



Food Service Management Recertification Courses

This course is designed for students who have already received a certificate from a previous food service management certification course and need to become recertified due to an expired certificate. This course covers the same material as the 16-hour course; however it is in an abbreviated format. The class is designed to have four (4) hours of course lecture and review.

? WHO MAY ATTEND: Restaurant operators, food service managers, or anyone interested in food service sanitation **that has prior certification** is welcome. If a certificate is more than ten (10) years old, it is recommended that the full 16-hour certification course be taken.

Students **MUST** provide a copy of their previous certificate from a State of Michigan approved food service management certification course at the time of registration.

📅 ATTENDANCE: Attendance is **REQUIRED** for the duration of the class. Late arrivals will be required to re-enroll in another available recertification course.

🕒 CLASS TIME: All classes begin at 8:30 a.m. with an hour lunch break around 12:30 p.m. The exam will start immediately following the lunch break. See schedule below for class dates.

👤 REFUNDS: Once enrolled for a class, there will be **NO refunds**. Students are not permitted to transfer to another class unless arrangements are made 10 days prior to the start of the class they are enrolled in.

✍️ TO REGISTER: Complete the attached registration form and mail or deliver to OCHD with the appropriate fee and a copy of your previous certificate. Classes fill quickly, therefore, early registration is recommended.

*** It is recommended that students pick up a book prior to class. Books can be obtained at any of our three offices listed below.**

*** YOU WILL NEED TO BRING A VALID PICTURE I.D. TO CLASS OR YOU WILL NOT BE ABLE TO SIT FOR THE EXAM.**

2011/2012	SOUTHFIELD HEALTH DIVISION 27725 Greenfield Rd Southfield, MI 48076	PONTIAC NORTH HEALTH CENTER 1200 N Telegraph Rd, Bldg 34 East Pontiac, MI 48341
JANUARY		January 19
FEBRUARY	February 13	
MARCH		March 12
APRIL	April 12	

The Oakland County Health Division will not deny participation in its programs based on race, sex, religion, national origin, age or disability. State and federal eligibility requirements apply for certain programs.

NORTH OAKLAND HEALTH CENTER
 1200 TELEGRAPH RD BLDG 34 EAST, PONTIAC MI 48341
 (248) 858-1312

SOUTH OAKLAND HEALTH CENTER
 27725 GREENFIELD RD, SOUTHFIELD MI 48076
 (248) 424-7190

Registration Form for Food Service Management Recertification Course

Step 1. Provide Name and Address of Applicant(s)

Name(s): _____
 Telephone Numbers (Work): _____ (Home): _____
 Mailing Address, City, Zip Code: _____

 Facility Name, Address, City, Zip Code: _____

Step 2. Complete 1-3 below.

1) **BOOK.** The Oakland County Health Division offers the textbook in four languages, however please note that all handouts and instruction is in English. **Please indicate which book you would prefer:**

English Spanish Chinese (Traditional Mandarin) Korean

2) **EXAM.** The Oakland County Health Division also offers the exam in five languages and one in large print. **Please indicate which exam you would prefer:**

English Spanish Chinese (Traditional Mandarin) Japanese Korean
 Large print (English)

3) **Indicate which Recertification course you wish to enroll:**

<u>SOUTHFIELD</u>	<u>PONTIAC</u>
<input type="checkbox"/> Southfield – February 13	<input type="checkbox"/> Pontiac – January 19
<input type="checkbox"/> Southfield – April 12	<input type="checkbox"/> Pontiac – March 12

Step 3. Verification

ATTACH A COPY OF YOUR PRIOR CERTIFICATE FROM A STATE OF MICHIGAN APPROVED CERTIFICATION COURSE. This information is required in order for your application to be processed.

Step 4. Mail or deliver completed form with payment: (No Cash!):

**** \$97.00 per person.** (Payable to "Oakland County Health Division"). Mail this form with check or money order to:

**Oakland County Health Division
 Environmental Health Services
 27725 Greenfield Rd
 Southfield, MI 48076**

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