

**Sangamon County Department of Public Health  
8 Hour Certified Food Manager Certification  
2018 Course Enrollment Form  
(Student keeps this page)**



**Dates:**

- A) May 22<sup>nd</sup> and 24<sup>th</sup> (Tuesday & Thursday)                      C) Nov 13<sup>th</sup> and 15<sup>th</sup> (Tuesday & Thursday)  
B) July 24<sup>th</sup> and 26<sup>th</sup> (Tuesday & Thursday)

**Time:** 8:30 a.m. – 4:00 p.m. each day (Class size is limited to 25 people)

**Location & Contact Information:** SCDPH, 2833 S. Grand Ave. E., Springfield, IL 62703

**Phone:** 217-535-3145 (press 3); **Fax:** 217-747-5103

**Instructors:** Kevin Dreesman, Kahla Zander, Darlene Powell, Adrienne McNamara and Teschlyn Woods

**Pre Class:** You are able to pick your book up early to study. Take a practice test at:

[www.hospitalitytrainingcenter.com/ServSafe/manager/test](http://www.hospitalitytrainingcenter.com/ServSafe/manager/test)

**Class:** Present a valid picture ID, pre-payment, pre-registration (this form), and **attendance on both days.**

**Fees:**

- \$125** Course (includes ServSafe book and class presentation materials)
- \$38** Re-test (course taken with SCDPH)
- \$55** Test/Re-test fee (course taken from approved source other than SCDPH—must bring proof of 8 hour course completion)

**Special Accommodations- Pre Approval form is required for translator**

Proctors must be notified of any accommodation requests for special needs examinees prior to the exam date. The examinee is responsible for submitting all requests for exam accommodation or foreign language interpretation to the Association.

**Examinees with Disabilities- Pre Approval form is required for exam reader, extended time, etc.**

The Association provides reasonable accommodations to individuals with disabilities following procedures that are consistent with the Americans with Disabilities Act, Uniform Guidelines on Employee Selection Procedures and the Standards for Education and Psychological Testing.

**Exam Languages**

Exams are available in English, Spanish, Chinese and Large Print English.

**(Office Copy)**

**Remove this page, complete and mail it (along with fee) to:**

Sangamon County Department of Public Health  
Attention: Food Safety Program  
2833 South Grand Avenue East  
Springfield, IL 62703

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Food Establishment: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**Test Requested:** English    English Large Print    Chinese    Spanish

**Special needs/ disabilities:** Translator    Disability

Attach request form at least 30 days in advance of the testing date.

**Fee:**

- \_\_\_ \$125    **Course**
- \_\_\_ \$38    **Re-test (SCDPH)**
- \_\_\_ \$55    **Test/re-test (other instructor)**

**Book was picked up early** Date: \_\_\_\_\_

**Fees are non-refundable. Make checks payable to SCDPH. In the event a cancellation is unavoidable, please contact our office.**

\_\_\_\_\_ Date: \_\_\_\_\_