

**FOOD SAFETY AND SANITATION COURSE FOR FOOD SERVICE  
MANAGERS APPLICATION FORM (Please Print)**

**Applicant 1**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Applicant Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Last 4 Digits of Applicant Social Security Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address where your certificate should be mailed:

**Home      Business**

Your preferred language for the study booklet:

**Arabic      Chinese      English      Spanish**

Your preferred language for the exam:

**Arabic      Chinese      English      Korean      Spanish      Vietnamese**

\*\*\*\*\*  
**MAIL APPLICATION AND PAYMENT TO:** Louisville Metro Public Health and  
Wellness, Food Safety Program, 400 E. Gray Street, Louisville, KY 40202.  
Make checks payable to: Louisville Metro Government

**OR APPLY AND PAY ONLINE:** [www.louisvilleky.gov](http://www.louisvilleky.gov) [In the search box  
type: food manager course]

**Applicant 2**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Applicant Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Last 4 Digits of Applicant Social Security Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address where your certificate should be mailed:

**Home      Business**

Your preferred language for the study booklet:

**Arabic      Chinese      English      Spanish**

Your preferred language for the exam:

**Arabic      Chinese      English      Korean      Spanish      Vietnamese**

\*\*\*\*\*  
**For Health Department Use Only**

Date Received: \_\_\_\_\_ Clerk Initials: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Type of Payment: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

The course consists of two parts: home study and classroom instruction with an exam. The home study part prepares the applicant for the two-hour class instruction and one-hour exam. The cost is \$35.

All applicants completing and passing the course will be issued a certificate by the Louisville Metro Division of Environmental Health and Emergency Preparedness. Certification is valid for three (3) years. If you are currently certified in ServSafe Manager, Certified Professional Food Manager, or National Registry for Food Safety Professionals, and submit proof of certification, you do not need to take our course, but you must transfer your certificate to a Louisville Metro certificate. When proof of current certification in any of these recognized programs is submitted, we will issue a Food Safety and Sanitation Course for Food Service Manager certificate. The cost to transfer a certificate is \$35. The cost for a duplicate certificate is \$10.

Local ordinance requires that a certified individual be on duty whenever the food establishment is operating. The certificate must be readily available for review in the establishment. Failure to comply with this ordinance may result in a fine. For more information contact the Division of Environmental Health & Emergency Preparedness, Food Safety Program, at (502) 574-6650 or visit [www.louisvilleky.gov/health](http://www.louisvilleky.gov/health)

Course instruction and testing are provided by Martha Gregory & Associates Inc. Applicants who do not show up for their reserved class will forfeit their \$35.00 payment. The fee is non-refundable. Applicants who cancel at least 24 hours before their reserved class will be allowed to reschedule.

**Class location is at Martha Gregory & Associates (MGA), 3010 Taylor Springs Drive, 40220 (Hikes Point area), (502) 458-0841**

**[www.mganda.com](http://www.mganda.com)**

**Class can also be completed online at <https://>**

**[www.statefoodsafety.com/food-safety-manager-certification-b#/](http://www.statefoodsafety.com/food-safety-manager-certification-b#/)**



DEPARTMENT OF  
**PUBLIC HEALTH  
AND WELLNESS**

## **Environmental Health Food Safety Program**

### **FOOD SAFETY and SANITATION COURSE for FOOD SERVICE MANAGERS**

Louisville Metro law requires food service establishments to employ food managers or food service personnel who are certified through the Louisville Metro Food Safety and Sanitation Course for Food Service Managers. This program is administered by Louisville Metro Division of Environmental Health and Emergency Preparedness and is designed to provide food managers and food handlers with safe food handling procedures as well as up-to-date recommendations and information about food code requirements and how to reduce the risk of foodborne illness.

