

2026 Person in Charge Course (Level 1)
2026 ServSafe® Manager’s Certification Course (Level 2)
 Presented by Cincinnati Health Department – Food Safety Program

Course Information:

1) **Instructions for Applying:**

- a. Complete the application below
- b. Secure payment – check/money order ONLY, payable to “Treasurer, City of Cincinnati” (Note: Fee is non-refundable, and payment is due prior to attending class)
- c. Submit application **WITH PAYMENT** no later than 14 days before scheduled course to:
 - i. Cincinnati Health Department – Food Safety Training Coordinator
3845 William P Dooley Bypass
Cincinnati, OH 45223

2) **Training Facility Location:**

- a. **3101 Burnet Ave, Cincinnati, OH 45229 – 1st Floor Auditorium**
- b. Location is subject to change. Course participants will be notified if class changes location.

PLEASE PRINT - ONE APPLICATION PER PARTICIPANT IS REQUIRED.

Participant Name	
Participant Mailing Address (include city, state, & zip)	Phone Number
E-mail Address	Facility Employed
Course Date (See attached schedule)	Course Time (See attached schedule)
Signature	Date
Exam Version (Manager Certification Only): <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French Canadian <input type="checkbox"/> Japanese <input type="checkbox"/> Large Print <input type="checkbox"/> Chinese <input type="checkbox"/> Korean <input type="checkbox"/> Instructor	

____ Person in Charge Certification, 3 hours - \$25.00

Person-in-Charge (PIC) is a 3-hour fundamental food safety course, focusing on the 5 CDC principles needed to be understood and mitigated in ensuring food safety. Completion of this course provides staff the knowledge needed to address any food safety concerns that may arise in the operation. The PIC class involves a PowerPoint presentation, videos, and allows of questions and answer session, resulting in a Certificate of Attendance upon completion. The course will consist of a three-hour session covering the following topics in food safety: New Ohio Food Safety Rule Review; The Responsibilities of an Operator; Proper Food Handling; Employee Health & Reporting Requirements; HACCP, The Importance of Critical Control Points; and Principles of Time, Temperature, and Food Safety.

(Application continued on back)

____Manager Certification Course & Examination 2 Days - \$ 150.00

This program provides information and directives on food safety and food handling as it related to public and environmental health. The manager certification in food protection course contains at least 15 verified contact hours, excluding the examination. The course includes at least the following: Microbiology; Foodborne illness; Personal hygiene; Food sources; Cleaning/sanitizing of equipment and utensils; Facility design and construction and its relationship to managing food safety; proper cooking, cooling and holding of food; cross-contamination; and active managerial control of foodborne illness risk factors. (Active managerial control means the purposeful incorporation of specific actions or procedures by industry management into the operation of their business to attain control over foodborne illness risk factors. Foodborne illness risk factors are: unsafe food sources; inadequate cooking; improper food holding; contaminated equipment; and poor employee health & hygiene).

____Manager Certification Examination ONLY - \$60.00

This test can be taken in addition to the ODH approved online ServSafe course to gain the Ohio Certified Food Manager Certificate. Documentation is required that online course has been taken. This test can also be retaken for participants who have not passed in prior attempts. This test must be taken within a year of taking the course in order to obtain the Ohio Certified Food Manager Certificate. Exam may be taken twice within 30-day period if necessary, however if over 3 attempts are needed, the participant must wait at least 60 days from last attempt. No more than 4 attempts may be made in a 12-month period.

****Cancellation & Rescheduling Policy**:**

All payment for training is non-refundable. If after registering for a particular course, you need to reschedule your training, a written or emailed request must be received at least 5 days prior to your scheduled course. NO EXCEPTIONS. If you are rescheduling WITHIN 5 days of scheduled course, you may reschedule one time for a future course without loss of payment within the calendar year. SUBSTITUTION OF PARTICIPANT IS PERMITTED & ENCOURAGED, but you MUST inform our office in advance. If substitution is made, payment would be transferable to substituted participant. If a 2nd cancellation request is made, payment is forfeited, and student cannot reschedule without repayment.

Payment and application must be received NO LATER than 14 days prior to course to guarantee a spot in a course. Please contact the Training Instructor at (513) 564-1751 with any questions about Person in Charge or Manager food safety trainings.

Other Ohio agencies provide similar training. Please refer to:
http://www.healthspace.com/Clients/Ohio/Ohio_Website_Live.nsf/FoodCertifications.xsp

2026 Person in Charge & ServSafe Training Schedule

Presented by the Cincinnati Health Department Food Safety Division

Person in charge Certification (Level 1) in Food Protection is a mandated training for the designated person in charge for each shift of a risk level I, II, III, and IV food service operation or retail food establishment if any of the following apply:

- A new food service operation or a new retail food establishment licensed after March 1, 2010 unless the individual has successfully completed an equivalent or more comprehensive manager certification in food protection course (Manager Certification).
- A food service operation or retail food establishment has been implicated in a foodborne disease outbreak.
- The licenser has documented a failure to maintain sanitary conditions in accordance with section 3717.29 of the Revised Code for a retail food establishment or section 3717.49 of the Revised Code for a food service operation.

Person in Charge (PIC) is a 3-hour fundamental food safety course, focusing on the 5 CDC principles needed to be understood and mitigated in ensuring food safety. Completion of this course provides the staff the knowledge needed to address any food safety concerns that may arise in the operation. The PIC class involves a PowerPoint presentation, videos, and questions and answer session, resulting in a Certificate of Attendance upon completion.

The course will consist of a three-hour session covering the following topics in food safety:

- New Ohio Food Safety Rule Review
- The Responsibilities of an Operator
- Proper Food Handling
- Employee Health & Reporting Requirements
- HACCP, The Importance of Critical Control Points
- Principles of Time, Temperature, and Food Safety

2026 Person in Charge Course (Level 1)		
May 13th (Wed) 9am – 12pm	June 8th (Mon) 1pm – 4pm	July 9th (Thur) 1pm – 4pm
Aug 12th (Wed) 1pm – 4pm	Oct 5th (Mon) 1pm – 4pm	Nov 5th (Thur) 1pm – 4pm

**All Person in Charge Training Held at
3101 Burnet Ave, Cincinnati, OH 45229 -
1st floor auditorium**

2026 ServSafe Manager's Course (Level 2)		
May 20 th – 21 st 8am – 5pm	June 16 th – 17 th 8am – 5pm	July 15 – 16 th 8am – 5pm
Aug 18 th - 19 th 8am – 5pm	Oct 21 st – 22 nd 8am – 5pm	Nov 17 th – 18 th 8am – 5pm

**All ServSafe Training Held at
3101 Burnet Ave, Cincinnati, OH 45229 –
1st floor auditorium**

The Manager certification in Food Protection (Level 2) program, established in 1973, is a more extensive training for the food manager and meets the requirement for demonstration of knowledge required in rule 3717-1-02.4 (B) of the Administrative Code.

Beginning March 1, 2017, each risk level III and risk level IV food service operation and retail food establishment is required to have at least one employee with supervisory and management responsibility and the authority to direct and control food preparation and service that has obtained the Ohio Manager certificate in food protection.

This program provides information and directives on food safety and food handling as it related to public and environmental health. The Manager certification in food protection course contains at least 15 verified contact hours, excluding the examination. The course includes at least the following:

- Microbiology, foodborne illness.
- Personal hygiene
- Food sources
- Cleaning/sanitizing of equipment and utensils
- Facility design and construction and its relationship to managing food safety
- Active managerial control of foodborne illness risk factors. "Active managerial control" means the purposeful incorporation of specific actions or procedures by industry management into the operation of their business to attain control over foodborne illness risk factors. "Foodborne illness risk factors" are: unsafe food sources; inadequate cooking; improper food holding; contaminated equipment; and poor employee health & hygiene
- Proper cooking, cooling, and holding of food
- Cross – contamination

Please review the following reminders that will need to be in practice while at the Cincinnati Health Department location:

- No smoking within 150 feet of the building.
- No parking in unauthorized locations/obstructing docking areas.
- Access is limited to first floor auditorium and restrooms only.
- Please respect the office environment and maintain silence in the hallway.
- There is no waiting area inside the building. Please coordinate your ride pick up and drop offs accordingly.
- Entrance and exits will be from the main door only (facing the parking lot).
- Parking is on your own. It will not be reimbursed.
- No refunds will be provided for no-shows/late cancellations unless an emergency.