



CHICAGO DEPARTMENT OF PUBLIC HEALTH
FOOD PROTECTION DIVISION
FOOD SERVICE SANITATION MANAGER PROGRAM
 Telephone: (312) 850-3522
 Fax (312) 850-7142

If you need a Receipt please include a self-addressed & stamped envelope

MAILING ADDRESS: MALCOLM X COLLEGE
 Food Service Sanitation
 1900 W. Jackson Blvd, Suite 0203
 Chicago, IL 60612

**APPLICATION FOR A CHICAGO DEPARTMENT OF PUBLIC HEALTH
 FOOD SERVICE SANITATION MANAGER CERTIFICATE**

PLEASE PRINT CLEARLY

DATE _____

FULL LEGAL NAME: _____

DAYTIME TELEPHONE () _____ EMAIL _____

SOCIAL SECURITY NUMBER (Last 4 digits): **XXX-XX-** _____

HOME ADDRESS: _____ (APT #) _____

(CITY) _____ (STATE) _____ (ZIP) _____

- NEW/ RECIPROCITY REQUEST** - PLEASE PROVIDE THE FOLLOWING **PRINTED** ITEMS:
- Completed Training Hours' Verification Form *AND* Valid Certificate from Testing Agency**
(Instructor led course must be conducted by approved City of Chicago Instructor verified with completed hours of training verification form. On-line training course needs training hours' form completed by proctor with proof of completion of an approved on-line training course.)

OR

Valid State of Illinois Department of Public Health Food Service Sanitation Manager Certificate

- Valid Picture ID (Driver's license, state ID or passport)
- \$52.00 Cash or Money Order (Checks and Credit Cards are NOT accepted.)**
If applying by mail a \$52.00 Money Order payable to Malcolm X College is required.
- * Approved testing agencies: ServSafe, Prometric, National Registry for Food Safety Professionals, 360 Training, AboveTraining/StateFoodSafety

- DUPLICATE REQUEST** - PLEASE PROVIDE THE FOLLOWING ITEMS:
- Valid Picture ID (Driver's license or state ID or passport)
- \$52.00 Cash or Money Order (Checks and Credit Cards are NOT accepted.)**
When applying by mail a \$52.00 Money Order payable to Malcolm X College is required.
- City of Chicago FSSMC Certificate # _____ Exam Date: _____ Exp. Date: _____

PLEASE ENSURE THAT YOU PROVIDE (OR IF MAILED COPIES) ALL REQUESTED ITEMS LISTED ABOVE OR YOUR APPLICATION WILL BE RETURNED AND NOT PROCESSED.

***** (Please fill out this section or your application will not be processed.)**

Location of Exam: (STATE) _____ Name of Training Provider: _____

Instructor or Proctor Name: _____

APPLICANT SIGNATURE: X

*******Allow 4 – 6 Weeks for Processing ******* OFFICE USE ONLY: Receipt Number: _____

PAY AT BUSINESS OFFICE ROOM 1408 ON THE 1ST FLOOR (LOCATED IN THE STUDENT WELCOME CENTER) REQUEST A TICKET FOR THE CASHIER THEN WAIT FOR YOUR NUMBER TO BE CALLED TO PAY. RETURN TO SUITE #0203 WITH RECEIPTS AND APPLICATION



CITY COLLEGES of CHICAGO

Malcolm X

Education that Works

Food Sanitation Certificates at Malcolm X College

A Certified Food Service Sanitation Manager is required to be on duty at all times when potentially hazardous food is prepared or served. This person is responsible for overseeing the food handling and preparation process to prevent the occurrence of food-borne illness. To obtain a Food Service Sanitation Manager Certificate you must attend and pass an approved course conducted by a Chicago Department of Public Health Certified Instructor. As of January 1, 2018, there will not be a separate City of Chicago certification for proctors administering exams for training taken on-line. An instructor/proctor may proctor an exam for a student that took an on-line course if they completed one of the approved on-line food safety manager certification training courses. A proctor completed Hours of Training verification form will be required. Please indicate on the Hours of Training form that the training was completed on-line or provide a print out from the approved online training provider indicating the training was done on-line with the completed Hours of Training form.

If you have passed the approved Food Service Sanitation Certification course, you can apply in person for the City of Chicago Food Service Sanitation Manager Certificate at Malcolm X College, 1900 Jackson Blvd Suite 0203 Chicago, IL 60612. Upon arriving at MXC check in with security and ask for directions to the Food Service Sanitation Program.

Applications are accepted during the following times:

9 AM to 4:30 PM Monday –Thursday

9 AM to 12:30 PM Friday (The office will close the following Fridays for College Wide Meetings 9/21/18, 10/19/18 and 11/16/18)

(The Food Service Sanitation Office will close on the following days: 8/13/18, 8/14/18, 8/15/18, 8/16/18 and 8/17/18. The office will close early 8/21/18 at 1pm and 8/22/18 and 8/29/18 at 3pm)

List of days Malcolm X College is closed can be found at <http://www.ccc.edu/departments/Pages/Holiday-Schedule.aspx>

To complete the application process successfully bring the following documents (printed documents):

- National Food Protection Manager Certificate from testing agency.
- Verification of Training Hours form completed and signed by Instructor/Proctor.
- Valid Picture ID.
- \$52.00 Cash or Money Order only.
- **If a proxy is applying on your behalf, you will need to provide a written note giving your permission to the proxy. The note must be signed and dated.**

Your City of Chicago Food Service Sanitation Certificate will be mailed to your home address.

Getting to Malcolm X College:

By public transit: Several transit routes run adjacent to the college including the CTA Blue Line (Illinois Medical District stop) and the CTA bus #157, 126, and 50.

By car: Cars access Malcolm X College via Jackson Blvd. The Malcolm X College parking garage is accessible via Jackson Blvd. When conducting business at the college parking is free with validation. The security desk located at the Jackson Blvd entrance validates parking tickets.