

Nutrition program directors and staff that cook

State of Wisconsin Food Manager Certification (8.6.5)

State of Wisconsin Food Manager Certification is required for all Nutrition Directors and a staff person on duty at each central kitchen and on-site cooking senior dining center in Wisconsin's Senior Dining Programs.

- **WI State Food Manager Certification**

In order to renew a Food Manager Certificate, a certified food manager must meet all of the following requirements for recertification:

- Complete a state-approved certification or recertification course
- Submit a copy of a letter or dated certificate from the organization that administered the state-approved recertification/certification course regarding attendance and completion
- Or, take and pass another WI approved examination, the same as initial certification
- Complete the application
- Submit a check or money order for \$10.00 with the application

- **Approved Food Safety Courses to Obtain your State of Wisconsin Food Manager Certificate**

Note: All Nutrition Directors and Cooking Staff shall take one of these courses and be an active card holder.

1) **ServSafe®** by the Educational Foundation of the National Restaurant Association: <http://www.servsafe.com>

ServSafe® full course certification (8.6.3.1 & 8.6.3.2). ServSafe® course developed and maintained by National Restaurant Association Solutions. 8 hour class. Exam at end. Exam forms (Scantron) sent to NRA in Chicago for grading. More comprehensive.

2) The National Registry of Food Safety Professionals, Food Safety Manager Certification Examination: <http://www.nrfsp.com>.

Visit Wisconsin Tavern League website at: <http://www.tlw.org/index.php?module=cms&page=8>

3) Thomson Prometric (Formerly Expor Assessment)

Staff and volunteers that do not cook

Serving Safe Food (8.6.3.3).

WI food safety course developed by the State of Wisconsin Bureau of Aging and Disabilities Resources (BADR) and Wisconsin Association of Nutrition Directors (WAND). 3-4 hours total

– exam at end, open-book, open-resource on own. Completed exam forms are to be returned to nutrition program directors to be submitted to BADR for grading.

This course may be taught by anyone who has the State of Wisconsin Food Manager Certificate. Individuals who are eligible to teach the SS Food Course must use only the required materials developed and/or reviewed by BADR. No alterations to the materials can be made.

Recertification

All food manager certifications expire five years from the date of issuance with the exceptions mentioned. A state approved recertification-training course is required to renew food manager certification. Only a course, not an exam, is minimally required for recertification; although repeating a written examination will suffice for the recertification requirement. The intent of recertification is to provide continuing education for the food manager.

GRACE PERIOD: *All certified food managers have 6 months from the date of expiration to renew their certifications by attending an approved recertification course. If a food manager has not renewed their certification within the **6-month grace period**, their certification can only be renewed by taking and passing a full course examination required for initial certification.*

Important additional notes

- Serving Safe Food certification will NOT qualify anyone for the State of Wisconsin Food Manager Certificate.
- If the WI certification is applied for **within** 12 months of passing the approved examination, the certificate expires five years from the date of the department's issuance.
- If the WI certification is applied for **more than** 12 months of passing the approved examination, the certificate expires five years from the examination date.
- If an individual is applying for reciprocity from another state's certification requirement, the WI certification will expire five years from the date of issuance of the other state's certificate.
- One can apply for WI certification no more than three years past the original examination.
- Details of the Food Manager Certification Program are available in Chapter 12 of the WI Food Code. Consult their web site at:
http://docs.legis.wisconsin.gov/code/admin_code/dhs/196_.pdf