

Person in Charge / Manager Course Training Application



PREVENT. PROMOTE. PROTECT.

250 William Howard Taft Road, 2nd Floor
Cincinnati, OH 45219
Phone: 513-946-7800
Website: hcph.org

- Instructions:**
1. Complete the application below.
 2. Make payment – check/money order payable to **HCPH**
 3. Return application with payment within 14 days of course to:
Hamilton County Public Health - EH
250 William Howard Taft Road, 2nd FL
Cincinnati OH 45219

PLEASE PRINT – ONE APPLICATION PER STUDENT IS REQUIRED

Participant Name	Today's Date
Participant Mailing Address (include city, state, & zip)	Phone Number
E-mail Address	Facility Employed
Course Date or Requested Date	Course Time or Requested Time
Please describe any language barriers or preferences :	

____ **Person-in-Charge (PIC) Certification** meets the Ohio training requirements specified in 3701-21-25 / 3717-1-2.4. This is a food handler certification covering the basic principles of food safety including food sources, personal hygiene, handwashing, cross-contamination, cleaning/sanitizing, proper cooking, cooling, reheating, and holding of food. Prior approval required for courses taught at your location – please provide course location, time, and the # of students.

2 hours at HCPH _____ **Please call 513-946-7847** **OR** **2 hours at your location \$100.00** _____ **# of students** _____

____ **Person-in-Charge (PIC) Certification** for non-profit institutions. Proof of non-profit status may be required. Prior approval is required for courses taught at your location – please provide course location, time, and the # of students.

2 hours at HCPH _____ **Please call 513-946-7847** **OR** **2 hours at your location \$0.00** _____ **# of students** _____

____ **Manager Certification** meets the Ohio training requirements specified in 3701-21-25 / 3717-1-2.4. This is a 2-day course designed for food managers covering food contamination, employee illness & microbiology, food sources, food storage, food preparation, safe food service, management systems, safe facilities, pest management, and cleaning/sanitizing. **Test is included.** Must pass test to gain certification. Prior approval is required for courses taught at your location.

2 days at HCPH \$175.00 _____ **OR** **2 days at your location \$175.00 / student** _____

____ **Manager Course Book** is available for pick-up during normal business hours (M-F 7:30am - 4pm) once payment for class is received AND waiver is signed.

____ **Manager Certification – TEST ONLY** meets the Ohio training requirements specified in 3701-21-25 / 3717-1-2.4. Must pass test to gain certification. If testing for the first time, must provide documentation of approved online training certification to proctor before test.

Re-test \$50.00 _____ **OR** **1st Time Taking Test \$50.00** _____ **(must provide documentation)**

Scheduled classes can be found on our website www.hcph.org. Payment and application must be received to guarantee a spot in a course. Please contact us at (513) 946-7847 with any questions about food safety trainings.

ServSafe® is used for the HCPH Manager course & test. Any ServSafe® exam accommodation approval or test language request must be provided at least 14 days in advance.

CANCELLATION & REFUND POLICY: To receive a full refund, cancellations must be received in writing or via e-mail at least 10 days prior to your scheduled course. **NO EXCEPTIONS.** If within 10 days of scheduled course, student may reschedule one time for a future course without loss of payment. If a 2nd cancellation request is made, payment is forfeited and student cannot reschedule without repayment. Payment is transferable to another student/facility at payee's discretion; must inform HCPH.

Signature: _____ Date: _____

To be completed by HCPH Customer Service staff:

Payment Received Date	Amount Received	Receipt Number	Processed By
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Revised 9/25