



Richland Public Health

555 Lexington Ave., Mansfield, OH 44907

419-774-4500 • www.richlandhealth.org



Manager Certification in Food Protection Class & Exam: Frequently Asked Questions:

How do I sign up?

Complete the registration form and submit it to Richland Public Health with the fee. Payment can be made in person or over the phone at (419)-774-4520. Forms can be submitted in person or via email at envhealth@richlandhealth.org. Spots are offered on a first-come, first-served basis and are limited to 20 per class/exam.

To register for the exam only, a copy of your record of training is required before payment is accepted.

Link to the registration form: <https://richlandhealth.org/business/food-services-2/> scroll down to the "Certification Training Courses" section and click the "In-Person Course" box for the class with exam or the "Proctored Exam" box for the exam only.

How much does the class cost?

The full 2-day class is \$160.00 per person. The exam is only \$60.00 per person; however, the record of training must be submitted with registration.

What is included in the price?

Full class: paperback study book and practice tests, 2 days of in-person training, exam administration. If the exam is passed – the ServSafe certification and the Ohio Department of Health certification.

Exam only: exam administration. If the exam is passed – the ServSafe certification and the Ohio Department of Health certification.

How do I get my class materials after registration?

There will be a packet pick-up day 2 weeks before the class/exam. You will receive an email and/or phone notification of the days you can pick up your materials. Packet pick-up is located at Richland Public Health, 555 Lexington Ave., Mansfield, OH 44907.

Do I need to study before the class?

YES! It is highly recommended that you study before the class/exam and complete the practice test included with the packet you receive. During the class, there will be time for a review of the practice test. This time is intended to focus on the questions or topics you had the most trouble with.

What do I need to bring?

A copy of your state-issued ID, a number 2 pencil, and the materials received at packet pick-up (study book and practice tests).

What are the start and end times?

Full class: This is a 2-day class, starting at 9:00 a.m. each day and concluding around 5:00 p.m. on the first day and 6:15 p.m. on the second day. The exam is on the second day of the class, starting around 4:15 pm.

Exam only: The exam is administered on the second day of the scheduled class. **Arrival time is 3:30 pm.**

Where is the class/exam?

The class/exam is held at Richland Public Health in the Corley Room. You will park in the back parking lot and enter the building through the back/side door. The Corley room will be directly on the right.

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