

## REQUIRED FOOD SERVICE MANAGER CERTIFICATION

As of January 1, 1995, each licensed regular restaurant operation in the state of Wisconsin must have at least one manager or operator who is certified in food protection practices. (WI State Statutes Chapter 254.7 1)

### What does certification mean?

Certification requires that the restaurant permit holder or manager pass one of four state approved exams which tests basic knowledge of food protection practices. Safeguarding patron health is a primary prerequisite for operating a food service business. It is the Division of Public Health's first level of assurance that food service businesses know basic food safety laws and principles.

### Does it apply to all restaurants?

No. Prepackaged-off premise, temporary and "special organizations serving meals" restaurant licensing categories are exempt from this requirement. Your restaurant license number prefix may tell you if your business is exempt from the certification requirement. Look for the numbers: 01, 08, 09, 14, 16, 18, 20, 22, 24, 26, 29, 30, 40, 41, 42, or 43. If it is none of these, certification is required.

### How do I obtain certification?

#### Certification involves

- a) taking and passing an approved exam and
- b) applying for state certification.

After the exam is taken and passed, the individual [must apply for state certification](#) by submitting all of the following:

- proof of passing one of the exams with an official written statement/document from the testing organization
- a check or money order for \$ 10.00 made out to the Department of Health and Family Services
- a completed application

The operator or designated manager must take one of four state approved exams. These exams are listed on the reverse side of this brochure. The questions are of the "multiple choice" variety. Other private organizations have received permission to proctor the exam, or teach food handling courses and otherwise administer the exams. They, too, are listed on the reverse side of this brochure. The Division only approves the exams and has no control over initial certification training courses.

### Must I take a class in order to pass the exam?

No. The Division of Public Health only requires the passing of an exam. Individual background and knowledge may vary. The type and amount of study and course work are dependent on the individual.

### What is covered on the exam?

The certification exam tests basic knowledge of safe food handling practices and includes but is not limited to:

- Food source and storage
- Employee health
- Personal hygiene
- Temperature control and monitoring of potentially hazardous foods
- Hand washing
- HACCP principles and practices
- Prevention of foodborne disease
- Equipment cleaning, maintenance, and storage practices
- Toxic product use/storage
- Pest control
- Management responsibilities
- Etc.

### How much will it cost?

Cost of the exam varies with the organization which administers it. Costs depend on whether the exam accompanies a text, classroom instruction, or other training aid. Please call the organization of choice for further information regarding cost and location. No matter who pays for the training, exam, or certification, the certificate belongs to the individual who is certified. Cost of state certification is currently \$ 10.00 and is good for the five-year duration of the certificate. *A department approved recertification training course is required after five years from the date of state certification.*