



Calhoun County Public Health Department  
**Certified Manager Class**

The Calhoun County Public Health Department (CCPHD) provides a Certified Manager Class. This class meets all the requirements of Michigan’s Food Code for a certified manager in food service facilities. Michigan’s Food Code and Calhoun County’s Ordinance requires licensed food service establishments to have at least one certified manager on-site during operation. To gain certification, a manager must successfully complete a nationally accredited exam.

The requirement for a certified manager is intended to protect the public’s health by greatly reducing the risk of foodborne illness. One of the major causes of food-related illness is food service workers’ limited knowledge. The Centers for Disease Control (CDC) estimates that 76 million people in the U.S. each year are sickened by foodborne illness. Much of this can be prevented by providing education to food service workers.

The Certified Manager Class is appropriate for individuals who directly supervise food service employees in the day-to-day operation or who develop Standard Operating Procedures (SOPs) and Hazard Analysis Critical Control Point (HACCP)-based recipes for food service operation.

The eight-hour class runs from 8 am - 5 pm (lunch from 12 pm – 1 pm on your own). Classes are held at the Health Department located in the Toeller Building, 190 E. Michigan Avenue, Battle Creek. The Certified Manager Class fee is \$105.00 non-refundable. You may purchase a text book for \$35 from our office. CCPHD will mail it to you for an additional \$10 shipping & handling fee. Early registration is recommended. You must provide identification, e.g., a driver’s license, state issued ID, student ID. If you are unable to attend and would like to transfer your registration to another class date, a 48-hour notice must be given to CCPHD to transfer.

Upon successful completion of the class, a certificate provided by Prometric will be sent to you and is valid in all 50 states for five years.

Participation in a Certified Manager Class provides a great opportunity to increase facility efficiency, minimize the possibility of foodborne illness, and meet the requirements of Michigan’s Food Law. If you have questions or would like to register for a class, please contact the Environmental Health office at 269-969-6341.

**CLASS SCHEDULE 2018/2019: 8 am – 5 pm (lunch on your own from 12 pm -1 pm)**

Oct 18, 2018	Nov 15, 2018	Dec 20, 2018	Jan 17, 2019	Feb 21, 2019	Mar 27, 2019	April 18, 2019	May 16, 2019
June 18, 2019	July 18, 2019	Aug 20, 2019	Sept 17, 2019	Oct 17, 2019	Nov 19, 2019	Dec 17, 2019	

-----Return this portion with payment-----

**Payment is required prior to class.** Payment can be made via online, phone via credit card, by mailing in the bottom portion of this form with a check payable to CCPHD, or in person via credit card, check, or cash.

\*Note-a service fee will be charged for credit card transactions

If paying online via credit card:

1. Click on the link below, complete, and submit payment.
2. Email this form to [publichealth@calhouncountymi.gov](mailto:publichealth@calhouncountymi.gov) to complete transaction.



**CERTIFIED MANAGER CLASS**

Company Name (if applicable) \_\_\_\_\_ Date Attending \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Name of person(s) attending class \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fee Enclosed \$ \_\_\_\_\_

**MAIL TO: Calhoun County Public Health Department - EH  
 190 East Michigan Avenue, Battle Creek, MI 49014**