

Date Received _____ Amt \$ _____ Check # _____

Received By _____ Receipt # _____

Issued Date _____ Certificate # _____ Expiration Date _____



Austin/Travis County Health & Human Services Department
Public Health & Community Services Division
Environmental & Consumer Health Unit

RBJ Health Center, 4th floor • 15 Waller St, Austin, TX 78702
Phone (512) 972-5600 Fax (512) 972-5630
www.ci.austin.tx.us/health/ech_main.htm



FOOD MANAGER CERTIFICATION APPLICATION

(Please Print)

Name:

Job Title:

(Last)

(First)

Home Address: _____
(Street) (City) (State) (Zip Code) (Home Phone)

(Driver's License #) (Date of Birth) (Sex) (Height) (Weight) (Hair Color)

Business Information: _____
(Business Name) (Business Address)

Business Phone _____ E-Mail Address _____

Please Check One of the Following:

_____ I will attend the Food Manager Certification Class # _____ (see class schedule). Enclosed is **\$110.00** and a COPY OF A CURRENT PHOTO ID. I understand no refund or credit will be given unless notice is given to ATCHHSD within 24hrs prior to the start of the class.

_____ I need to re-enroll for class. I will attend Class # _____. I understand no refund or credit will be given unless a cancellation notice is given to ATCHHSD 24 hrs prior to the start of the class. Enclosed are \$90 and a copy of my photo ID.

_____ I wish to receive a copy of my City of Austin Food Manager Certificate. I have enclosed \$5.00 and a copy of my photo ID. Reason for requesting copy _____.

If you are certified through an agency other than the City of Austin, you are required to obtain and post a City of Austin Food Manager Certificate.

_____ I have been certified by another agency or organization accredited by the **Texas Department of State Health Services** or Conference for Food Protection. A copy of the current certificate and photo ID is attached. Enclosed is \$10.00 per year up to the date of expiration on the certificate for the Austin-Travis County certification.

APPLICATION MUST BE COMPLETED IN FULL OR YOU WILL NOT BE REGISTERED FOR CLASS

Please make checks payable to *Austin-Travis County Health and Human Services (ATCHHSD)*. Mail to: Environmental & Consumer Health, Food Manager Certification, RBJ Health Center 4th floor, 15 Waller, Austin, Texas 78702.

No refunds or credit are given without notification to ATCHHSD 24 hrs prior to the start of class.

Applicant's Signature

FOOD MANAGER CERTIFICATION

The City of Austin requires at least one individual in each food establishment have a Food Manager Certificate issued by the City of Austin. A 6 hour review course of microbiology, sanitation, hygiene and food borne illnesses prevention is available through the Austin/Travis County Health and Human Services Department (ATCHHSD). A 2 hour Texas Department of State Health Services exam is given at the end of the review. Students may attend the review or only come for the exam portion. Books and Study guides may be picked-up prior to class for studying. Cost for enrolling is \$110.00.

Training and Exam Site: 2800 Spirit of Texas Dr. , Austin, TX 78719

You must register in advance. Seating is limited. Register a few weeks in advance to receive the class you desire.

Mail the completed application, copy of ID, and fee or register in person at: RBJ Health Center, 4th Floor, 15 Waller St., Austin TX 78702.

See the class schedule for dates, times and locations. For more information or questions please call the Environmental and Consumer Health Unit at **972-5673**.

HOW TO BECOME A CERTIFIED FOOD MANAGER IN AUSTIN, TEXAS

- A. Enroll in the Food Manager Certification Review Course and take the Texas Department of State Health Services exam, both are offered by Austin Travis County Health and Human Services Department (ATCHHSD).
- Submit fully completed application with \$110.00 fee to: ATCHHSD, RBJ Health Center 4th floor, 15 Waller St. Austin, TX 78702.
 - You are required to bring a picture ID with you to class.
 - Receive a passing score on the Texas Certification Exam administered at the end of the class.

OR

- B. Complete a Texas Department of State Health Services Accredited Program through another certified agency.
- Submit a copy of a photo ID and a current Texas Department of Health Services Food Manager's Certificate or a current Food Manager certificate from an examiner accredited by the Council for Food Protection.
 - Pay the City of Austin certificate fee of \$10.00/per year up to date of expiration on certificate issued by a certified agency to receive City of Austin Food Manager's Certificate.

Please Note: The City of Austin complies with Section 504 of Federal Law and does not discriminate against any person on the basis of race, handicap or ethnicity.

No refunds or credit are given without notification to ATCHHSD within 24 hrs prior to the start of the class.