



LOGAN SQUARE KITCHEN EST. 2006

INVIGORATING FOOD SYSTEMS

Food Manager Class & Exam Instructions

<https://alwaysfoodsafes.com/>

CLASS

1. Open email with Logan Square Kitchen in subject line, sent by alwaysfoodsafes.com
2. To start class, click on the access code in your email
3. Create an account or sign in
4. Once you're logged in, go to **YOUR COURSES** at top
5. If you see manager class listed, click on it and begin
6. If you don't see manager class, it will ask you to **ENTER CODE** – enter BSTC-5WQS
7. Manager box will appear, click 'activate class' and get started
8. When you stop and return later, 1) login, 2) go to my courses, 3) go to course, 4) resume class

EXAM

1. Best to take the practice test! If you don't pass practice test, take them until you pass.
2. You're allowed two hours to take exam; you may finish earlier, but allow all that time.
3. You get one free re-test if you do not pass the first time. If you fail second test, you must wait 90 days to re-test. Students are only permitted a maximum of four attempts per year.
4. To take test, you'll need to be on a computer with a camera; there will be an exam proctor observing you while you take your test
5. When you're ready, you can click 'Activate Exam'
6. Your test score and food manager certificate will be available immediately after test. If you've hired me to process your City of Chicago certificate.

HELP

Always Food Safe, 844-312-2011 M-F, 9am-5pm CT, help@alwaysfoodsafes.com

Zina: 773-550-9642, zina@logansquarekitchen.com

Thank you for choosing LSK for training!