02, and R10 require a date range to be entered.
2. Reports R03, R04, and R11, require no date range.
3. Report M01 is selected by fiscal year and is generated in CSV format, readable in Excel.

18.2 R02 Student Statistical Breakdown

The R02 report lists the following student data for the user's Health Authority service area:

Part One counts the number and percentage of students who passed FOODSAFE Level 1, Level 2 and Refresher exams according to their Occupation and their Area of Employment

Part Two counts the number and percentage of passes and fails for Level 1 Level 2 and Refresher exams.

Part Three counts the number and percentage of Level 1, Level 2 and Refresher exams taken according to the type of facility where the exam was offered.

Part Four lists the number and percentage of Level 1, Level 2 and Refresher exams by the language of the exam.

R02.rpt Ver 3.00		FOODSAFE Registry Information System FOODSAFE Student Statistical Breakdown Simon Fraser Service Area For exams written between Jan 1, 2020 and Jul 30, 2022										Aug 18, 2022 01:13 PM				
Part One - Occupation versus Area of Employment																
Occupation	Dietician/Food Safety Professional		Food Processor		Foodservice Worker		Manager		Other		Self Interest		Student		Teacher/Trainer	
	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass
Employee Location																
Care Facility/Hospital	0	0.0%	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Educational	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Foodservice Industry	0	0.0%	3	100.0%	6	100.0%	3	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Other	0	0.0%	1	100.0%	0	0.0%	0	0.0%	3	100.0%	0	0.0%	0	0.0%	1	100.0%
Unemployed	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Voluntary Sector	0	0.0%	0	0.0%	3	100.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Part Two - Cross Table of Pass/Fail for each FOODSAFE Course Level																
Course	# Pass	% Pass	# Fail	% Fail	Total Taken											
FOODSAFE Level 1	14	100.0%	0	0.0%	14											
FOODSAFE Level 2	8	100.0%	0	0.0%	8											
FOODSAFE Level R	0	0.0%	0	0.0%	0											
Total	22		0		22											
Part Three - Where exams were taken (offered by locations)																
Offered By	# of Exams Taken	% of Exams Taken														
Community College/Post-Health Authority	3	13.6%														
Health Authority	4	18.2%														

Offered By	# of Exams Taken	% of Exams Taken
School District	1	4.5%
Employer	3	13.6%
go2 (formerly HIEAC)	1	4.5%
Private Enterprise	1	4.5%
Other	7	31.8%
Open School	2	9.1%

Part Four - Languages of Exam

Language	# of Exams Taken	% of Exams Taken
English	14	63.6%
Chinese	0	0.0%
French	0	0.0%
Punjabi	1	4.5%
Spanish	0	0.0%
Vietnamese	0	0.0%
Japanese	0	0.0%
Tagalog	0	0.0%
German	0	0.0%
Farsi	0	0.0%
Arabic	0	0.0%
Other	7	31.8%
Italian	0	0.0%
Taiwanese	0	0.0%

18.3 R03 Instructor Registry Report

The R03 report lists all the instructors who are certified to teach in the user's Health Authority service area. The report shows the name, address, telephone number, teachable languages, expiry date, and the other Health Authority service areas in which the instructor is authorized to teach. No date range is required to run this report.

Instructor Name: MAYNARD, CELESTE JILL	Address: APT 46 118 WEST MILTON STREET ST. PAUL BC V1Y 2N2	Phone: (250) 803-7900
Level 1 Expiry Date: 2023-12-31		Level 2 Expiry Date: 2022-12-31
Teachable Languages: English French		Health Authorities Registered At: Simon Fraser Service Area

Instructor Name: GILL, KULDEEP	Address: APT 9 94 NOBEL AVE RICHMOND BC V5N 6Y5	Phone: (778) 278-5474
Level 1 Expiry Date: 2023-06-30		Level 2 Expiry Date: 2021-06-29
Teachable Languages: English Punjabi		Health Authorities Registered At: Simon Fraser Service Area

Instructor Name: ROSALES, PAIGE JOANNA	Address: 1ST FLOOR 45 MILTON WAY JERSEY BC V2O 9P1	Phone: (250) 241-7449
Level 1 Expiry Date: 2023-10-31		Level 2 Expiry Date: 2022-10-31
Teachable Languages: English Spanish		Health Authorities Registered At: Simon Fraser Service Area

Instructor Name: ARIAS, BYRON BETH	Address: ROOSEVELT BUILDING 83 NEW BLVD. COQUITLAM BC V5K 4K0	Phone: (604) 612-6532
Level 1 Expiry Date: 2022-12-31		Level 2 Expiry Date: 2022-12-31
Teachable Languages: Punjabi Farsi		Health Authorities Registered At: Simon Fraser Service Area

18.4 R04 Expired Instructors Report for Region

The R04 report lists the expired instructors in the user's Health Authority service area. It includes the instructor's name, address, telephone number, teachable languages, all the Health Authorities in which they are registered to teach and the expiry dates for their Level 1 and Level 2 certifications.

R04.rpt
Ver3.00

FOODSAFE Registry Information System
Expired Instructors Report for Region
Simon Fraser Service Area

Aug 18, 2022
01:11 PM

Instructor Name: RASMUSSEN, ALLISON MARSHALL	Address: 2ND FLOOR 39 SECOND PARKWAY DALLAS, BC V5J 3H2	Phone: (250) 792-6894
Teachable Languages: English		
Health Authorities Registered at: Simon Fraser Service Area	Level 1 Expiry Date 2010-01-05	Level 2 Expiry Date 2010-01-05

Instructor Name: RODRIGUEZ, ANNIE BRANDON	Address: APPARTMENT 6 519 OAK AVE ATLANTA, BC V5Z 9U6	Phone: (604) 541-7320
Teachable Languages: English		
Health Authorities Registered at: Simon Fraser Service Area	Level 1 Expiry Date 2007-11-27	Level 2 Expiry Date 2007-11-27

Instructor Name: FLOYD, BOBBIE CHASITY	Address: SUITE 667 737 MILTON FREEWAY COQUITLAM, BC V6R 8W7	Phone: (250) 859-7403
Teachable Languages: English		
Health Authorities Registered at: Simon Fraser Service Area	Level 1 Expiry Date 2018-06-27	Level 2 Expiry Date 2018-06-27

Instructor Name: HENRY, BONNIE Z.	Address: 1234 NO NAME ROAD ANYWHERE, BC V8R 2D9	Phone:
Teachable Languages:		
Health Authorities Registered at: First Nations Health Authority Simon Fraser Service Area	Level 1 Expiry Date 2021-03-31	Level 2 Expiry Date 2021-05-01

Instructor Name: MANNING, BRANDIE LAMONT	Address: APPARTMENT 71 95 WEST OLD BLVD. ANAHEIM, BC V2Q 4D3	Phone: (604) 636-7185
Teachable Languages: English		
Health Authorities Registered at: Simon Fraser Service Area	Level 1 Expiry Date 1999-01-03	Level 2 Expiry Date 1999-01-03

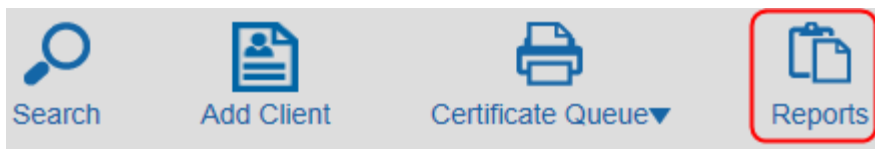
18.5 R14 Refresher Certificates Report (for Refresher Role)

The R14 Refresher Certificates Report is for users with a Clerical plus Refresher role in the registry, who are tasked with processing Refresher certificates for all Open School Refresher course students in British Columbia. To run an R14 report, the user must have the Refresher security role assigned to them.

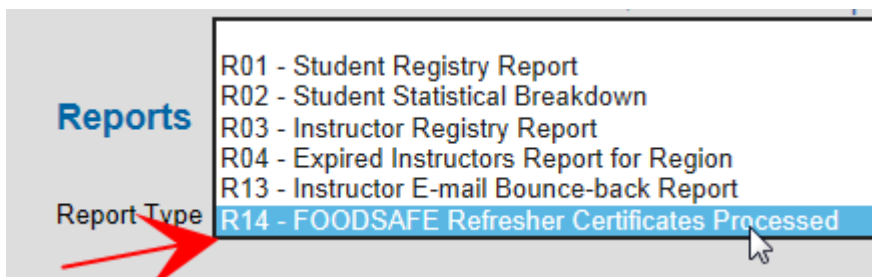
The R14 report lists the number of Refresher certificates (with passing grades) posted by Open School to the FOODSAFE Registry during a selected time period. Only students with a passing grade of 80% will be posted to the Refresher print queue. The report is used for tracking printing of Refresher certificates, and for billing and reporting purposes.

To run an R14 Report:

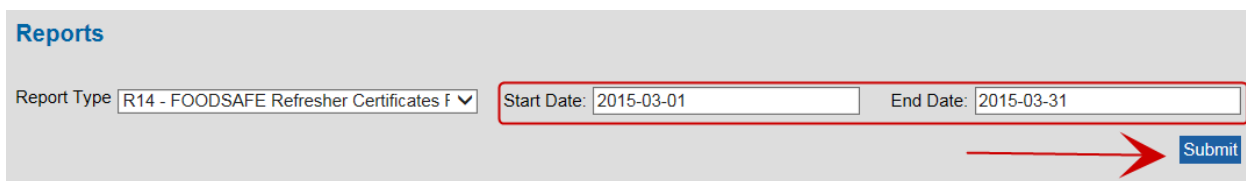
1. Click on the Reports icon:



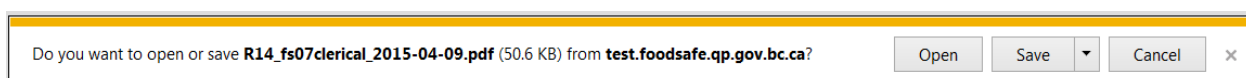
2. Select R14 from the menu:



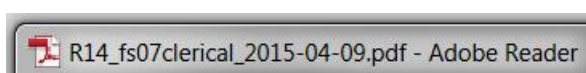
3. Enter the date range for the period you are processing and submit:

A screenshot of the 'Reports' form. The 'Report Type' dropdown is set to 'R14 - FOODSAFE Refresher Certificates F'. The 'Start Date' field contains '2015-03-01' and the 'End Date' field contains '2015-03-31'. A red box highlights these two date fields. A red arrow points to the 'Submit' button.

4. At the Adobe Reader prompt, **Open** or **Save** the report:



5. A Report in PDF format opens and has been named with the report type, the username, and date of the report:



6. The R14 report contains a numbered list of successful students whose Refresher certificates were posted to the FOODSAFE Registry Refresher certificate queue during the date range entered. The report includes the student's

unique People ID number, their name, address, and created date (the date Open School posts the student's Refresher course data to the FOODSAFE Registry) and blank columns for filling in the printed date and mailed date:

#	PEOPLE ID	NAME	ADDRESS	CREATED DATE	PRINTED DATE	MAILED DATE
1	905552	CALLAS, MARLA HONOURE	89 SHERBROOKE STREET DUNCAN BC V8V2Y9	Apr 7, 2015		
2	905557	PRESLEY, ELVIS J	8 MEMPHIS AVENUE DUNCAN BC V2L3L0	Apr 7, 2015		

- Save and print the report, then manually enter the dates the certificates were printed and mailed in the 'Printed Date' and 'Mailed Date' columns:

TIP: When Refresher certificates are printed from the Refresher queue, each student's record will have the printed date entered automatically under the **Last Printed** field in the Exam Details:

Exam History

Exam	Status	Expires	Health Authority
Level 1	Pass	2018-07-29	IHA - Cariboo Service Area
Level R	Pass	2018-07-29	VCH - North Shore Service Area

Exam Details

Health Authority: VCH - North Shore Service Area

Occupation: Other

Area of Employment: Food Service Indust.

Type of Exam: Level 1 Refresher

Offered By: Open School

Language: English

Exam Date: 2013-07-29

Exam Mark: 83

Pass / Fail: Pass

Last Printed: 2013-07-31

The user who printed the certificates is included in the **Printed By** field:

Last Printed By: FS07CLERICALO

- Use the business protocols established by your office to generate an invoice for billing, based on the information in the R14 report.

TIP: The R14 report is based on BC students whose exam results are submitted to Fraser Health. The Report does not include Out of Province/Country Refresher students submitted by Open School to BC CIPHI for issuance of certificates.

18.6 M01 FOODSAFE Products

The M01 FOODSAFE Products Report is based on Registry data for the following exams: FOODSAFE Level 1, Level 2, Refresher; MarketSafe; ProcessSafe and Introduction to Food Microbiology.

The report produces data by Province and by Regional Health Authority. Currently exam data resides in the Registry under the old 'service areas'. Each Regional Health Authority has several service areas.

For the M01 report, the service area data is amalgamated into the appropriate Regional Health Authorities to produce reporting by Regional Health Authority.

Personal data is not included in the M01 Report.

The report is based on fiscal year.

The report is generated in CSV format and can be read using Excel.

Sample:

Part 1 - Instructors Currently Certified to Teach FOODSAFE Products – YYYY/MM/DD

	A	B	C	D	E	F	G	H
1	FOODSAFE Registry Information Statistics							
2	FOODSAFE Student Statistical Breakdown by Health Authority & Province							
3								
4	Instructor Statistics							
5								
6	Part 1: Instructors Currently Certified to Teach FOODSAFE Products - 2022/08/18							
7								
8	Regional Health Authority	Basic (FS	Advance	MarketSafe				
9	Fraser Health	8	5	1				
10	Interior Health	0	0	0				
11	Northern Health	0	1	0				
12	Vancouver Coastal Health	1	0	0				
13	Island Health	9	3	1				
14	First Nations Health	0	0	0				
15	Cariboo Service Area	0	0	0				
16	Central Office	0	0	0				
17	Provincial Total	17	9	2				
18	Out of Province	0	0	0				
19	*Note: Provincial Total shows the number of unique instructors teaching in the province and is n							
20								
21	Total # of individuals certified to teach Basic FOODSAFE (Level 1) in one or more RHAs: 17							
22	Total # of individuals certified to teach Advanced FOODSAFE (Level 2) in one or more RHAs: 9							
23	Total # of individuals certified to teach MarketSafe in one or more RHAs: 2							

Part 2: Instructors Currently Certified to teach FOODSAFE Products by Teachable Language – YYYY/MM/DD

Part 2: Instructors Currently Certified to teach FOODSAFE Products by Teachable Language - 2022/08/18																		
Regional Health Authority	English	Arabic	Chinese	Farsi	French	German	Italian	Japanese	Korean	Punjabi	Taiwanese	Vietnames	Spanish	Tagalog	Other	No Language	Total	
Fraser Health	7	0	0	1	1	0	0	0	0	3	0	0	3	0	1		1	9
Interior Health	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Northern Health	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Vancouver Coastal Health	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Island Health	4	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	4	9
First Nations Health	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cariboo Service Area	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Central Office	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Provincial Total	11	0	0	1	2	0	0	0	0	4	0	0	3	0	1		5	18
Out of Province	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

41 *Note: The same instructor may be qualified to teach in more than one RHA.
42 *Note: The same instructor may be qualified to teach in more than one language.
43 *Note: Qualified instructors with no teachable language listed will appear in the No Language Specified Column.
44 *Note: The Total Column aggregates the total number of unique FOODSAFE Products by instructor for the region.
45 *Note: Provincial Total shows the number of unique instructors teaching in the province and is not the summation of all the RHAs as an instructor can teach in more than one location.
46 *Note: German and Taiwanese formally translated exams does not exist.

Part 3: Instructor Certification Expiry During Fiscal Year

Includes Teaching Certifications for Fodosafe Level 1, Level 2, Refresher, MarketSafe

Part 3: Instructor Certification Expiry During Fiscal Year (certification is valid for five years)													
FOODSAFE Level 1													
Regional Health Authority	2021/2022	2021/2022	2022/2023	2022/2023	2023/2024	2023/2024	2024/2025	2024/2025	2025/2026	2025/2026	2026/2027	2026/2027 (%)	
Fraser Health	0	0%	3	38%	5	63%	0	0%	0	0%	0	0%	
Interior Health	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Northern Health	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Vancouver Coastal Health	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	
Island Health	1	10%	5	50%	3	30%	1	10%	0	0%	0	0%	
First Nations Health	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Cariboo Service Area	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Central Office	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Provincial Total	1	6%	8	44%	8	44%	1	6%	0	0%	0	0%	
Out of Province	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	

67 *Note: The same instructor may be qualified to teach in more than one RHA.
68 *Note: Provincial Total shows the number of unique instructors teaching in the province and is not the summation of all the RHAs as an instructor can teach in more than one location.

FOODSAFE Level 2													
Regional Health Authority	2021/2022	2021/2022	2022/2023	2022/2023	2023/2024	2023/2024	2024/2025	2024/2025	2025/2026	2025/2026	2026/2027	2026/2027 (%)	
Fraser Health	2	29%	4	57%	1	14%	0	0%	0	0%	0	0%	
Interior Health	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Northern Health	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	
Vancouver Coastal Health	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	

Part 4: Student Enrolment in FOODSAFE Products and Comparison with Previous Fiscal Years

Includes FOODSAFE Level 1, Level 2, Refresher; Marketsafe; ProcessSafe, Intro to Food Microbiology

	A	B	C	D	E	F	G	H	I	J	K	L
103												
104	Part 4: Student Enrolment in FOODSAFE Products (includes both passes and failures) and Comparison with Previous Fiscal Years											
105												
106	FOODSAFE Products											
107	Regional Health Authority	Apr-19	Apr-20	Apr-21	May-19	May-20	May-21	Jun-19	Jun-20	Jun-21	Jul-19	Jul-20
108	Fraser Health	1	0	0	4	1	0	7	0	0	8	1
109	Interior Health	0	0	0	0	0	0	0	0	1	0	1
110	Northern Health	2	0	0	0	0	0	1	0	0	1	1
111	Vancouver Coastal Health	0	0	0	0	0	0	0	0	0	1	0
112	Island Health	0	0	1	1	0	0	0	0	2	7	1
113	First Nations Health	0	0	0	0	0	0	0	0	0	0	0
114	Cariboo Service Area	0	0	0	0	0	0	0	0	0	0	0
115	Central Office	0	0	0	0	0	0	0	0	0	0	0
116	Provincial Total	3	0	1	5	1	0	8	0	3	17	4
117	Out of Province	0	0	0	0	0	0	0	0	0	6	1
118	*Note: The same student may take exams in more than one RHA.											
119												
120	FOODSAFE Level 1											
121	Regional Health Authority	Apr-19	Apr-20	Apr-21	May-19	May-20	May-21	Jun-19	Jun-20	Jun-21	Jul-19	Jul-20
122	Fraser Health	1	0	0	4	1	0	0	0	0	4	1
123	Interior Health	0	0	0	0	0	0	0	0	0	0	1
124	Northern Health	0	0	0	0	0	0	0	0	0	0	1
125	Vancouver Coastal Health	0	0	0	0	0	0	0	0	0	0	0
126	Island Health	0	0	0	0	0	0	0	0	0	2	1
127	First Nations Health	0	0	0	0	0	0	0	0	0	0	0

Part 5: Student Enrolment in FOODSAFE Products – Fiscal Year Comparison

Includes FOODSAFE Level 1, Level 2, Refresher; Marketsafe; ProcessSafe, Intro to Food Microbiology

	A	B	C	D	E	F	G	H	I	J	K
208	Part 5: Student Enrolment in FOODSAFE Products - Fiscal Year Comparison										
209											
210	FOODSAFE Level 1										
211	Regional Health Authority	2021/2022	2021/202	2020/2021	2020/20	2019/20;	2019/202	2018/20	2018/2019	2017/20	2017/201
212	Fraser Health	1	100%	3	100%	13	92%	2	100%	3	100%
213	Interior Health	0	0%	1	100%	0	0%	0	0%	0	0%
214	Northern Health	0	0%	1	100%	1	100%	0	0%	1	100%
215	Vancouver Coastal Health	0	0%	1	100%	1	100%	1	100%	0	0%
216	Island Health	2	50%	2	100%	6	100%	1	100%	0	0%
217	First Nations Health	0	0%	1	100%	0	0%	0	0%	0	0%
218	Cariboo Service Area	0	0%	0	0%	0	0%	0	0%	0	0%
219	Central Office	0	0%	0	0%	0	0%	0	0%	0	0%
220	Provincial Total	3	67%	9	100%	21	95%	4	100%	4	100%
221	Out of Province	0	0%	3	100%	2	50%	0	0%	0	0%
222	*Note: The value shows student enrolment in FOODSAFE products.										
223	*Note: The percent shows success rate.										
224											
225	FOODSAFE Level 2										
226	Regional Health Authority	2021/2022	2021/202	2020/2021	2020/20	2019/20;	2019/202	2018/20	2018/2019	2017/20	2017/201
227	Fraser Health	1	100%	2	100%	15	93%	0	0%	3	100%
228	Interior Health	1	100%	1	100%	1	100%	0	0%	1	100%
229	Northern Health	0	0%	1	100%	3	100%	0	0%	0	0%
230	Vancouver Coastal Health	0	0%	1	100%	5	80%	0	0%	0	0%
231	Island Health	2	100%	1	100%	12	100%	1	100%	0	0%
232	First Nations Health	0	0%	1	100%	0	0%	0	0%	0	0%

Part 6: Product Success Rates by Mode of Delivery During Fiscal Year

Includes FOODSAFE Level 1, Level 2, Refresher; Marketsafe; ProcessSafe, Intro to Food Microbiology

	A	B	C	D	E	F	G	H	I	J	K
304	Part 6: Products Success Rates by Mode of Delivery During Fiscal Year										
305											
306	FOODSAFE Level 1										
307	Regional Health Authority	2021/2022	2021/2022	2021/2022	2020/20	2020/20	2020/202	2019/20	2019/2020	2019/2020	Corr
308	Fraser Health	100%	0%	0%	100%	100%	0%	92%	0%	0%	
309	Interior Health	0%	0%	0%	100%	0%	0%	0%	0%	0%	
310	Northern Health	0%	0%	0%	100%	0%	0%	100%	0%	0%	
311	Vancouver Coastal Health	0%	0%	0%	100%	0%	0%	100%	0%	0%	
312	Island Health	50%	0%	0%	100%	0%	100%	100%	100%	0%	
313	First Nations Health	0%	0%	0%	100%	0%	0%	0%	0%	0%	
314	Cariboo Service Area	0%	0%	0%	0%	0%	0%	0%	0%	0%	
315	Central Office	0%	0%	0%	0%	0%	0%	0%	0%	0%	
316	Provincial Total	67%	0%	0%	100%	100%	100%	95%	100%	0%	
317	Out of Province	0%	0%	0%	100%	100%	0%	0%	50%	0%	
318	*Note: The same student may take exams in more than one RHA.										
319											
320	FOODSAFE Level 2										
321	Regional Health Authority	2021/2022	2021/202	2021/2022	2020/20	2020/20	2020/202	2019/20	2019/2020	2019/2020	Corr
322	Fraser Health	100%	0%	n/a	100%	0%	n/a	93%	100%	n/a	
323	Interior Health	100%	0%	n/a	100%	0%	n/a	0%	100%	n/a	
324	Northern Health	0%	0%	n/a	100%	0%	n/a	100%	100%	n/a	
325	Vancouver Coastal Health	0%	0%	n/a	100%	0%	n/a	67%	100%	n/a	
326	Island Health	100%	0%	n/a	100%	0%	n/a	100%	100%	n/a	
327	First Nations Health	0%	0%	n/a	100%	0%	n/a	0%	0%	n/a	

Part 7: Language of Exams Written – YYYY/MM/DD

	A	B	C	D	E	F	G	H	I	J	K	L
394	Part 7: Language of Exams Written - 2022/08/18											
395												
396	Regional Health Authority	English	Arabic	Chinese	Farsi	French	German	Italian	Japanese	Korear	Punjabi	Taiwa
397	Fraser Health	55	0	0	1	3	2	0	1	0	0	5
398	Interior Health	22	0	1	1	1	0	0	0	0	0	0
399	Northern Health	4	0	0	0	0	0	0	0	0	0	0
400	Vancouver Coastal Health	6	1	0	0	0	1	0	0	0	0	0
401	Island Health	57	3	0	2	0	1	0	1	0	0	2
402	First Nations Health	3	0	0	0	0	0	0	0	0	0	0
403	Cariboo Service Area	0	0	0	0	0	0	0	0	0	0	0
404	Central Office	0	0	0	0	0	0	0	0	0	0	0
405	Provincial Total	147	4	1	4	4	4	0	2	0	0	7
406	Out of Province	25	1	0	1	2	2	0	1	0	0	1
407	Note: Language of exams written in the past five years to the date this report is generated.											

Part 8: FOODSAFE Level 1 – Student Certification Expiry by Health Authority During Fiscal Year (five year expiration)

	A	B	C	D	E	F	G	H	I	J	K	L	M
412	Part 8: FOODSAFE Level 1 - Student Certification Expiry by Health Authority During Fiscal Year (five year expiration)												
413													
414	Regional Health Authority	2021/2022	2021/2022	2022/2023	2022/20	2023/20	2023/202	2024/20	2024/2025	2025/20	2025/202	2026/2027	2026/2027 (%)
415	Fraser Health	5	83%	3	75%	2	50%	12	57%	3	25%	1	50%
416	Interior Health	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%
417	Northern Health	0	0%	1	25%	0	0%	1	5%	1	8%	0	0%
418	Vancouver Coastal Health	0	0%	0	0%	1	25%	1	5%	1	8%	0	0%
419	Island Health	1	17%	0	0%	1	25%	6	29%	2	17%	1	50%
420	First Nations Health	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%
421	Cariboo Service Area	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
422	Central Office	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
423	Provincial Total	6	100%	4	100%	4	100%	20	95%	9	75%	2	100%
424	Out of Province	0	0%	0	0%	0	0%	1	5%	3	25%	0	0%
425	Note: Percentage displays the percent of certificates expiring in the RHA relative to provincial total of expiring certificates of that year.												

Part 9: Student Enrolment in FOODSAFE Products – Fiscal Quarter Comparison

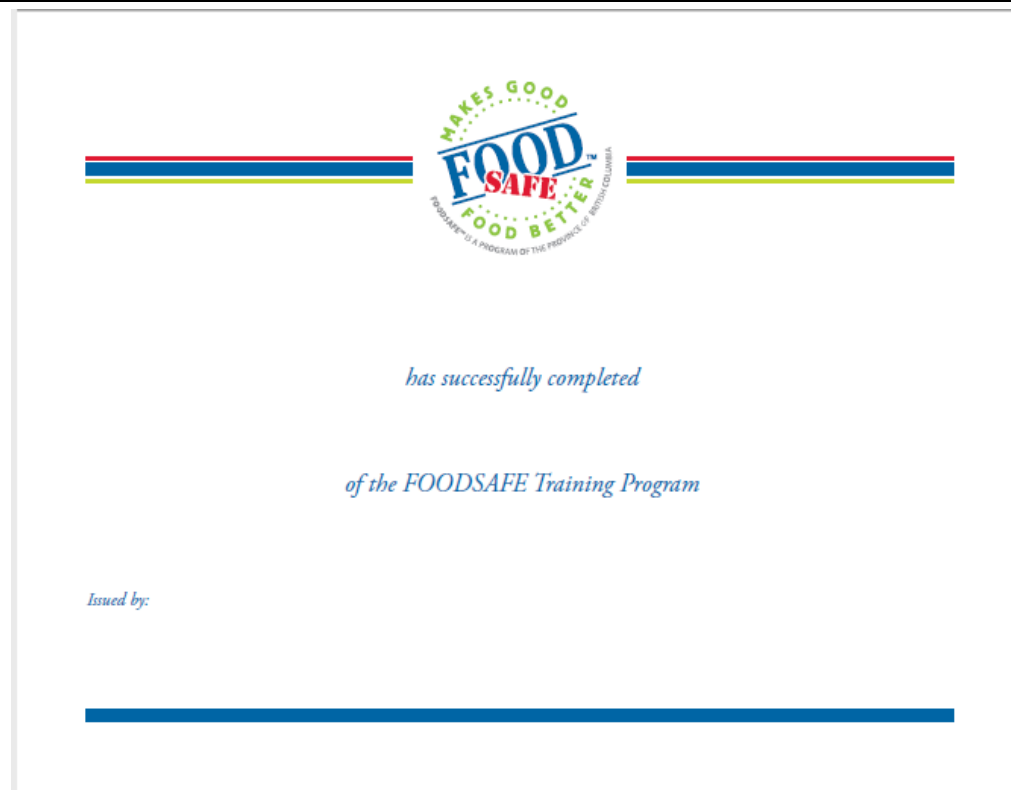
Includes FOODSAFE Level 1, Level 2, Refresher; Marketsafe; ProcessSafe, Intro to Food Microbiology

	A	B	C	D	E	F	G	H	I	J	K	L	M
430	Part 9: Student Enrolment in FOODSAFE Products - Fiscal Quarter Comparison												
431													
432	FOODSAFE Products												
433	Regional Health Authority	Q1 2019/2	Q1 2020/	Q1 2021/2	Q2 2019	Q2 2020/	Q2 2021/	Q3 2019	Q3 2020/2	Q3 2022	Q4 2019/	Q4 2020/2	Q4 2021/2022
434	Fraser Health	12	1	0	8	6	0	0	1	0	26	0	4
435	Interior Health	0	0	1	0	4	0	0	0	0	15	0	0
436	Northern Health	3	0	0	1	3	0	0	0	0	2	0	0
437	Vancouver Coastal Health	0	0	0	1	3	0	1	0	0	6	0	0
438	Island Health	1	0	3	9	3	0	6	1	0	30	1	2
439	First Nations Health	0	0	0	0	3	0	0	0	0	0	0	0
440	Cariboo Service Area	0	0	0	0	0	0	0	0	0	0	0	0
441	Central Office	0	0	0	0	0	0	0	0	0	0	0	0
442	Provincial Total	16	1	4	19	22	0	7	2	0	79	1	6
443	Out of Province	0	0	0	8	7	0	0	1	0	9	4	0
444													
445	FoodSafe Level 1												
446	Regional Health Authority	Q1 2019/2	Q1 2020/	Q1 2021/2	Q2 2019	Q2 2020/	Q2 2021/	Q3 2019	Q3 2020/2	Q3 2022	Q4 2019/	Q4 2020/2	Q4 2021/2022
447	Fraser Health	5	1	0	4	2	0	0	0	0	4	0	1
448	Interior Health	0	0	0	0	1	0	0	0	0	0	0	0

19 APPENDIX

19.1 Certificate Shells and Mockups

FOODSAFE Student Certificate Shell (BC and Yukon)



FOODSAFE Student Certificate Mockup, including variable data



BONNIE Z. HENRY

has successfully completed

FOODSAFE Level 1

of the FOODSAFE Training Program

Valid until: January 1, 2019

Issued by:



FOODSAFE Instructor Certificate Shell BC



INSTRUCTOR CERTIFICATE

is certified to teach

in the province of B.C.

Issued by:



FOODSAFE Instructor Certificate Mockup, including variable data



INSTRUCTOR CERTIFICATE

12345678

BONNIE Z. HENRY

is certified to teach

FOODSAFE Level 2

in the province of B.C.

Valid until: January 1, 2022

Issued by:



FOODSAFE Wallet Card Shell and Mockup with variable data – Level 1, Level 2, Refresher



BONNIE HENRY
has successfully completed
FOODSAFE Level 1
Issued by:
Fraser Health Authority
Valid until: August 1, 2025
12345678

MarketSafe Student / Instructor Shell



MarketSafe Student Mockup with variable data

12345678

MarketSafe™
Local food, handled with care
A PROVINCE OF BRITISH COLUMBIA FOODSAFE™ PROGRAM

BONNIE Z. HENRY
has successfully completed

Basic Food Safety Training for
Temporary Market Vendors

Completed on: August 1, 2020

Issued by:
 **fraser health**
Better health. Best in health care.

MarketSafe Instructor Mockup with variable data

12345678

MarketSafe™
Local food, handled with care
A PROVINCE OF BRITISH COLUMBIA FOODSAFE™ PROGRAM

BONNIE Z. HENRY
is certified to teach

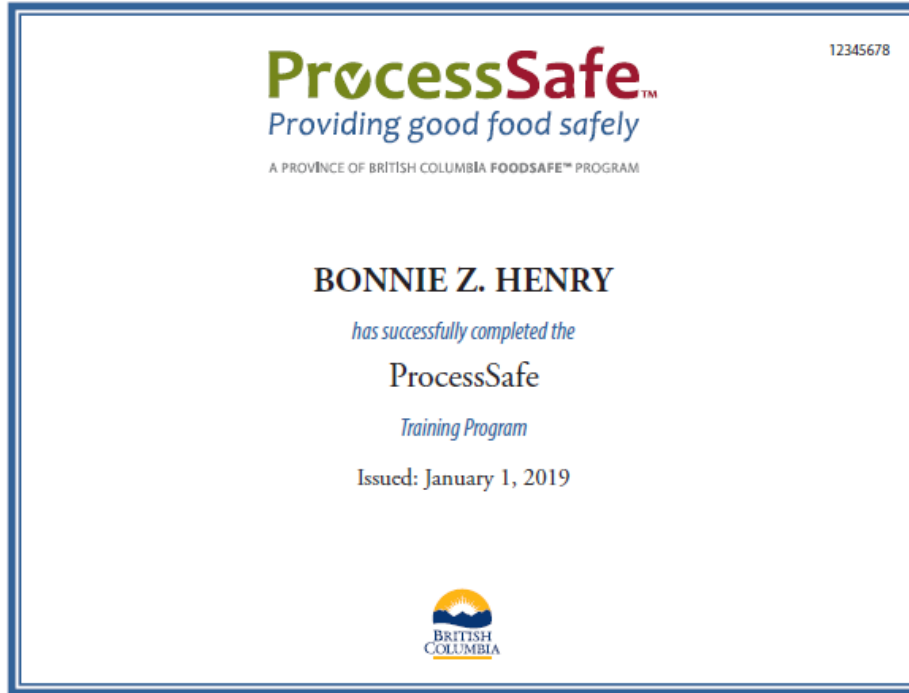
The MarketSafe Food Safety Program

Valid until: January 8, 2022

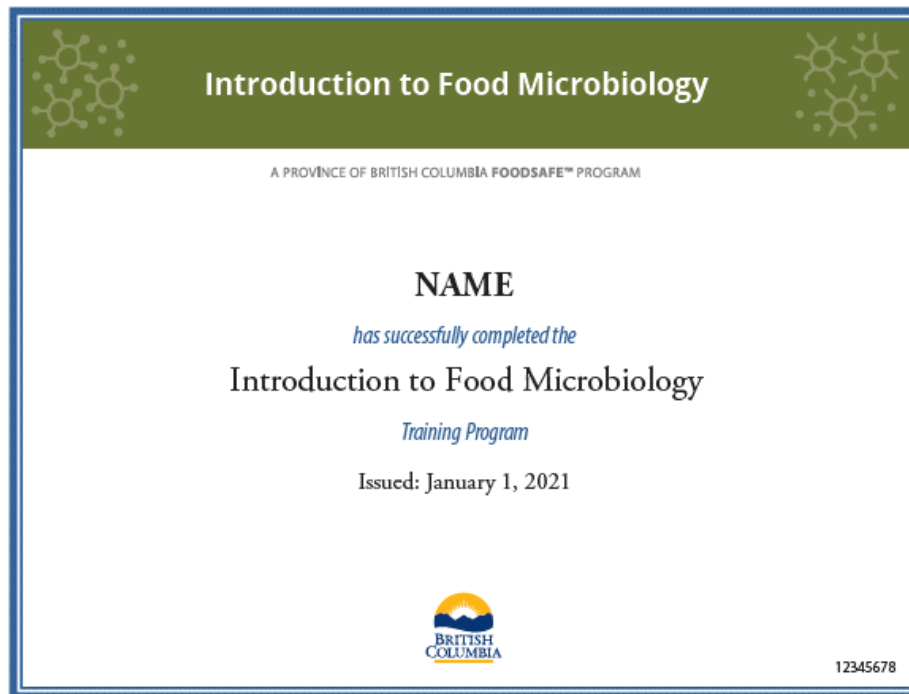
Issued by:
 **island health**

ProcessSafe Digital Certificate



Introduction to Food Microbiology Digital Certificate



19.2 Security Matrix

Created: January 22, 2020

Updated: August 30, 2022

C = Create, add new data

R = Read – view data

U = Update – modify data

D = Delete data

Y = Yes, able to perform that function or run that report

N = No, not able to perform that function or run that report

Roles →	<i>EHO</i>	<i>Clerical</i>	<i>Clerical + Open School Queue (add-on role)</i>	<i>Clerical + Refresher Queue (add-on role)</i>	<i>Clerical + BC CIPHI (add-on role)</i>	<i>Admin</i>	<i>Ministry</i>
Function ↓							
Client personal info Student/Instructor	R (excluding contact info)	CRUD	CRUD	CRUD	CRUD	CRUD	R (including contact info)
FOODSAFE							
Student Exam Details	R	CRU	CRU	CRU	CRU	CRU	R
Delete Student Exam	N	Y	Y	Y	Y	N	N
Instructor Levels	R	CRUD	CRUD	CRUD	CRUD	CRUD	R
Print Student Certificate (single)	N	Y	Y	Y	Y	Y	N
Print Student Certificates (batch queues)	N	Y	Y	Y	Y	N	N
Print Instructor Certificate (single)	N	Y	Y	Y	Y	Y	N
Print Instructor Certificates (batch queues)	N	Y	Y	Y	N	N	N
Print replacement certificates for any HA service area	N	Y	Y	Y	Y	Y	N
Print Open School Level 1 and 2 Certificates (OS batch queue)	N	N	Y	N	N	N	N
Print Open School Refresher Certificates (R batch queue)	N	N	N	Y	Y	N	N

Roles → Function ↓	<i>EHO</i>	<i>Clerical</i>	<i>Clerical + Open School Queue (add-on role)</i>	<i>Clerical + Refresher Queue (add-on role)</i>	<i>Clerical + BC CIPHI (add-on role)</i>	<i>Admin</i>	<i>Ministry</i>
Report R01 Student Registry	Y	Y	Y	Y	Y	N	Y
Report R02 Student Stats Breakdown	Y	Y	Y	Y	Y	N	Y
R03 Instructor Registry	Y	Y	Y	Y	Y	N	Y
R04 Expired Instructors	Y	Y	Y	Y	Y	N	Y
Report R10 Prov Breakdown of Student Exam	N	N	N	N	N	Y	Y
Report R11 Prov Breakdown of Instructor Stats	N	N	N	N	N	Y	Y
Report R13 Instructor email bounce-back	Y	Y	Y	Y	Y	Y	N
Report R14 Refresher Certificates	N	N	N	Y	N	N	N
Report M01 FOODSAFE PRODUCTS	N	Y	Y	Y	N	Y	Y
Change Password	Y	Y	Y	Y	Y	Y	Y
Create user + role	N	N	N	N	N	Y	N
Re-set passwords	N	N	N	N	N	Y	N
Activate/deactivate users	N	N	N	N	N	Y	N
Delete client record (student/instructor)	N	N	N	N	N	Y	N
Change instructor email message and schedule	N	N	N	N	N	Y	N
Enter Open School Out-of-Province records manually	N	N	N	N	Y	N	N
MARKETSAFE							
Student Exam Details	R	CRU	CRU	CRU	CRU	CRU	R

Roles → Function ↓	<i>EHO</i>	<i>Clerical</i>	<i>Clerical + Open School Queue (add-on role)</i>	<i>Clerical + Refresher Queue (add-on role)</i>	<i>Clerical + BC CIPHI (add-on role)</i>	<i>Admin</i>	<i>Ministry</i>
Delete Student Exam	N	Y	Y	Y	Y	N	N
Instructor Levels	R	CRUD	CRUD	CRUD	CRUD	CRUD	R
Print Student Certificate (single)	N	Y	Y	Y	Y	Y	N
Print Student Certificates (batch queues)	N	Y	Y	Y	Y	N	N
Print Instructor Certificate (single)	N	Y	Y	Y	Y	Y	N
Print Instructor Certificates (batch queues)	N	Y	Y	Y	N	N	N
PROCESS SAFE							
Student Exam Details	R	CRU	CRU	CRU	CRU	CRU	R
Delete Student Exam	N	Y	Y	Y	Y	N	N
Email Certificate	N	Y	Y	Y	Y	Y	N
Print Student Certificate (single)	N	Y	Y	Y	Y	Y	N
INTRO TO FOOD MICROBIOLOGY							
Student Exam Details	R	CRU	CRU	CRU	CRU	CRU	R
Delete Student Exam	N	Y	Y	Y	Y	N	N
Email Certificate	N	Y	Y	Y	Y	Y	N
Print Student Certificate (single)	N	Y	Y	Y	Y	Y	N
Function	<i>EHO</i>	<i>Clerical</i>	<i>Clerical + Open School Queue</i>	<i>Clerical + Refresher Queue</i>	<i>Clerical + BC CIPHI</i>	<i>Admin</i>	<i>Ministry</i>

EDIT DETAILS							
Roles → Function ↓	<i>EHO</i>	<i>Clerical (HA same as student)</i>	<i>Clerical (HA different from student)</i>	<i>Clerical BC CIPHI (HA same as student)</i>	<i>Clerical BC CIPHI (HA different from student)</i>	<i>Admin</i>	<i>Ministry</i>
Edit Student Details							

Last Name, First Name, Middle Name	N	Y	Y	Y	Y	Y	N
People ID	N	N	N	N	N	N	N
Birth Date	N	Y	Y	Y	Y	Y	N
Gender	N/A	Y	Y	Y	Y	Y	N
Address 1	N/A	Y	Y	Y	Y	Y	N
Address 2	N/A	Y	Y	Y	Y	Y	N
City	N/A	Y	Y	Y	Y	Y	N
Province	N/A	Y	Y	Y	Y	Y	N
Postal Code	N/A	Y	Y	Y	Y	Y	N
Area Code/Telephone	N/A	Y	Y	Y	Y	Y	N
Email	N/A	Y	Y	Y	Y	Y	N
Comments	N/A	Y	Y	Y	Y	Y	N
Exam Details							
Health Authority	N	N	N	N	N	Y	N
Occupation	N	Y	N	Y	N	Y	N
Area of Employment	N	Y	N	Y	N	Y	N
Type of Exam	N	N	N	N	N	Y	N
Level 1 Equivalent	N	Y	N	Y	N	Y	N
Offered By	N	Y	N	N	N	Y	N
Language	N	Y	N	Y	N	Y	N
Exam Date	N	N	N	N	N	N	N
Exam Mark	N	Y	N	Y	N	Y	N
Comments	N	Y	N	Y	N	Y	N
Roles → Function ↓	EHO	Clerical <i>(HA same as instructor)</i>	Clerical <i>(HA different from instructor)</i>	Clerical BC CIPHI <i>(HA same as instructor)</i>	Clerical BC CIPHI <i>(HA different from instructor)</i>	Admin	Ministry
Instructor Qualifications							
Level	N	N	N	N	N	N	N
Status	Y	Y	Y	Y	N	Y	N
Expiry date	N	Y	N	Y	N	Y	N
Health Authority	N	N	N	N	N	N	N
Languages	N	CD	N	CD	N	CD	N