

Food Manager Certification

Minnesota Food Manager Certification Rule requires a Minnesota certified food manager in most food establishments. Food manager certification is administered by the Minnesota Department of Health (MDH).

What types of food establishments are required to have a certified food manager?

Most food establishments, with some exceptions, are required to have a certified food manager. Establishments that do not have to employ a certified food manager are food establishments where food preparation activities are only one or more of the following:

- Heating or serving precooked hot dogs or sausages, popcorn, nachos, pretzels or frozen pizza.
- Preparing or serving continental breakfast.
- Preparing or serving beverages or ice.
- Grinding coffee beans.
- Packaging non-potentially hazardous foods.
- Serving bulk foods.
- Processing raw meat, poultry, fish or wild game intended for further cooking after sale.
- Heating as the only preparation for a bakery product.
- Providing prepackaged food in its original package.
- Cleaning or sanitizing eating, drinking or cooking utensils.
- Boarding establishments, bed and breakfast facilities, childcare or adult day care facilities that serve 18 or fewer meals per mealtime.
- Food carts, mobile food units, seasonal permanent or temporary food stands, special event food stands, retail food vehicles, portable structures, carts or vending machines.
- An establishment that provides no more than one meal per week and its main purpose is not food service.
- A nursing home, hospital, boarding care home or supervised living facility, if only patients and staff are served.



Environmental Health Services Section
625 North Robert Street, P.O. Box 64975
St. Paul, MN 55164-0495
651-201-4500
<http://www.health.state.mn.us>

How to obtain an initial Minnesota Food Manager Certificate

Training: Attend a food manager course, available from some local agencies, community and technical colleges, University of Minnesota Extension offices and private companies. Listings are available from the MDH, the Minnesota Department of Agriculture and on the MDH website at

<http://www.health.state.mn.us/divs/eh/food/fmc/courses.html>. **Obtain proof of having attended a food manager course.**

Testing: Take one of the State recognized food manager exams. They are the ServSafe exam, the Prometric exam, and the National Registry of Food Safety Professional Testing exam. The exam must have been taken within the last three years before applying for a food manager certificate. **Obtain proof of having successfully completed the exam.**

Apply for a Minnesota Food Manager Certificate:

Applications are available from the MDH or the Minnesota Department of Agriculture and from the MDH website at

<http://www.health.state.mn.us/divs/eh/food/fmc/applications.html>. Include with the application, proof of having attended a food manager course; proof of having passed one of the recognized exams and a \$35 non-refundable fee payable to the Minnesota Department of Health.

Mail the completed application and the attachments required to Food Manager Certification, Minnesota Department of Health, P.O. Box 64495, St. Paul, MN 55164-0475.

How to renew a Minnesota Food Manager Certificate

When to Renew: A Minnesota food manager certificate has to be renewed every three years. The expiration date is displayed on the certificate.

Renewal Training: During the three year period, attend one or more food manager renewal courses providing a total of at least four hours of training. Each course must have covered at least one of these subjects: food sanitation and safety, emerging trends in food preparation and handling, or the prevention of foodborne illness. Many of the providers of the initial food manager training will also be offering renewal training. Attendance at a full-length food manager course is also acceptable toward renewal of a Minnesota food manager certificate, but proof of having passed a new food manager exam is not required. Lists of training providers can be obtained from the MDH, the Minnesota Department of Agriculture or from the MDH website at <http://www.health.state.mn.us/divs/eh/food/fmc/courses.html>. **It is important to keep proof of having attended the training and the course agenda until applying for renewal of the food manager certificate.**

Apply for Renewal of the Minnesota Food Manager Certificate: Before the Minnesota food manager certificate expires, obtain a renewal application from the MDH, the Minnesota Department of Agriculture or from the MDH website at <http://www.health.state.mn.us/divs/eh/food/fmc/applications.html>. Applicants for renewal must show proof of having attended at least four complete hours of food safety education to be able to renew the Minnesota food manager certificate.

Mail the completed application with the proof of the recertification training attended and a \$35 non-refundable fee payable to the Minnesota Department of Health, Food Manager Certification, Minnesota Department of Health, P.O. Box 64495, St. Paul, MN 55164-0495.

How to obtain a duplicate Food Manager Certification Certificate

How to apply for a duplicate Food Manager Certificate: If your Food Manager Certificate has been misplaced or lost you may apply for a duplicate certificate.

Mail a completed duplicate application <http://www.health.state.mn.us/divs/eh/food/fmc/fmcdupappnew.pdf> and a \$20 non-refundable fee payable to the Minnesota Department of Health, Food Manager Certification, P.O. Box 64495, St. Paul, MN 55164-0495.

The Food Manager Certification Rule (Minnesota Rules, parts 4626.2000 – 4626.2025), initial, renewal and duplicate applications, and a listing of course providers can be found at the MDH website <http://www.health.state.mn.us/divs/eh/food/fmc/index.html>.

For Further Information Contact the Following MDH District Offices

Bemidji	◆	(218) 308-2100
Duluth	◆	(218) 723-4642
Fergus Falls	◆	(218) 332-5150
Mankato	◆	(507) 344-2700
Marshall	◆	(507) 537-7151
Metro	◆	(651) 201-4500
Rochester	◆	(507) 206-2700
St. Cloud	◆	(320) 223-7300

To request this document in another format, call 651/201-5000, TDD 651/201-5797.
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