



## 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 (please see page 2 for additional information)

- **Time of Class:** 8:30 AM – 5:00 (including exam time); **Exam Only:** 2:15 – 5:00 PM
- **Location:** English Classes: 25 Van Ness, Room 610, SF; Chinese: 1390 Market Street, Room 910, SF.
- **Languages:** Class is offered in English and Cantonese Chinese. Exam (written) is offered in English, Chinese, Spanish, and Korean. If you are enrolled in an English class and you would like to take the WRITTEN exam in Korean or Spanish, 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 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 **1<sup>st</sup> and 2<sup>nd</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> choices are not available\*.
- **Mail/Drop off Registration Form, Payment and a copy of ID 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
1) <b>\$113</b> Credit card*, <i>personal check, money order or cashier's check payable to: SF Environmental Health</i> (for class) <b>AND</b> 2) <b>\$30</b> money order or cashier's checks <u>only</u> , payable to: <b>NRFSP</b> (for the exam)	1) <b>\$30</b> Credit card*, <i>personal check, money order or cashier's check, payable to: SF Environmental Health</i> (proctor fee) <b>AND</b> 2) <b>\$30</b> money order or cashier's checks <u>only</u> , payable to: <b>NRFSP</b> (for the exam)
Be sure to sign on the line marked "Purchaser's Signature" on the Money Order if it is required. Payment is non-refundable	

*\*Note: Credit Card payments are only accepted if you register in person at 1390 Market Street, Suite 210*

### REGISTRATION FORM (Please Print)

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

Applicant's Name: \_\_\_\_\_ Exam in (circle one): Chinese English Korean Spanish

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

#### CLASS AND EXAM DATES FOR 2019

English Class (or Exam Only) (Exams in English, Korean, Spanish):  
 Jan 14  Feb 11  Mar 11  Apr 8  May 13  June 10  July 8  Aug 12  Sept 9  Oct 21  Nov 18  Dec 9

Cantonese Chinese Class (or Exam Only in Chinese):  Apr 22  Dec 16

*Enroll at least one month in advance! You'll need time to study.*

*Please bring to exam:  
1) ID 2) Confirmation letter*

‡ Indicate any above dates that you cannot take the class or exam \_\_\_\_\_

## **Benefits of the Course**

The course is taught by experienced Health Department inspectors who will provide a general overview of the principles found in the study material (see content outline below) and how these principles can be practically implemented. The instructors will also provide insights on how inspectors evaluate the health and safety of your food operations.

**Disclaimer:** The purpose of the class is NOT to review the specific topics on the exam because the instructors are not privy to the contents of the exam. The exam provider, NRFSP, describes the exam content as follows:

<b><u>Content Outline</u></b>	<b><u># of Questions</u></b>
<b>Preventing Contamination and Cross-Contamination</b>	<b>15</b>
Protect food packaging and food contact surfaces from contamination	4
Verify there is no bare-hand contact for ready-to-eat foods	3
Ensure that food is stored properly	4
Monitor "foot traffic" of non-essential staff in food preparation areas	1
Dispose of wastes	3
<b>Ensuring Personal Hygiene and Employee Health</b>	<b>14</b>
Execute employee health policies	3
Ensure proper hand washing and hygiene	3
Monitor employee behaviors related to smoking, eating, and drinking	3
Ensure proper glove use	3
Ensure proper storage of employee personal belongings (medicines, etc.)	2
<b>Actively Managing Controls in a Food Establishment</b>	<b>13</b>
Implement a food safety plan	2
Train the food establishment staff (new, reassigned, refresher training)	2
Recognize a foodborne illness	2
Develop a food allergen plan	2
Ensure regulatory compliance of your establishment	3
Implement a crisis management plans	2
<b>Monitoring the Flow of Foods</b>	<b>10</b>
Purchase and receive products	2
Store and display food products	2
Serve foods or manage the self-service of foods	2
Manage the transportation and delivery of food (for example, satellite kitchen)	2
Monitor foods while they are being prepared	2
<b>Ensuring Product Time and Temperature</b>	<b>11</b>
Maintain temperature measuring devices (thermometers)	3
Manage food product time and temperatures controls	8
<b>Conducting Cleaning and Sanitizing</b>	<b>9</b>
Develop cleaning and sanitizing procedures	3
Store and maintain cleaning and sanitizing materials, tools and products	3
Conduct cleaning and sanitizing procedures in the establishment	3
<b>Managing the Physical Facility Design and Maintenance</b>	<b>5</b>
Develop plans for facility design and maintenance	1
Maintain water supply and waste disposal systems	1
Maintain adequate ventilation	1
Maintain lighting on food preparation and storage areas	1
Obtain and maintain equipment and supplies	1
<b>Preventing and Controlling Pests (Insects/Rodents)</b>	<b>3</b>
Implement pest control prevention	3
<b>Total Number of Questions on Examination</b>	<b>80</b>

## **Sample Test**

On pages 16-19 at: <https://tinyurl.com/samplefoodtest> **\*\*Please study prior to the day of the exam.\*\***