Certificate and Certification Policies

1.0 Purpose

The purpose of these procedures is to provide clarity about how certificates and certifications are issued, used, and invalidated to DaVinci Inflight Training Institute employees, partnered department officials, and external entities.

2.0 Scope

DaVinci Inflight Training Institute. provides certificate or certification issuance to all users who successfully meet the qualifications dictated by partnered health department officials, state or local laws or regulations, certification, and accreditation standards, and/or legislative documents. These procedures outline the process by which a certificate will be issued to the user and the intended use of the certificate.

3.0 Definitions

For the purposes of these procedures, the following definitions and connotations apply:
• "Certificate" is defined as a document issued after academic study of online course materials and successful completion of an online examination.
• "Certification" is understood to mean an official document that represents an individual's qualification or achievement as articulated by a specific certification program standard, for example the "Private and Business Aviation Food Safety Manager Certification."
• "Certificate issuance" is defined as the act of delivering a certificate via the DaVinci Inflight Training Institute Proprietary Learning Management System, Thinkfic • "Certificate use" is understood to mean the intended use of the certificate or certification documents by an individual, operation, corporation, agency, or other entity.
• "Qualifying user" is an individual who has met predefined criteria for a certification or certificate program. For example, an individual working within the aviation food service or retail industries as a food worker or manager.
• "Successful completion" is understood to mean the receipt of a passing score or percentage upon completion of an examination.

4.0 Qualifications for Certificate Issuance

Certificates are issued only to qualifying users who have met the following criteria:
• Registration with DaVinci Inflight Training Institute
• Successful completion of an online examination or live examination
• Completion of online course or training materials
• Fraud prevention determined not to be an issue

Certifications are issued only to qualifying users who have met the following criteria:
• Registration with DaVinci Inflight Training Institute
• Acceptance of content usage policies
• Certification examination initiated, taken, and completed in a proctored environment
• Successful completion of online certification examination
• Fraud or cheating determined not to be an issue

5.0 Certificate Issuance

Certificates and certifications are automatically generated by Thinkfic or DaVinci Inflight Training Institute when a passing score or percentage is achieved upon submission of an examination to Thinkfic or DaVinci by a qualifying user. DaVinci Inflight Training Institute employees and partners may not artificially create or issue certificates or certifications in lieu of successful completion of an examination.

DaVinci Inflight Training Institute utilizes industry best practices to ensure the security and integrity of all examination forms, keys, and items; DaVinci Inflight Training Institute; and all other certificate and certification issuing systems, documents, and assets.

6.0 Certificate Invalidation

DaVinci Inflight Training Institute. has the right to invalidate any certificate or certification that comes under suspicion of fraudulent behavior. This may include but is not limited to:
• Fraudulent or otherwise dishonest completion of the online examination;
• Duplicated or otherwise "doctored" certificate;
• Request for investigation from a health department official, employer, or other stakeholder that results in discovery or increased suspicion of fraudulent behavior.

Certificates that are invalidated will be clearly marked and the appropriate health department partners will be notified, as applicable.

Steps to invalidate a certificate include:
1. Invalidation proposed by Client Services Coordinator
2. Decision to invalidate is carried out by certificate committee, which comprises at least the management council and StateFoodSafety.com client services coordinator. At no time, can there be less than two members of the management council participating, of which, one must be President of StateFoodSafety.com division, President of Davinci, C.O.O, or Vice President of Product Development.
3. Repository of invalidated certificates will be kept by the DaVinci Inflight Training Institute. Accounting team with corresponding reports to management.

7.0 Certificate Use

Certificate or certification use is defined and dictated by partnered health department officials, state or local laws or regulations, certification program standards, and/or legislative documents. Qualifying individuals receiving certificates are not issued credentials or acronyms by DaVinci Inflight Training Institute.

Qualifying individuals receiving certifications from DaVinci Inflight Training Institute are issued the Certified Food Protection Manager credential with the associated acronym CFPM. For example, "John Doe, CFPM".

Or they will be issued a Food handler Certificate.