Person in Charge / Manager Course Training Application

**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

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

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Today’s Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Mailing Address (include city, state, &amp; zip)</td>
<td>Phone Number</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>Facility Employee</td>
</tr>
<tr>
<td>Course Date or Requested Date</td>
<td>Course Time or Requested Time</td>
</tr>
</tbody>
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Please describe any language barriers or preferences

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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 past test to gain certification. Prior approval is required for courses taught at your location.

2 days @ HCPH $150.00$ OR 2 days at your location $150.00 / student ______

Manager Certification – TEST ONLY meeting the Ohio training requirements specified in 3701-21-25 / 3717-1-2.4. Must past 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.hcp.org](http://www.hcp.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: ___________________________

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To be completed by HCPH customer service staff:

<table>
<thead>
<tr>
<th>Payment Received Date</th>
<th>Amount Received</th>
<th>Receipt Number</th>
<th>Processed By</th>
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**Revised 2/20**