

Louisville Metro law requires all food service establishments to employ food managers or food service personnel who are certified in:

***SANITATION COURSE for  
FOOD SERVICE MANAGERS***

This program is administered by the 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 foodborne illnesses can occur.



The course is made up of two parts: home study and classroom instruction with a final test. The home study part prepares the applicant for the two-hour class instruction and one-hour test. Classes and testing are provided by Martha Gregory & Associates Inc. All applicants completing and passing the course will be issued a certificate by the Division of Environmental Health and Emergency Preparedness.

**Certification is valid for three (3) years.**

If you are currently certified in ServSafe, Certified Professional Food Manager, or National Registry for Food Safety Professionals, and submit proof of certification, you do not need to take our course.

**When proof of current certification in any of these programs is submitted, we will issue the *Sanitation Course for Food Service Manager's certificate*. The cost is \$35.**

**Local ordinance requires that a certified manager and/or foodservice employee is required to be on duty whenever the food establishment is operating.**

The certificate of current training must be available for review in the establishment at all times. Failure to comply with this ordinance may result in a fine.

For more information contact the Division of Environmental Health and Emergency Preparedness, Food Hygiene Program, at (502) 574-6650 or visit [www.louisvilleky.gov/health](http://www.louisvilleky.gov/health)

## Environmental Health Services Food Safety & Protection

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



DEPARTMENT OF  
**PUBLIC HEALTH  
AND WELLNESS**

Louisville Metro Department of Public Health and Wellness  
Division of Environmental Health and Emergency Preparedness  
400 East Gray Street  
Louisville, KY 40202

**APPLICATION FORM—(PLEASE PRINT)**

**Applicant 1**

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

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

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

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

Daytime Telephone Number: ( ) - \_\_\_\_\_

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

Last Four Digits of Social Security Number: \_\_\_\_\_

**Applicant 2**

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

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

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

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

Daytime Telephone Number: ( ) - \_\_\_\_\_

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

Last Four Digits of Social Security Number: \_\_\_\_\_

**For Health Department Use Only**

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

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

**COURSE REGISTRATION**

**Who Should Attend:**

This course is designed for those who manage the food service establishment and food service personnel who work in that establishment.

**Course fee: \$35.00**

Each applicant has 90 days from application date to complete the course. After 90 days, the application expires and will result in loss of the \$35.00 fee. The applicant will have to reapply.

**Be sure to sign up for the class at least 30 days in advance.**

If you fail the course, you may pay a \$15.00 fee and re-test within 60 days of initial test date.

Duplicate copies of certificates - \$10.00 each

**How to apply for certification:**

1. Fill out the application form for each person attending the course.
2. Mail or bring application and payment to:  
Louisville Metro Public Health and Wellness  
Att.: Environmental Health and Emergency Preparedness  
400 E. Gray St.  
Louisville, KY 40202

**Make checks/money orders payable to: Louisville Jefferson County Metro Government**

*A \$50.00 fee will be assessed for all returned checks*

A home study booklet will be given to each applicant once payment is received. The booklet is available in English, Spanish and Chinese. Please check which language you prefer on the application.

When you are ready to take the course, call (502) 458-0841 or visit <http://www.mganda.com/lcsc> to reserve class date and time. You will receive a confirmation by phone or electronic receipt. You must bring a picture I.D. to class!

**CLASS and TESTING LOCATIONS**

Louisville Metro Public Health  
400 E. Gray St  
Louisville, KY 40202  
(502) 574-6650  
(Downtown)

Martha Gregory & Associates  
3010 Taylor Springs Dr.  
Louisville, KY 40220  
(502) 458-0841  
(Hikes Point area)

Applicants who do not show up for their reserved class date will forfeit their \$35.00 course fee. This is non-refundable!  
Applicants who cancel their reserved class date 24 hours before class will be allowed to reschedule.