

FOODSAFE Level 1 Online Training Guide

Interim Guide for New Employees Working Off-Site

As part of your ongoing training and development you are required to complete FOODSAFE Level 1. This course requires 8 hours of online training including a written exam.

- Cost is \$115.00. Employees may request reimbursement upon proof of completion (certificate).
- Employees can purchase their seat and register themselves online at www.openschool.bc.ca/online/foodsafef.
- Following registration, information on how to access the Food Safe Account Manager will be emailed to you. **Please Note:** This email could take several hours before you receive it. If you do not receive this email, it is most likely in your email application's junk folder.
- Login to the Account Manager using the username/password that was emailed to you and use the Account Manager to:
 1. Select a course start date.
 2. Enter in personal information that is required to receive a FOODSAFE certificate including birth date, phone number, email, and mailing address.
 3. Select an Invigilator. An Invigilator (or exam monitoring person/proctor) is someone who supervises you while you write the FOODSAFE final exam. Note that your invigilator has the password to unlock your exam and **MUST BE PRESENT** with you as you take the exam online.
- Courses begin every Tuesday and Thursday. Users have 20 days (including weekends) to complete the course **and** write the final exam. The course will end at 3:00 p.m. on the 20th day. Completion of this course could occur in one day if you can book an invigilator to meet with you at the end of the day, but we recommend taking the time to read the course materials and complete the practice quizzes. To complete the course
 1. At the course start date, access to the course will be sent via email
 2. Complete the online course
 3. Write the final exam with the Invigilator present before the course end date
- A certificate will be mailed after course completion. Submit this certificate to your Manager for reimbursement of course fee.
- You will be reimbursed for the course fee and receive 8 hours of compensation for your course time.