

Definitions

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1.0 Purpose

This document replaces previous definitions sections in the policy and procedure documents of StateFoodSafety. It aims to provide cohesion across many documents and offer clear and generally accepted definitions to commonly used or misunderstood terms.

2.0 Scope

This document applies to all StateFoodSafety policies and procedures and may be used as a resource when developing customer-facing materials of any kind.

3.0 Definitions

1. *Accommodation* — a modification to standard practices to offer access to a candidate with a disability.
2. *Advisory group* — group responsible for advising StateFoodSafety on creating and maintaining a certificate program that is current, relevant, and valued.
3. *Appeal* — a request for reconsideration of an adverse decision.
4. *Applicant* — see “*Candidate*”
5. *Assessment* — a measurement tool designed to make a pass/fail determination regarding a candidate’s level of knowledge, skill, ability, or aptitude of predetermined outcomes. Used interchangeably with “*examination*” and “*test*.”
6. *Blueprint* — the construction guidelines for an examination form. The blueprint is generally comprised of the outcomes to be measured and the associated number of items to appear on each form.
7. *Cancellation* — a voided transaction.
8. *Candidate* — an individual who participates in a certification program, commonly also referred to as “*examinee*,” “*applicant*,” or “*test taker*.”
9. *Certificate* — a document awarded to applicants that designates the successful completion of a program’s requisites.
10. *Certificate issuance* — the act of delivering a certificate via StateFoodSafety’s proprietary learning management system, AboveLMS.

- 11. *Certificate program*** — a nondegree-granting education or training program consisting of (1) a learning event or series of events designed to educate or train individuals to achieve specified learning outcomes within a defined scope, and (2) a system designed to ensure individuals receive a certificate only after verification of successful completion of all program requisites including but not limited to an assessment of learner attainment of intended learning outcomes.
- 12. *Certificate term*** — length of time for which the issued certificate program’s content is considered current and relevant.
- 13. *Certificate use*** — The intended use of a certificate or certification document by an individual, corporation, agency, or other entity.
- 14. *Certification*** — an industry-recognized designation indicating a candidate’s qualifications under a given standard (e.g., Food Protection Manager Certification).
- 15. *Certification program*** — a program designed to award qualified candidates with a certification.
- 16. *Client*** — enterprise or regulatory customers who may disclose information about their organization.
- 17. *Complainant*** — an individual who lodges a complaint or appeal.
- 18. *Complaint*** — request for corrective action relating to the activities of the complainant as it directly relates to StateFoodSafety.
- 19. *Complaints and appeals committee*** — a trained group of StateFoodSafety employees designated to evaluate and respond to formal complaints and appeals.
- 20. *Contractor*** — an individual or business not employed by StateFoodSafety providing or performing work for StateFoodSafety in exchange for payment.
- 21. *Cut score*** — see “Passing score”
- 22. *Disability*** — a physical or mental impairment compared most people in the general population that substantially limits one or more major life activities. A disability is not the same as a medical diagnosis.
- 23. *Exam session*** — a specific and scheduled time during which a proctor administers the StateFoodSafety CFPM exam.
- 24. *Examination (exam)*** — see “Assessment”
- 25. *Examinee*** — see “Candidate”
- 26. *Exchange*** — the exchange of one previously-purchased product for another.
- 27. *Exposure*** — contact with exam content, including items and forms.
- 28. *Fee collection*** — the secure payment process by which users make purchases.
- 29. *Form*** — a complete set of assessment items required to adequately measure a program’s outcomes. An assessment may have many forms.
- 30. *Instructional design plan (IDP)*** — document that outlines StateFoodSafety’s instructional design model, processes, and implementation plan.
- 31. *Item*** — a question or prompt used to measure an outcome in an assessment.

32. *Item Analysis* — the statistical evaluation an item’s performance on exam form(s) using data provided by candidates responding to the item.
33. *Key* — the correct response(s) to an item.
34. *Learner* — an individual who participates in a training or learning event.
35. *Learning event* — an experience or combination of experiences, such as an online course or series of modules and supplementary materials, intentionally designed and developed to achieve intended program outcomes.
36. *Learning Management System (LMS)* — an application designed to build, organize, administer, track, and report on online learning events and assessments.
37. *Outcome* — statement of what learners are expected to know or be able to do as a result of the certificate program’s learning event (commonly also referred to as “*intended learning outcomes*”). A candidate’s knowledge, skill, ability, or aptitude concerning a given set of outcomes may also be measured as part of a certification program.
38. *Overexposure* — contact with exam content to the extent that it may undermine the integrity of exams.
39. *Passing score* — The threshold set for a given exam at which a candidate is determined to have demonstrated the minimally-acceptable level of competency. Also commonly referred to as *cut score*.
40. *Personally Identifiable Information (PII)* — information that is unique to an individual and may be used to identify or impersonate a user.
41. *Prerequisite* — criterion that must be satisfied prior to participating in a certificate or certification program.
42. *Primary stakeholders* — persons, groups, or organizations for which a program is targeted and/or for which learning outcomes are intended and directed.
43. *Proctor* — an individual who has been approved by StateFoodSafety to securely administer an assessment to candidates.
44. *Program* — a term used to encompass the combination of learning, assessment, administration, and governance elements required to deliver a certificate or certification to candidates in a manner that is legitimate, equitable, and valuable to stakeholders.
45. *Program management* — the individuals who establish and review the management system for program activities.
46. *Program requisite* — a specific requirement of a program that candidates must satisfy before being eligible to receive a certificate or certification.
47. *Program scope* — specific range of competencies, procedures, actions, or processes covered by a certificate or certification program.
48. *Psychometrician* — a professional of psychometrics.

- 49. *Psychometrics* — the study of the theory and practices of psychological measurement, often through assessment, to determine the capabilities or qualifications of an individual.
- 50. *Qualified candidate* — an individual who has fulfilled or satisfied a program requisite and is eligible to receive a certificate or certification.
- 51. *Refund* — a full or partial credit to a cardholder account.
- 52. *Stakeholder* — any person, group, or organization with an interest in, or who may be affected by, the certificate program.
- 53. *Test* — see “*Assessment*”
- 54. *Test-taker* — see “*Candidate*”
- 55. *User* — an individual who uses the StateFoodSafety website, a StateFoodSafety-hosted site or domain, or AboveLMS.
- 56. *Accreditation* — Evaluation by a third party (e.g., ANAB) to determine if a program meets set standards.

4.0 Revision History

6/14/2021—added definitions for *Accommodation*, *Disability*, *Exposure*, and *Overexposure*.