



# Important Notice

Date: October 1, 2009

To: CPFM Program Proctors

Re: **Expired Certified Professional Food Manager Exams**

**Effective immediately, expired exams will no longer be accepted by Prometric.** The forms below expire on December 31, 2009: Any forms that are older than the test form numbers below have also expired.

Exam	Test Code	Test Form
English (70%)	620303	7401
	620303	7502
English (75%)	621803	7403
	621803	7504
Spanish (70%)	620306	4801
	620306	4902
Spanish (75%)	622106	4803
	622106	4904
Vietnamese	620315	3101
Korean	620312	2801
Traditional Chinese	620309	3201

To determine if an exam is expired, check the Test Form number in the upper right-hand corner of the exam cover. If the number is lower than the Test Form number listed in the above table, it is expired. **All expired exams should not be used and must be returned to Prometric.**

Please note that exams are updated on a quarterly basis and should be ordered as needed. To eliminate the possibility of administering an expired exam, please do not stock extra exams for future use. Exams are valid for 1 year from the end of the quarter they are ordered in.

To place an order for the amount of exams you need to administer or other program questions, call 800.624.2736, from 7:00 a.m. to 6:00 p.m., Central time, Monday through Friday.



In order to help ensure the integrity of our exams and of the certification process, Prometric would like to emphasize/clarify the following important policies:

- Two different examination forms with two different exam codes **MUST** be used for each examination administration (e.g., 620303**4201**, 620303**4202**). Using two exam forms during the administration helps reduce the temptation for candidates sitting next to each other to cheat (because they do not have the exact same exam). If two examination forms are not provided in the administration, Prometric will not be able to provide scores for those exams.
- Candidates **ONLY** must open examination packets. Proctors must **NOT** open examinations and should not be reading the examinations at any point in the testing process.
- Proctors must **NOT** provide any information to candidates regarding examination questions during the exam administration.
- Proctors must **NOT** verbally read examination items to candidates, unless the candidate has requested a reader prior to the testing date and a separate testing session has been scheduled to accommodate the request.
- Any breaches in examination security must be immediately reported. Failure to report security breaches could result in revocation of proctor privileges.
- Any proctor identified as providing inappropriate information to candidates will immediately have proctor privileges revoked.
- A proctor who is administering an exam to more than 30 candidates in one session must ensure that an additional proctor is present.
- Any individual helping to administer or proctor the CPM examination **MUST** be a certified proctor. If individuals that are helping with the examination process are not certified proctors, this is a violation of the instructor/proctor criteria. An instructor failing to follow this criterion will no longer be eligible to administer CPM examinations.

If additional information is needed, please call 800.624.2736, from 7:00 a.m. to 6:00 p.m., Central time, Monday through Friday.