

## Food Managers Certification Classes

### Schedule

#### **New certification**

- Second Monday of each month 8:30 a.m.-2:30 p.m.
- Second Thursday of each month 8:30 a.m.-2:30 p.m.

#### **Recertification**

- Second Monday of each month 3:00 p.m.-6:00 p.m.

### Fees

- **New certification** \$75
- **Recertification** \$60

To qualify for recertification, the certification must be current or expired within the last 6 months. If expiration is beyond 6 months, applicant must take the new certification class and submit the appropriate fee.

- **Substitute certification** \$30
  - Currently accepting ServSafe, Experior Assessment, and the National Registry of Certified Food Professionals if taken and passed within the last 3 years. A copy of the substitute training certificate must accompany application and appropriate fee. Class attendance is not required.
  - **Note:** Most online courses for food manager's certification are NOT accepted by the Health Department. If you have questions about a specific class, please call 859-341-4151 between 8 a.m. and 5 p.m. Monday-Friday.

### Please mail all applications and payments to:

Northern Kentucky Health Department  
Environmental Health and Safety  
8001 Veterans Memorial Dr.  
Florence, KY 41042  
Attn: Sheila Edwards

- If cancellation is necessary, you must notify Sheila Edwards at 859-341-4151, ext.2245, at least 24 hours prior to class in order to reschedule or send a substitute. Please leave a message during weekends or after hours. Failure to do so will result in a forfeiture of the class and associated fees. In such cases, the applicant must reapply and repay the fee.
- Please do not send a substitute unless you have notified this office with their information and who they will be replacing.
- Additionally, please do not attend a class unless you have received a confirmation and study guide from the health department regarding the date and class you are to attend.

**Class location:** Indiana Wesleyan University  
600 Meijer Drive, Suite 200  
Florence, KY 41042

Lunch hour is not provided. Breaks will be provided, and onsite vending is available.