



Food Manger Certificate Fact Sheet

Initial Minnesota Food Manager Certificate

Training: Attend a food manager course, available from some local agencies, community and technical colleges, University of Minnesota, University of Minnesota Extension offices, and private companies. Minnesota Department of Health does NOT offer courses. Obtain proof of having attended a food manager course.

Testing: Take one of the State recognized food manager exams:

- The Serve Safe Examination of the National Restaurant Association Educational Foundation
- The Certified Professional Food Managers Examination of Prometric
- The Food Protection Certification Examination of Professional Testing, Inc.
- Food Safety Manager Exam by 360 Training/Learn2Serv.com

Please Note: All online exams must be taken at a proctored location. Please contact 360 Training/Learn2Serv.com for the proctored locations near you. **The exam must have been taken within the last three years before applying for a Food Manager Certificate.** Obtain proof of having successfully completed the exam.

Apply for a Minnesota Food Manager Certificate. With the application, include:

- proof of having attended a food manager course, and
- proof of having passed one of the recognized exams, and
- a **\$35** check or money order payable to the Minnesota Department of Health.

Mail the completed application and the attachments required to:

**Minnesota Department of Health
Environmental Health Division
Food Manager Certification - Freeman Building**
625 Robert St. N, P.O. Box 64495
St. Paul, MN 55164-0495
651-201-4500

Renew a Minnesota Food Manager Certificate

When to Renew: A Minnesota Food Manager Certificate must be renewed every three years. The expiration date is displayed on the certificate.

Renewal Training: During the three-year period attend one or more food manager renewal courses providing a total of at least four hours of approved training. Each course must have covered at least one of these subjects:

- food sanitation and safety, or
- emerging trends in food preparation and handling, or
- the prevention of foodborne illness

Many of the providers of the initial food manager training will also be offering renewal training. Attendance at a full-length food manager course is also acceptable towards renewal of a Minnesota Food Manager Certificate, but proof of having passed a new Food Manager Exam is not required. Obtain proof of having attended the training. Keep this proof and the course agenda until applying for renewal of the food manager certificate.

FOOD MANAGER CERTIFICATE

Apply for Renewal of the Minnesota Food Manager Certificate:

- **Before the Minnesota Food Manager certificate expires**, the applicant must apply for renewal.
- Applicants for renewal must show proof of having attended at least four complete hours of food safety education to be able to renew the Minnesota Food Manager Certificate.
- **Also include a \$35 check or money order payable to the Minnesota Department of Health.**

Mail: the completed application form; and the course certificate (proof of your attendance at the renewal course); and the check or money order for **\$35** to:

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