

4626.2015 CERTIFIED FOOD MANAGER QUALIFICATIONS AND APPLICATION.

Subpart 1. **Training.** An applicant for certification as a food manager must complete a training course that addresses safe food preparation and handling, sanitation, and the prevention of foodborne illness. The course must cover improper holding temperatures, inadequate cooking, contaminated equipment, food from unsafe source, and poor personal hygiene.

Subp. 2. **Examination.** An applicant for certification as a food manager must pass a written examination recognized under part 4626.2020 on the date taken. The examination must have been taken within 36 months directly preceding the application for certification under subpart 3.

Subp. 3. **Application fee and documents.** An applicant for certification as a food manager must submit to the commissioner:

- A. documentation of the applicant's qualifications under subparts 1 and 2;
- B. a completed application on a form provided by the commissioner that contains:
 - (1) the name, telephone number, and mailing address, including county, of the applicant; and
 - (2) the social security number of the applicant; and
- C. a \$15 nonrefundable certification fee payable to the department.

Subp. 4. **Issuance of certificate.** Upon review and verification, as needed, of the documents submitted under subpart 3, the commissioner shall issue a certificate or a letter of denial within 45 days of receiving the application. Grounds for the commissioner to deny an application are provided in Minnesota Statutes, section 144.99, subdivision 8, paragraphs (a) and (b).

Subp. 5. **Certificate validity; nontransfer.** A food manager certificate is valid statewide for three years from the date of issuance. The certificate is not transferable to another individual.

Subp. 6. **Renewal.** An applicant for certification renewal must submit to the commissioner:

- A. a completed renewal application on a form provided by the commissioner that contains:
 - (1) the name, telephone number, and mailing address, including county, of the applicant; and
 - (2) the social security number of the applicant;

B. a \$15 nonrefundable certification fee payable to the department; and

C. documentation of successful completion of at least four contact hours of continuing education within the 36 months directly preceding submittal of the renewal application. The continuing education must meet the requirements of subpart 7. Documentation must include:

(1) the name, address, and telephone number of the person providing the continuing education;

(2) an agenda and course outline or other material that demonstrates that the course addressed food sanitation and safety or emerging trends in food preparation and handling, sanitation, or the prevention of foodborne illness;

(3) the number of hours of instruction; and

(4) the dates and location of the continuing education.

Upon review and verification, as needed, the commissioner shall issue a certificate or a letter of denial within 45 days of receiving the renewal application. Grounds for the commissioner to deny an application are provided in Minnesota Statutes, section 144.99, subdivision 8, paragraphs (a) and (b).

Subp. 7. **Continuing education.** A continuing education course must:

A. address food sanitation and safety or emerging trends in food preparation and handling, sanitation, or the prevention of foodborne illness;

B. be at least one contact hour;

C. use a mechanism to validate participation;

D. maintain attendance sheets for five years; and

E. be presented by knowledgeable persons who have reviewed developments in the subject being covered in the program within the last two years. The instructors' qualifications must be in one of the following: specialized training in the subject matter or experience teaching the subject matter.

Subp. 8. **Expired certificate.** An individual whose certification expires may apply for renewal under subpart 6 if no more than one year has elapsed since the certificate's expiration date. If more than one year has elapsed since the expiration date, an applicant for renewal must comply with subparts 1 to 4.

Subp. 9. [Repealed, L 2009 c 79 art 10 s 51]

Statutory Authority: *MS s 144.05; 144.122; 157.011*

History: *24 SR 605; L 2009 c 79 art 10 s 51*

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