



# 4<sup>th</sup> Edition BASICStm<sup>®</sup> for Foodservice and Food Retail Professionals with WebCam Exam

## Course Overview:

BASICStm<sup>®</sup> is a food safety training course for food handlers. The course will help workers learn important information about food safety. It will help them to do their job better.

## Who Should Take the Course?

Any person who works with food should study BASICStm<sup>®</sup> – from the person that receives the food to the person who packages or serves the food.

## Course Objectives:

The primary objective of this food safety course is to provide participants with the information required to insure employee and customer safety, and to reduce the liability of businesses.

This course is presented with an introduction and food safety culture section followed by 13 units:

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|--|--|
| 1. Food Safety Regulations                       | 8. Getting Food Ready to Cook                                    |
| 2. Ten Things You Need to Know About Food Safety | 9. Handling Dishes and Serving Food                              |
| 3. A Closer Look at Micro-organisms              | 10. Keep Food at the Right Temperature                           |
| 4. The Flow of Food and Facilities Design        | 11. Reduce the Amount of Time that Food is<br>in the Danger Zone |
| 5. Personal Hygiene                              | 12. Cooking, Cooling and Holding Food                            |
| 6. Cleaning and Sanitizing                       | 13. Food Allergies   |
| 7. Purchasing, Receiving and Storing Food        |  |

Food Safety Experts are available to answer any questions on the unit content, and can be reached with a click of the “Ask the Expert” button throughout the course. A “live chat” feature is also available during certain hours.

## Evaluation Process:

At the end of each unit there is a unit test. Participants must pass this unit test with 100% before they can proceed to the next unit. If a participant does not score 100% they can review the unit and try the test again. Once all 13 units are complete, participants must schedule an examination. A passing score of 74% is required on the final proctored examination to receive the BASICStm<sup>®</sup> certification.

## **Final Examination:**

The examination can be scheduled at your convenience and written at home. You must use a **computer**, preferably hard wired. You must have a **webcam** and a **microphone**. Tablets will not be permitted. You will have 60 minutes to complete the exam.

**Note: For your final webcam exam location you must be alone, and in a quiet, exam friendly environment.**

On completion of the course you will be provided a link to the invigilation site, and a unique ID code. You will use this ID code to schedule your exam. Once your exam is scheduled you will receive an email confirmation with log in information for your exam.

At the scheduled date and time you will be required to present:

- Valid Photo ID
- Your PIN and Password
- Your unique ID code

Without these three items you will not be permitted to write the exam.

## **Course Duration:**

This online course is self paced. Participants may leave the course at any time and can resume where they left off. The duration will depend on the individual participant and their prior knowledge of the subject matter.