

Food Safety Manager Certification Instructions

Thank you for taking the time to complete the Food Protection Manager Certification for your organization! This manager-level certification is required for SLO Food Bank Agency Partners conducting a “Full Meal Site,” which is the preparation of from-scratch, ready-to-eat meals served to the public for immediate consumption. This certification is administered by the Fidelity Safety & Training, an external, independent organization from the SLO Food Bank. These instructions cover how to obtain the Food Safety Manager Certification in-person which includes the course and proctored exam for a total cost of \$159. Once the Manager-level certification is obtained, it is valid for 5 years.

Please read the following instructions below on how to obtain the Food Safety Manager Certification in-person.

Enrolling for the In-Person the Food Safety Manager Course & Test

1. Go to the Fidelity Safety & Training Food Safety Manager Training website- [click here](#).
2. Select [Central Coast Region](#) on the menu.
3. Review the available Dates, Times, and Locations for the Food Safety Manager course and test.
4. Click on the “Register Here” link next to the date, time, and location that you want to attend the course and test.
5. Fill out the Registration Information with your agency’s information as well as your personal information for the certification.
6. Select the appropriate date and location of your test under the “Courses, Exams, and Products” section.
7. Enter the number of attendees in each box. There is an option to attend the:
 - In-person Manager **Course & Exam** for \$159 – *recommended*.
 - In-person Manager **Exam Only** for \$109.
 - In-person Manager “Re-test” Only (did not previously pass the test, includes the class) for \$79.00.
8. Use the SLO Food Bank promo codes for a discount- *please note the discount promo code is ONLY available for the **course and exam** selection.*

- Use coupon code **20** to save \$20 on a single enrollment. Use code **342** when enrolling 3 people and get the 3rd course free.
9. Complete the transaction and payment for the selected course.
 10. Attend the course and take the exam.

Congratulations, Food Safety Manager!

Thank you for putting forth the time and dedication required to complete this level of coursework. You have gone above and beyond to better serve the community! After successfully completing the proctored manager exam, please send a copy of the certification along with the name of the organization you represent to kboicourt@slofoodbank.org.

If you have any further questions, please contact either:

Kelly Boicourt, Partner Services Manager, (805) 457-5471, kboicourt@slofoodbank.org

Natalie DeRose, Community Programs Coordinator, (805) 457-5471, nderose@slofoodbank.org