





## Food Service Management Recertification Courses


This course is designed for students who have already received a certificate from a previous food service management certification course and need to become recertified due to an expired certificate. This course covers the same material as the 16-hour course, however it is in an abbreviated format. The class is designed to have four (4) hours of course lecture and review.


**? WHO MAY ATTEND:** Restaurant operators, food service managers, or anyone interested in food service sanitation **that has prior certification** is welcome. If a certificate is more than ten (10) years old, it is recommended that the full 16-hour certification course be taken.

Students **MUST** provide a copy of their previous certificate from a State of Michigan approved food service management certification course at the time of registration.

 **ATTENDANCE:** Attendance is **REQUIRED** for the duration of the class. Late arrivals will be required to re-enroll in another available recertification course.

 **CLASS TIME:** All classes are held from 8:30 a.m. to 4:30 p.m. with an hour lunch break around 1:30 p.m. The exam will start immediately following the lunch break. See schedule below for class dates.

 **REFUNDS:** Once enrolled for a class, there will be **NO refunds**. Students are not permitted to transfer to another class unless arrangements are made 10 days prior to the start of the class they are enrolled in.

 **TO REGISTER:** Complete the attached registration form and mail or deliver to OCHD with the appropriate fee and a copy of your previous certificate. Classes fill quickly, therefore, early registration is recommended.

**\* It is recommended that students pick up a book prior to class. Books can be obtained at any of our three offices listed below.**

**\* YOU WILL NEED TO BRING A VALID PICTURE I.D. TO CLASS OR YOU WILL NOT BE ABLE TO SIT FOR THE EXAM.**

2009/2010	<b>SOUTHFIELD HEALTH DIVISION</b> 27725 Greenfield Rd Southfield, MI 48076	<b>PONTIAC HEALTH DIVISION</b> 1200 N.Telegraph Rd Building 36 East Pontiac, MI 48341	<b>WALLED LAKE HEALTH DIVISION</b> 1200 N. Telegraph Rd Building 36 East Pontiac, MI 48341
<b>DECEMBER</b>		Dec. 14	
<b>JANUARY</b>		Jan. 12	
<b>FEBRUARY</b>	Feb. 1		Feb. 25

*The Oakland County Health Division will not deny participation in its programs based on race, sex, religion, national origin, age or disability. State and federal eligibility requirements apply for certain programs.*

**NORTH OAKLAND HEALTH CENTER**  
1200 TELEGRAPH RD BLDG 36 EAST  
PONTIAC MI 48341  
(248) 858-1312

**SOUTH OAKLAND HEALTH CENTER**  
27725 GREENFIELD RD  
SOUTHFIELD MI 48076  
(248) 424-7190

**WEST OAKLAND HEALTH CENTER**  
1010 E WEST MAPLE  
WALLED LAKE MI 48390  
(248) 926-3305

## Registration Form for Food Service Management Recertification Course

### Step 1. Provide Name and Address of Applicant(s)

Name(s): \_\_\_\_\_

Telephone Numbers (Work): \_\_\_\_\_ (Home): \_\_\_\_\_

Mailing Address, City, Zip Code: \_\_\_\_\_  
\_\_\_\_\_

Facility Name, Address, City, Zip Code: \_\_\_\_\_  
\_\_\_\_\_

### Step 2. Complete 1-3 below.

1) **BOOK.** The Oakland County Health Division offers the textbook in four languages, however please note that all handouts and instruction is in English. **Please indicate which book you would prefer:**

- English                     
  Spanish                     
  Chinese (Traditional Mandarin)                     
  Korean

2) **EXAM.** The Oakland County Health Division also offers the exam in five languages and one in large print. **Please indicate which exam you would prefer:**

- English                     
  Spanish                     
  Chinese (Traditional Mandarin)                     
  Japanese                     
  Korean  
 Large print (English)

3) **Indicate which Recertification course you wish to enroll:**

**SOUTHFIELD**

**PONTIAC**

**WALLED LAKE**

- Southfield – February 1                     
  Pontiac - December 14                     
  Walled Lake – February 25  
 Pontiac - January 12

### Step 3. Verification

**ATTACH A COPY OF YOUR PRIOR CERTIFICATE FROM A STATE OF MICHIGAN APPROVED CERTIFICATION COURSE.** This information is required in order for your application to be processed.

### Step 4. Mail or deliver completed form with payment: (No Cash!):

**\*\* \$97.00 per person.** (Payable to "Oakland County Health Division"). Mail this form with check or money order to:

**Oakland County Health Division**  
**Environmental Health Services**  
**27725 Greenfield Rd**  
**Southfield, MI 48076**

The Oakland County Health Division will not deny participation in its programs based on race, sex, religion, national origin, age or disability.  
State and federal eligibility requirements apply for certain programs.