**2023 OHIO FOOD PROTECTION MANAGER CERTIFICATION e-course**

This e-course meets Ohio Department of Health requirements for Ohio Manager Certification in Food Protection and is offered by Ohio State University Extension, Montgomery County in partnership with TAP Series.

Registration fee of $150 and e-course are **non-refundable** and **non-transferable. E**-course access is for6 months from date enrolled. Failed exams are subject to a $50 re-test fee. **To avoid a rescheduling fee**, call or email Pat before exam starts. ServSafe® exam to proctored by Pat Holmes, Registered ServSafe® proctor.

**How to Register –** (2 Options) credit card:email completed Registration Form to [holmes.86@osu.edu](mailto:holmes.86@osu.edu) **AND** make $150 payment by credit card using this link: <https://go.osu.edu/montgomeryextensionpayment> in Items/services type*: Food Safety ecourse OR* Make check to **OSU Extension** Mail: Attn Pat OSU Extension, 580 Calumet Lane, Dayton, OH 45417

***LOCATION of Exam****: Calumet Center,* OSU Extension, 580 Calumet Lane, Dayton, OH 45417 (directions are below)

**DIRECTIONS:**

1. Once Pat Holmes has enrolled you, you will receive 2 email messages (one from TAP Series and one from OSU Extension) with assigned username/password and exam confirmation details.
2. Take the online class (14 modules) PLUS the Practice Test until you get 90% or higher grade. THEN print Certificate of Completion. B**ring a copy for me to the exam & your photo I.D.** *Keep a copy for your files*.
3. **BRING to exam:**  3 pencils/eraser, photo ID, Certificate of Completion of e-course for Pat’s files. Masks required regardless of vaccination status. Please reschedule if you have symptoms of COVID-19.
4. Exam will be in the building. In the lobby use 2nd phone on left for access to building. Pat will meet you.
5. Exam answer sheet will be sent to the National Restaurant Association to be scored (takes 5 – 14 days)
6. The proctor reports passing scores to the Ohio Department of Health for an Ohio Manager Food Protection Certification which OSU Extension will e-mail to you. You must pass the exam within 1 year of e-course completion. ODH Certificate has NO expiration date as long as you are working in Ohio.

**QUESTIONS?** Contact OSU Extension Educator **Pat Holmes**, Family and Consumer Sciences

**937-637-6537 direct line**  Office: 937-224-9654 [**holmes.86@osu.edu**](mailto:holmes.86@osu.edu)



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**Name\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXAM LOCATION:** at OSU Extension Office (Meet me in the Lobby of **Calumet Center), 580 Calumet Lane, Dayton, OH 45417** west of Rt 49 connector and ½ mile south of Drexel. Calumet Lane is just east of the Marathon Station. Please wear masks when Covid spread is high (Red).

**CIRCLE EXAM DATE/TIME 2022/2023.** No entry once exam starts. **All exams start at 1 p.m.** so arrive on time. If a scheduled exam is full, another date/time will be added. \*\*\* ***No exam scheduled January and July.***

**2022:** \_\_December 12 --- **2023:**  \_\_February 13 \_\_March 27 \_\_April 24 \_\_May 22 \_\_June 26

\_\_August 14 \_\_September 25 \_\_October 23 \_\_November 6 \_\_December 4

**CIRCLE LANGUAGE:** *for choice for both the**E-course and Exam*)

Ecourse: English or Spanish

Exam: English, Spanish, Chinese, French Canadian, Japanese, Korean, Instructor, Large Print

**SPECIAL ACCOMMODATION** request must be received 10 days before the exam date. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_