

# Person in Charge / Manager Course Training Application



PREVENT. PROMOTE. PROTECT.

- Instructions:**
1. Complete the application below
  2. Make payment – check/money order payable to **HCPH**
  3. Return application with payment within 14 days of course to: Hamilton County Public Health, EH  
250 William Howard Taft Road, 2nd FL  
Cincinnati, Ohio 45219

Greg Kesterman, *Health Commissioner*  
250 William Howard Taft Road  
Cincinnati, OH 45219  
Phone: 513.946.7800 Fax: 513.946.7890  
hcpH.org

**PLEASE PRINT – ONE APPLICATION PER STUDENT IS REQUIRED**

Participant Name	Today's Date
Participant Mailing Address (include city, state, & zip)	Phone Number
E-mail Address	Facility Employed
Course Date or Requested Date	Course Time or Requested Time
Please describe any language barriers or preferences	

\_\_\_\_\_ **Person-in-Charge (PIC) Certification** meeting the Ohio training requirements specified in 3701-21-25 / 3717-1-2.4. This is a basic food handler certification covering the basic principles of food safety including food sources, personal hygiene, handwashing, cross-contamination, cleaning/sanitizing, proper cooking, cooling, reheating, and holding of food. Prior approval required for courses taught at your location – please provide course location, time, and the # of students.

**2 hours @ HCPH \$20.00** \_\_\_\_\_ **OR** **2 hours at your location \$100.00** \_\_\_\_\_ **# of students** \_\_\_\_\_

\_\_\_\_\_ **Person-in-Charge (PIC) Certification** for non-profit institutions. Proof of non-profit status may be required. Prior approval is required for courses taught at your location – please provide course location, time, and the # of students.

**2 hours @ HCPH \$0.00** \_\_\_\_\_ **OR** **2 hours at your location \$0.00** \_\_\_\_\_ **# of students** \_\_\_\_\_

\_\_\_\_\_ **Manager Certification** meeting the Ohio training requirements specified in 3701-21-25 / 3717-1-2.4. This is a 2-day course designed for food managers covering food contamination, employee illness & microbiology, food sources, food storage, food preparation, safe food service, management systems, safe facilities, pest management, and cleaning/sanitizing. **Test is included.** Must pass test to gain certification. Prior approval is required for courses taught at your location.

**2 days @ HCPH \$175.00** \_\_\_\_\_ **OR** **2 days at your location \$175.00 / student** \_\_\_\_\_

\_\_\_\_\_ **Manager Certification – TEST ONLY** meeting the Ohio training requirements specified in 3701-21-25 / 3717-1-2.4. Must pass test to gain certification. If testing for the first time, must provide documentation of approved online training certification to proctor before test.

**Re-test \$50.00** \_\_\_\_\_ **OR** **1st Time Taking Test \$50.00** \_\_\_\_\_ **(must provide documentation)**

Scheduled classes can be found on our website [www.hcpH.org](http://www.hcpH.org). Payment and application must be received to guarantee a spot in a course. Please contact us at (513) 946-7847 with any questions about Person in Charge or Manager food safety trainings. ServSafe® is used for HCPH's Manager course & test. Any ServSafe® exam accommodation approval or test language request must be provided at least 14 days in advance.

**CANCELLATION & REFUND POLICY: To receive a full refund, cancellations must be received in writing or via e-mail at least 10 days prior to your scheduled course. NO EXCEPTIONS. If within 10 days of scheduled course, student may reschedule one time for a future course without loss of payment. If a 2nd cancellation request is made, payment is forfeited and student cannot reschedule without repayment. Payment is transferable to another student/facility at payee's discretion; must inform HCPH.**

Signature: \_\_\_\_\_

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

To be completed by HCPH customer service staff:

Payment Received Date	Amount Received	Receipt Number	Processed By
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Revised 9/22