



## Cabell-Huntington Health Department

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### **How to become a Certified Food Manager**

This type of certification is offered by different online sources. Those online sources consist of ServSafe, State Food Safety, National Registry of Food Safety Professionals, 360Learning, and Prometric. A Certified Food Manager is required for most Cabell County food facilities and is considered a state food regulation. The purpose of this Certification is to reduce food borne illness, be mindful and educated about bacteria or viruses, and teach safe sanitary food management. The course covers proper food handling practices, types of foodborne illnesses, cooking temperatures, proper food storage, and employee personal hygiene practices that are required under the 2013 FDA Food Code.

**Am I required to take a food manager exam?** Owners and/or staff who are at least 18 year of age and in a managerial position must successfully complete a food safety training manager program and pass an ANSI-CFP exam. All new establishments have a 90-day grace period to comply with the mandatory manager certification. During this 90-day period, the manager or person in charge must demonstrate food safety knowledge. Those exempt from this rule are:

1. **Retail Food Facilities** where only commercially prepackaged food is handled and sold
2. **Temporary Food Establishments**
3. **Bars/Taverns-** where only commercially prepackaged food is handled and sold
4. **Video Lotteries-** where only commercially prepackaged food is handled and sold

**Note: A Person in Charge per shift that can demonstrate Food Safety Knowledge is still required in addition to the Certified Food Safety Manager. The Certified Food Safety Manager doesn't have to be on-site but must be readily available to respond to any issues within the establishment. A copy of the certification must be kept at the place of employment and displayed in a conspicuous location.**

### **Online Certified Food Manager Courses**

The Cabell-Huntington Health Department offers links and information for each of the sites that offer Food Manager Certifications. The QR code below will open and take an individual to our Website where each of the different site addresses are posted. The cost for each online course varies depending on which site is used to test. Here are the different companies offering the certified food manager course with test: Each certification is good for 5 years and must be proctored either in person or online. It is important to make sure that a proctor is able to give test because without a proctor the exam or certification is not possible. All exams are available in multiple languages.

### **Proctor Led Courses for Certification**

Each Food manager course is proctored before any certification can be issued. Each Site offers ways of getting proctors for the exam if not provided in the cost of the exam. Be sure to that when a proctor is chosen that they will for sure be available to proctor the exam. The cost for a proctor will depend on the site and the proctor. Without a proctor for the exam, it is not possible to get a Food Manager Certification.



**Required as of 12/31/21**