



**CFAES**

COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

# Food Service Manager Training

## Certification Exam and On-line Training

Meets Ohio Department of Health requirements for Manager Certification in Food Protection

Don't have the time to attend an in-person Food Service Manager Training? Can't find one near you? We have the answer!

OSU Extension has partnered with TAP (Training Achievement Program) Series to offer an on-line version of Manager training which meets all ODH requirements. You can complete the online course at your own speed and at a time that works for you. Once training is completed, you will take a certification exam proctored by OSU Extension.

*One purchase, one trip.*

Contact your local OSU Extension Office to schedule today.

Cost

**\$175/person**

**For more information,  
contact:**

Kate Shumaker  
[shumaker.68@osu.edu](mailto:shumaker.68@osu.edu)  
OSU Extension  
Holmes County



**THE OHIO STATE UNIVERSITY**  
EXTENSION

Holmes County [holmes.osu.edu](http://holmes.osu.edu)  
**FAMILY AND CONSUMER SCIENCES**

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## Food Service Manager On-Line Training

Food Service Manager On-Line training is being offered by Ohio State University Extension (OSUE), Holmes County in partnership with TAP Series. This program meets Ohio Department of Health (ODH) requirements for Manager Certification in Food Protection.

Registration fee of \$175 is non-refundable for both the online class and exam. There is an additional fee of \$25 if the exam date is rescheduled. The ServSafe Food Protection Manager Certification exam is proctored by an OSU Extension educator who is a Certified ServSafe® Proctor.

### How to Register:

1. Contact Kate Shumaker at 330-674-3015 or [shumaker.68@osu.edu](mailto:shumaker.68@osu.edu) to register by paying \$175 to OSU Extension **and** sending the following information. *Please make checks payable to OSU Extension or pay by card at <http://go.osu.edu/holmesextensionpayment>. (See #5 for mailing address)*

Name \_\_\_\_\_ Individual's e-mail \_\_\_\_\_

Phone \_\_\_\_\_ Organization \_\_\_\_\_

Select training type: \_\_\_ *Foodservice* Food Safety Manager Certification Training

**OR**

\_\_\_ *Retail* Food Safety Manager Certification Training  
*(same subject matter, features more focus on tasks and examples specific to retail food operations)*

**Schedule an exam date/time** by calling 330-674-3015 or emailing [shumaker.68@osu.edu](mailto:shumaker.68@osu.edu).

Language: \_\_\_ English \_\_\_ Other (please specify) \_\_\_\_\_

Special accommodation request must be received 10 days before the exam date.

2. Each individual registered will receive 2 email messages (one from TAP and one from OSUE) containing username/password and additional class information allowing access to the online class.
3. Student takes the online class (about 2-4 weeks) **and** prints the Certificate of Completion.
4. Before the exam date, the student *provides (mails or emails)* a copy of the Certificate indicating completion of the online training to the Extension Office.
5. Student takes the ServSafe Food Protection Manager Certification Exam on their *scheduled date* at the Holmes County OSU Extension Office, 111 E Jackson St., Millersburg, OH 44654 proctored by OSU Extension staff.
6. When the student passes the exam, proctor will email/mail student score report and ServSafe certificate.
7. Passing score will be submitted to ODH by proctor for the ODH certificate. Proctor will email the ODH certificate to the student when received.

**Questions?** Contact Kate Shumaker at **330-674-3015** or [shumaker.68@osu.edu](mailto:shumaker.68@osu.edu) Family and Consumer Sciences Educator, Ohio State University Extension and Registered ServSafe Proctor