



# Lake County

Health Department and  
Community Health Center

## **ILLINOIS DEPARTMENT OF PUBLIC HEALTH FOOD SERVICE SANITATION MANAGER CERTIFICATION**

What is a food service sanitation manager certification?

Complete an Illinois Department of Public Health (IDPH) approved 8-hour FSSMC course, successfully pass a state examination with a score of at least 75 percent and pay a \$35 certificate fee to the IDPH.

- All high risk facilities (category III) must have a certified person working during all hours of food operations.
- All medium risk facilities (category II) must have at least one certified person on staff.
- Any new facilities shall have a certified person from the initial day of operation or provide documentation of enrollment in an approved course to be completed within three months.
- If the certified person is no longer employed at a facility, there is a three month grace period to employ another certified person.

Why is it important?

Knowledge of food safety and sanitation is important for all foodservice workers, but especially for managers and chefs. They have the responsibility to educate the staff and the ability to anticipate problems before they become violations.

Where are IDPH approved courses listed?

Refer to the list of IDPH approved food service sanitation certification providers for contact and course information. **Also, visit the IDPH website at [HTTP://DPH.ILLINOIS.GOV/FSSMCCOURSES](http://DPH.ILLINOIS.GOV/FSSMCCOURSES) for a listing of FSSMC courses.**

Do certificates from other states or private companies meet State of Illinois requirements?

Currently, only City of Chicago certificates can be accepted instead of the State of Illinois certificates. If a person has attended a course in Illinois that meets IDPH requirements and passes the exam, they will receive an application notice from IDPH stating they are eligible for a State of Illinois certificate. They must then complete the application and submit the required \$35 fee to receive a valid certificate. A certificate of completion from a private company is not equivalent to a State of Illinois certificate.

What is the option for renewing a valid Illinois FSSMC Certificate?

Attend an approved 8 hour FSSMC course and pass the exam every 5 years. This must be completed prior to the certificate expiration date.

Will IDPH send a renewal application?

A renewal notice will only be sent if IDPH has a current address for the person. If the address is up-to-date, they will receive a letter explaining the new requirements one year in advance and a renewal application three months before their expiration date. If the certified person has not received an application, please contact an environmental health practitioner or by calling IDPH at 217-785-2439.

## **CERTIFICATION COURSES FOR FOOD SERVICE SANITATION**

<http://dph.illinois.gov/fssmccourses/>

The Illinois Department of Public Health (IDPH) requires all food service establishments to have a manager/supervisor certified in food service sanitation. IDPH approved courses are offered by the companies listed below in various locations throughout the northern portion of Illinois:

<p>*Foodservice Safe Lake/Cook/DuPage/McHenry/Kane Phone: 847.254.5405 <a href="mailto:John@foodservicesafe.com">John@foodservicesafe.com</a> <a href="http://www.foodservicesafe.com">www.foodservicesafe.com</a></p>	<p>*Food Protection Systems, Inc. Gurnee Phone: 847.244.0432 <a href="mailto:mak@foodprotectionsystems.net">mak@foodprotectionsystems.net</a> <a href="http://www.foodprotectionsystems.net">www.foodprotectionsystems.net</a></p>
<p>*City Colleges of Chicago Chicago (Classes available in Chinese) Phone: 312.553.5807 <a href="http://www.ccc.edu">www.ccc.edu</a></p>	<p>*College of Lake County Grayslake Phone: 847.543.2041 <a href="http://www.clcillinois.edu">www.clcillinois.edu</a></p>
<p>*Oakton Community College Des Plaines/Skokie Phone: 847.982.9888 <a href="http://www.oakton.edu">www.oakton.edu</a></p>	<p>*Illinois Restaurant Association Chicago Phone: 312.787.4000 <a href="http://www.illinoisrestaurants.org">www.illinoisrestaurants.org</a></p>
<p>Food Safety and Environmental Solutions Lake Phone: 847.865.5106 <a href="http://www.fse-solutions.com">www.fse-solutions.com</a></p>	<p>*Safe Food Handlers Corporation New Berlin Phone: 888.793.5136 <a href="http://www.sfhcorp.com">www.sfhcorp.com</a></p>
<p>Nutrition Care Systems, Inc. Elgin Phone: 847.888.8177 or 800.761.9200 <a href="http://www.nutritioncaresystems.com">www.nutritioncaresystems.com</a></p>	<p>*Food Industry Training Lake/Cook/DuPage/Kane Phone: 630.690.3818 <a href="http://www.foodindustrytraining.net">www.foodindustrytraining.net</a></p>
<p>*Paladin Management Consultants Naperville Phone: 630.554.3663 <a href="http://www.safefood.com">www.safefood.com</a></p>	<p>Linda Roberts and Associates Wheaton Phone: 630.752.8823 <a href="http://www.rdoffice.net">www.rdoffice.net</a></p>
<p>Greg Stolis and Associates DuPage/Lake Phone: 630.960.1135</p>	<p>Paul McDonnell &amp; Associates Aurora/Elgin/Geneva Phone: 630.896.3662</p>
<p>*Corporate Training Center Chicago Area 800.705.8204 <a href="http://www.ctcfoodsantiation.com">www.ctcfoodsantiation.com</a></p>	<p>*McHenry County College Crystal Lake Phone: 815.455.8588 <a href="http://www.mchenry.edu">www.mchenry.edu</a></p>
<p>*The Safe Dining Associates DuPage/Downers Grove Phone: 630.434.0588 <a href="http://www.safedining.com">www.safedining.com</a></p>	<p style="text-align: center;">*Classes also offered in Spanish</p>

## **ONLINE/CD-ROM CERTIFICATION COURSES FOR FOOD SERVICE SANITATION**

Illinois Department of Public Health (IDPH) approved digital food safety training courses are now available. These digital courses provide an engaging, interactive way to reinforce understanding of food safety. The courses effectively teach key food safety practices and prepare foodservice professionals to take the Illinois Food Service Sanitation Manager Certification Exam. These courses allow foodservice professionals an opportunity to complete training at their convenience without disrupting busy schedules and learn at their own pace.

An Illinois certified instructor must be contacted prior to starting the digital course. The instructor will explain how the program works and must be available to answer questions during normal business hours, Monday through Friday. To find a certified instructor in your area, contact the IDPH (West Chicago) at 630-293-6800.

The online course must be completed in **8 hours** and proof must be provided to the instructor. This information can be printed out at the completion of your course and must be presented at the time of your examination.

### **\*Training Achievement Program (TAP)<sup>®</sup> series**

<http://www.tapseries.com> - Food Safety Manager Certification

### **\*ServSafe<sup>®</sup>**

<http://www.servsafe.com> - Manager Certification Online Training

### **\*University of Illinois at Urbana-Champaign**

<http://idph.fshn.uiuc.edu> - Food Service Sanitation Certification Course

<http://idph.fshn.uiuc.edu/refresher/> - Food Service Sanitation Refresher Course

### **Learn2Serve**

<http://www.learn2serve.com/> - Food Safety Manager Sanitation Certification

### **Mindleaders**

<http://www.mindleaders.com/foodsafety> - Food Safety Manager Sanitation Certification

### **SuperSafe Mark**

<http://www.supersafemark.com> - Food Safety Manager Sanitation Certification

**\* COURSES AVAILABLE IN ENGLISH AND SPANISH**

Illinois Department of Public Health  
Division of Food, Drugs and Dairies

**FOOD SERVICE SANITATION MANAGER CERTIFICATION PROGRAM  
REQUEST FORM**

CURRENT INFORMATION (PLEASE TYPE/PRINT)

Mr.    Ms.    Miss    Mrs.

LEGAL NAME \_\_\_\_\_  
First Name, Middle Initial, Last Name

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_

DAYTIME TELEPHONE NUMBER \_\_\_\_\_

SOCIAL SECURITY NUMBER\* \_\_\_\_\_ ILLINOIS FSSMC I.D. # \_\_\_\_\_

\*In accordance with 5 Illinois Compiled Statutes 100/10-65(c), it is mandatory that applications for renewal of a license or a new license include the applicant's Social Security number in order to obtain a license.

**PLEASE MARK ALL BOXES THAT APPLY.**

- \_\_\_\_\_ A . New Certificate - \$35 (Section 750.551 of the Illinois Food Service Sanitation Code)
- \_\_\_\_\_ B . Certificate Renewal - \$35 (Must complete one of the state approved training and/or testing requirements within the five year certification period, prior to expiration, in order to be eligible for renewal.)  
**Recertification criteria for renewal must be received by the Department postmarked no later than 30 days after the certificate's expiration.** (Section 750.551 of the Illinois Food Service Sanitation Code)
- \_\_\_\_\_ C. Replacement Certificate - \$10 (Section 750.551 of the Illinois Food Service Sanitation Code)
- \_\_\_\_\_ D. Notification of Name and/or Address Change only (no corrected certificate needed) (Section 750.1895 of the Illinois Food Service Sanitation Code)
- \_\_\_\_\_ E. Reciprocity - **You will be billed \$35** - DO NOT send money now. Illinois has a reciprocity agreement with the City of Chicago. Enclose copy (not original) of current City of Chicago certificate. Illinois also recognizes some certificates from other providers. See reverse side for more details.

The licensee shall also certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. **Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.**

***Are you more than 30 days delinquent in complying with a child support order?***

**Yes**                       **No**

(NOTE: If you are not subject to a child support order, answer "No".)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Mail this request with appropriate  
fee (if required) to

Illinois Department of Public Health  
Division of Food, Drugs and Dairies  
525 W. Jefferson St.  
Springfield, IL 62761  
Telephone 217-785-2439  
Fax 217-782-0943  
TTY for Hearing Impaired Use Only 800-547-0466

Visit our website at [HTTP://DPH.ILLINOIS.GOV/FSSMCOURSES](http://DPH.ILLINOIS.GOV/FSSMCOURSES) for a listing of FSSMC courses

ILLINOIS DEPARTMENT OF PUBLIC HEALTH  
Division of Food Drugs and Dairies

Instructions for Completion

**A. New Certificate**

**Within approximately 4-6 weeks from the date of your examination if you have not received your original computer generated application indicating your passing score you may complete this form and submit it with the required \$35 fee.** Complete all sections of the form, including the child support statement and submit it with a \$35 check or money order payable to the Illinois Dept. of Public Health or "IDPH." The Illinois Food Service Sanitation Manager Certification certificate is valid for five years upon receipt of the required fee and application/request form. **NOTE: You must notify the Department of any address changes during your certification period.**

**B. Certificate Renewal**

If your certificate expires within the next three months and you have not received a renewal notice, complete and submit this form, along with a \$35 check or money order payable to the Illinois Department of Public Health. Be sure to mark ONE box, sign and date the child support certification statement. Your renewal request and the \$35 renewal fee **MUST** be postmarked no later than 30 days after the current certificate expiration date. Continuing education/examination requirements **MUST** be met before the certificate expires.

**C. Replacement Certificate**

If you need to replace a lost, stolen or misplaced certificate or if you have changed your name or address, and you need a new certificate which shows these changes **please complete this form and submit it with the \$10 fee.** **The certificate holder is required by law to notify the Department of any change of address.** Legal proof of a name change, such as a copy of a driver's license, copy of a divorce decree, copy of a firearm owner's ID (FOID), copy of a passport or copy of a marriage certificate must accompany a request for name change.

**D. Notification of Last Name and/or Address Changes – Replacement Certificate Not Needed**

If you have changed your name or address, but you do not need a replacement certificate which shows these changes, please complete and submit this form. There is no fee for changes if you do not need an updated certificate. You must notify the Department of address changes to ensure that you receive your renewal application prior to the expiration date. Legal proof of a name change, such as a copy of a driver's license, copy of a firearm owner's ID (FOID), copy of a divorce decree, copy of a passport or copy of a marriage certificate must accompany a request for name change.

**E. Reciprocity**

If you have a current City of Chicago Food Service Sanitation Manager Certificate and you wish to receive an Illinois certificate, please complete and submit this form along with a photocopy of your Chicago certificate. We must verify that you have a valid Chicago certificate. When we receive this verification, we will send you an application. Do **NOT** send any money with this request. You will be billed. Please allow 6 - 9 weeks for processing. Illinois also recognizes many 15 hour courses that result in certification. Submit a photocopy of your certificate along with the completed FSSMC Request Form. We will evaluate it and contact you as necessary.