

# Minnesota Certified Food Manager

## DUTIES, TRAINING, AND REQUIREMENT

### Duties

The CFM must have the knowledge, skills and abilities to complete the following duties:

- Identify any hazards in the daily operation of the food establishment.
- Develop and implement policies and procedures to prevent foodborne illness.
- Coordinate employee food safety training to ensure at least one person in charge (PIC) is present whenever food is being prepared.
- Direct food preparation activities and take corrective action as needed, to protect the health of the consumer.
- Conduct periodic in-house self-inspections of daily operations to ensure that food safety policies and procedures are followed.



### Required training

Approved [Initial Courses, Exams and Continuing Education](#) are offered by many private companies, community and technical colleges, some local agencies and the University of Minnesota Extension. MDH does not offer training, but does approve instructors and courses.

### Initial certification

If you have never been a Minnesota CFM:

1. Attend a training course and pass an approved exam.
2. Mail initial [application](#), exam certificate and \$35 fee to MDH, PO Box 64495, St. Paul, MN 55164-0495.
3. Apply for initial CFM no more than 36 months after passing the exam.

### Approved exams

Applicants for initial certification must provide proof they have passed an exam from an organization accredited by the [ANSI-CFP Accreditation Program](#).

## Certification renewal

Minnesota CFM expires three years from the effective date printed on the MDH certificate. To renew certification:

1. Complete four (4) or more hours of approved training.
2. Mail renewal [application](#), approved training certificate(s) and \$35 fee to MDH, PO Box 64495, St. Paul, MN 55164-0495.

Take renewal training after the effective date and no more than one year after the expiration date printed on the MDH certificate.

## Application forms

[Applications](#) are available online:

- Initial (English/Spanish)
- Renewal (English/Spanish)
- Duplicate (English/Spanish)

## Frequently asked questions

Contact your inspector for more information about local ordinances and how the Minnesota food code applies to your establishment.

### As the restaurant owner, do I have to be the CFM?

No. While many restaurant owners decide to be the CFM for their establishment, it is not required. An effective CFM has a good working knowledge of your business and has the authority to conduct the CFM duties in your establishment.

### How many CFMs are required for a food establishment?

Minnesota food code requires a food establishment to employ one full-time CFM. Local jurisdictions may have stricter requirements.

### Can I be the CFM for more than one location?

No, except for at a satellite or catered feeding location.

### How long do I have to hire or train a new CFM?

When the CFM leaves employment, the establishment must hire another Minnesota CFM or enroll a current or new employee in an approved food manager certification training course within 45 days. Minnesota food code requires new food establishments to have a CFM on staff within 45 days of opening. Local jurisdictions may have stricter requirements.

### Are there exemptions from CFM requirements?

Yes, certain food establishments—based on license type or food preparation activities—are exempt from Minnesota CFM requirements. A list of exemptions to CFM requirements is found in Minnesota Rules, part 4626.2010, subpart 4 and at the [Minnesota Certified Food Manager](#) website.

## Resources

[Minnesota Certified Food Manager  
\(www.health.state.mn.us/divs/eh/food/cfm/index.html\)](http://www.health.state.mn.us/divs/eh/food/cfm/index.html)

[Initial Courses, Exams and Continuing Education  
\(www.health.state.mn.us/divs/eh/food/fmc\\_training/index.cfm\)](http://www.health.state.mn.us/divs/eh/food/fmc_training/index.cfm)

[ANSI-CFP Accreditation Program  
\(www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prglD=8&statusID=4\)](http://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prglD=8&statusID=4)

[Applications  
\(www.health.state.mn.us/divs/eh/food/cfm/cfmtools.html#cfmapp\)](http://www.health.state.mn.us/divs/eh/food/cfm/cfmtools.html#cfmapp)

[Minnesota Department of Health Food Business Safety  
\(www.health.state.mn.us/divs/eh/food/index.html\)](http://www.health.state.mn.us/divs/eh/food/index.html)

[Minnesota Department of Health District Offices  
\(www.health.state.mn.us/about/dist.html\)](http://www.health.state.mn.us/about/dist.html)

Minnesota Department of Health  
Food, Pools, and Lodging Services  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-4500  
[health.foodlodging@state.mn.us](mailto:health.foodlodging@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

JUNE 2017  
REVISION 2.0

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651-201-4500. Printed on recycled paper.