

Manager’s Food Safety Certification Training and Exam Registration Form and Instructions

WHO SHOULD BE CERTIFIED

- Each retail food facility is required to have at least **one** person with a Manager’s Food Safety Certification. The certified person is responsible for teaching other employees proper food handling. Certificate is valid for 5 years.
- This is **not** the Food Handler Card training that is required for almost all food handlers in California.
- To be certified, you only need to pass the exam; the class is not required. However, the exam is difficult (85 questions; passing score is 75%) and a study guide is not provided when you do not take the class. A Certificate will be issued by NRFSP (National Registry of Food Safety Professionals) after you have passed the exam. For information regarding exam result or your certificate, contact NRFSP directly at telephone: 800-446-0257, fax: 407-352-3603, website: www.nrfsp.com.

CLASS INFORMATION

- **Time of Class:** 8:30 AM – 5:00 (including exam time); **Exam Only:** 2:15 – 5:00 PM
- **Location:** English and Spanish Classes=25 Van Ness, Room 610, SF; Chinese=1390 Market Street, Room 910, SF
- **Languages:** Class is offered in English, Chinese or Spanish. Exam (written) is offered in English, Chinese, Spanish, Arabic, Japanese, Korean or Vietnamese. If you are enrolled in an English class and you would like to take the WRITTEN exam in Arabic, Chinese, Japanese, Korean, Spanish or Vietnamese, you must CIRCLE that language on the Applicant’s Name line of the registration form; the exam dates for these languages are the same as those for English exams.
- **Study Guides:** Study materials are available in English, Chinese and Spanish, and will be mailed to you after your registration with a registration confirmation letter. If you are only taking the exam, you will not receive the study materials.

DIRECTIONS FOR REGISTRATION

- We do not accept reservation requests. We do not register or reschedule by phone or online.
- Circle and indicate your **1st and 2nd choices** for class and exam date. English classes fill approximately 8 weeks in advance. We reserve the right to register you in the first available class and exam date if your 1st and 2nd choices are not available*.
- **Only Money Orders or Cashier’s Checks are accepted. Payment is non-refundable.**
- **Mail or drop off Registration Form and Payment to:** 1390 Market St., Room 210, San Francisco, CA 94102
- **Rescheduling is possible with a penalty of \$45 (submit Registration Form and 2 money orders or cashier’s checks: \$15 to SF Environmental Health, \$30 to NRFSP), unless you have proof of a family emergency or verifiable medical condition.**

Class & Exam per person	Exam Only per person
2 Separate Money Orders or Cashier’s Checks: 1) \$113 payable to: SF Environmental Health (for class) 2) \$30 payable to: NRFSP (for the exam)	2 Separate Money Orders or Cashier’s Checks: 1) \$30 payable to: SF Environmental Health (proctor fee) 2) \$30 payable to: NRFSP (for the exam)

REGISTRATION FORM (Please Print)

This registration is for (please check one): Class & Exam Exam Only Rescheduling

Applicant’s Name: _____ **Exam in (circle one):** Arabic, Chinese, Japanese, Korean, Spanish, Vietnamese

Mailing Address: _____ **City:** _____ **Zip:** _____

Phone Number: _____ **Business Name:** _____

Business Address: _____ **City:** _____ **Zip:** _____

CLASS AND EXAM DATES FOR 2014

English Class (or Exam Only) (Exams in English, Arabic, Chinese, Japanese, Korean, Spanish, Vietnamese): Jan 13

Feb. 10 Mar 10 Apr 14 May 12 Jun 9 July 14 Aug 11 Sept 8 Oct 27 Dec 8

Chinese Class (or Exam Only in Chinese): Apr 21 Aug 18 De