

**Sangamon County Department of Public Health  
8 Hour Certified Food Manager Certification  
2023 Course Enrollment Form**

**Phone Number: 217-535-3145  
General E-mail: envhealth@sangamonil.gov**



**Course Dates: (\$125 - includes ServSafe book and class material):**

A) April 5 & 6

C) October 25 & 26

B) June 7 & 8

**Time:** 8:30 a.m. – 4:00 p.m. each day (Class size is limited to 25 people)

**Location:** SCDPH, 2833 S. Grand Ave. E., Springfield, IL 62703

**Course Prep:** Please visit 2833 South Grand Avenue East (SCDPH) to pick-up your course book prior to class.

Practice tests are available by accessing the following link: [www.hospitalitytrainingcenter.com/ServSafe/manager/test](http://www.hospitalitytrainingcenter.com/ServSafe/manager/test)

**Course Day:** Present a valid picture ID, pre-payment, and pre-registration (this form)

***Attendance is mandatory for both days of the course.***

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**RETESTING DATES**

**You may opt to test on the second day of class or by calling SCDPH to schedule the exam.**

**\*SCDPH will need at least ten business days to order the exam if not taking on a scheduled class day.**

**\$38** - previously attended SCDPH course

**\$55** – approved course taken through organization other than SCDPH (proof of completion required)

**Retesting will be offered 1:30-3:30pm on April 6, June 8, or October 26 unless otherwise scheduled.**

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**Special Accommodations Form-** A pre-approval of the Special Accommodations Form is required in-order to test with accommodations. In-order to allow time for processing, the Special Accommodations Form should be acquired **at least 30 days before your test date**. The Special Accommodations Form may be acquired through contact with the SCDPH Food Program Supervisor (217) 535-3145.

Special Accommodations include the need for: a translator; extended test time; a scribe; and any other approved disability. A pre-approval form will need to be completed by the tester and submitted for approval by the National Restaurant Association prior to testing.

*The National Restaurant Association provides reasonable accommodations to individuals with disabilities following procedures that are consistent with the Americans with Disabilities Act, Uniform Guidelines on Employee Selection Procedures and the Standards for Education and Psychological Testing.*

**Remove this page, complete and mail it (along with fee) to:**

Sangamon County Department of Public Health  
Attention: Food Safety Program  
2833 South Grand Avenue East  
Springfield, IL 62703  
envhealth@sangamonil.gov

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Food Establishment: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Course Date \_\_\_\_ (\$125):**

A) April 5 & 6

B) June 7 & 8

C) October 25 & 26

**Book was picked up (Office Use only) Date: \_\_\_\_\_**

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Retest is at 1:30pm on the second day of the course.

\_\_\_\_ \$38 Re-test (course previously take with SCDPH)

\_\_\_\_ \$55 Test/re-test (other instructor)

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**Additional Test Language: (circle selection if you desire a test in a specific language)**

A) English Large Print

D) French

B) Spanish

E) Japanese

C) Chinese

F) Korean

**Accommodations:**

Please attach the approval letter from National Restaurant Association to this form.

**All fees are non-refundable. Make checks payable to SCDPH. In the event a cancellation is unavoidable, please contact our office utilizing the contact information provided above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_