

Sangamon County Department of Public Health

8-Hour Certified Food Manager Certification

2026 Course Enrollment Form

(217) 535-3145

envhealth@sangamonil.gov

Course Dates: a) March 23-24 b) September 21-22 **\$125** includes ServSafe book & class material

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

Location: Sangamon County Department of Public Health, 2833 South Grand Ave E, Springfield, IL 62703

Course Prep: Please visit Sangamon County Department of Public Health to pick up your course book prior to class.
Practice tests are available at the following link: www.hospitalitytrainingcenter.com/ServSafe/manager/test

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

Attendance is mandatory for both days of the course

Retesting Dates

Testing will be offered at 1:30 p.m. on the second day of each scheduled course. Alternative testing may be scheduled at any time by calling SCDPH at (217) 535-3145. Please allow 10 business days to order exam materials.

\$38 (Previously attended SCDPH course)

\$55 (Proof of approved course completed elsewhere)

Remove this section, complete, and return (along with fee) to:

Sangamon County Department of Public Health

Attn: Food Safety Program

2833 South Grand Avenue East

Springfield, IL 62703

envhealth@sangamonil.gov

Name: _____

Home Address: _____

Phone: _____ Email: _____

Course Date (\$125): a) March 23-24 b) September 21-22 (Office Use) Book pick up date: _____

Retest: **\$38** (previously attended SCDPH course) **\$55** (Proof of approved course completed elsewhere)

Testing begins at 1:30 p.m. on the second day of the course or scheduled by calling SCDPH. Please allow 10 business days to order exam materials.

Test Language:

English (default)	Spanish	Chinese	French
Large Print English	Japanese	Korean	

Accommodations: If you need special accommodations, please attach the approval letter from the National Restaurant Association to this form. See back for additional information.

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

Signature: _____ Date: _____

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 by contacting SCDPH at (217) 535-3145 or at www.ServSafe.com.

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.