

FOOD SERVICE MANAGER'S CERTIFICATION CLASSES

The City of Houston Food Ordinance requires the presence of a food service manager (s) in food establishments during all stages of operation. Students must complete the course and pass the examination with a score of 70 points or above in order to receive a certificate, valid for 5 years. **Effective February 2, 2016 the city provides a 1 day (9 hour) course and an optional exam to obtain the certificate. Renewal classes are no longer offered. (Obtain a new certification: complete the "class" or Optional Exam, or by reciprocity).**

THE CITY OF HOUSTON FOOD SERVICE MANAGER'S CERTIFICATE IS VALID ONLY IN THE CITY OF HOUSTON

Reservations and pre-payment are required for all classes. Class size is limited.

FOOD CERTIFICATION CLASS RESERVATIONS ARE TAKEN MONDAY- FRIDAY, 7:30AM-4PM @ 832.393.5100

Students will receive a letter with instructions including the payment due dates, a map of class location, and invoice. Return the invoice and payment together. Call the office if you have not received your packet at least 10 days before class.

◇ FEES

A non-refundable fee must be paid prior to the date of the class.

**Payment may be received by mail or in person at the Department of Health and Human Services Department,
8000 N. Stadium Drive.**

Note: New fees effective January 1, 2016

Course: \$77.46 Optional Exam: \$83.00

Payment: money order, business check, cashier's check, credit/debit cards **PERSONAL CHECKS AND CASH ARE NOT ACCEPTED**

On-Line Payments: www.HoustonConsumer.org

Class dates and locations are subject to change.

◇ LOCATIONS

Classes are currently being offered at the following locations:

Environmental Pollution Control Services: 7411 Park Place

Southwest Multi-Service Center: 6400 Highstar

West End Multi Service Center: 170 Heights Blvd.

Denver Harbor Multi-Service Center: 6402 Market

Houston Health Department: 8000 N. Stadium Drive

Tracy Gee Community Center: 3599 Westcenter Drive

All facilities are wheelchair accessible.

◇ CLASS CHECK IN

Class begins at 7:00 a.m. unless otherwise indicated according to the location. Photographic identification is required for attending the class: current driver's license, state identification card, student ID card, passport, etc. Students arriving late for class will not be admitted. Bring pencil, pen, paper for taking notes.

ENGLISH

6 - 8 classes each month.

SPANISH

6 classes each month.

VIETNAMESE

February, June, October.

CHINESE

January, March, May, July, October.

OPTIONAL EXAM SESSIONS:

February, April, June, August, October.

OPTIONAL EXAM : There are no lectures; no class attendance. This option is for persons who have knowledge of current food safety practices or have prepared by studying the course manual. Call for reservations. The manual is available for studying in English, Spanish and Chinese on the following website: www.houstontx.gov/health/food/FSMCMannualrevDec2012

Some food establishments are exempt from the FSMC requirement: This is based on the type of operation and, must be confirmed by an inspection from the City of Houston Food Inspection sanitarian.

RECIPROCITY: Food personnel in possession of a current accredited national or State of Texas food safety card/certificate must obtain the City of Houston Food Service Manager's Certification. Complete an application at the DHHS office; submit the certificate for confirmation of reciprocity and photo identification. If approved, pay the **\$38.72** fee.

ON-LINE COURSES: The City of Houston does not provide on-line courses at this time. You may complete any of the State of Texas or nationally accredited Food Managers programs listed on the following link:

www.dshs.state.tx.us/foodestablishments/CFM.shtm After completing the course and the exam; obtain City of Houston certification by reciprocity.