



# FOOD SAFETY CERTIFICATION



Small Business Development Center  
The University of Scranton  
Helping businesses start, grow, and prosper.

Pennsylvania Department of Agriculture regulations state that a food service establishment shall employ or designate at least one certified supervisory employee who has completed and passed an approved certification course.  
**OUR ONE-DAY SERVSAFE® CERTIFICATION COURSE MEETS THIS REQUIREMENT.**

Each registrant is required to review the ServSafe® manual for a minimum of 7 hours prior to the scheduled course date (*confirmation letters, directions, and manuals are mailed or available for pick up as soon as paid registration is received*). This self study, combined with the classroom instruction, meets state requirements. **Due to the self study requirement, participants must register no later than 7 days prior to the class.** Tests must be taken at the end of the day, following the instruction.

## UPCOMING COURSES IN 2010

Choose one: **TUESDAY, JUNE 8** **THURSDAY, SEPTEMBER 16** OR **WEDNESDAY, DECEMBER 1**

at The University of Scranton

All classes from 8 a.m. sharp to approx. 6 p.m.

(Exit time depends on how long it takes the participant to complete the exam.)

### OPTIONS AND FEES:

#### Certification

\$155 per person

For first-time participants or those whose certification is past the expiration date.

Includes: Book (*ServSafe® Essentials, 5th Edition*), Classroom Instruction, Lunch, and all Exam-related Fees

#### Class & Exam Retake

\$99 per person

For participants who have already taken the classroom instruction, but did not pass the exam. Participants must receive approval from the instructor prior to choosing this option.

Includes: Classroom Instruction, Lunch, and all Exam-related Fees

#### Recertification

\$99 per person

For participants whose PA Food Employee Certificate is about to expire, but will not expire prior to the class date. Participants take part in classroom instruction, but are not required to take the exam. Participants must Fax or mail proof of PA certificate with registration form class or they will not be eligible for recertification. This option does not result in a new ServSafe® certificate.

Includes: Book (*ServSafe® Essentials, 5th Edition*), Classroom Instruction, and Lunch

#### Exam Only

\$55 per person

For participants who have already taken the classroom instruction, but did not pass the exam. Participants arrive at approximately 4 p.m. to take the exam. Participants must receive approval from the instructor prior to choosing this option.

Includes: Exam-related Fees only (No Classroom Instruction, Lunch or Book)

#### Reschedule Fee

\$50 per person

Sponsored by the Agribusiness and Food Specialty Centers - A program of the University of Scranton SBDC. All services are extended to the public on a non-discriminatory basis. Special arrangements for persons with disabilities can be made by calling 570-941-7588. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the funding agents.

### REGISTRATION INFORMATION:

**If you are registering late, please call first - do not Mail or Fax and assume it will make it on time!**

Participant Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ E-mail Address \_\_\_\_\_

**PLEASE CHECK ONE:**  New Certification  Recertification (Must include copy of current PA Food Employee Certificate with registration.)  
 Exam Only  Class & Exam Retake

**DATE OF CLASS YOU ARE REGISTERING FOR:** \_\_\_\_\_ **TOTAL AMOUNT DUE \$** \_\_\_\_\_

**PAYMENT INFORMATION:**  Check # \_\_\_\_\_ (enclosed)  Money Order (enclosed)  
 Credit Card (Please check one and fill out below):  Master Card  Visa

Name on Card

Credit Card #

Expiration Date

Signature (only if paying by credit card)

If you do not show up for class or if you call to reschedule less than 6 days prior, there will be a \$50 fee to reschedule (rescheduled class must be taken within 6 months of the original class date.) If you contact us 7 days or more prior to class, there is no charge to reschedule within 6 months of original class date. However, there will be a \$50 fee for each occurrence thereafter. Registration may be transferred to another participant no less than 7 days prior to class and we MUST be notified of the change immediately.

**For more information, or to register, contact:**  
**The University of Scranton**  
**Small Business Development Center**  
411-413 Quincy Avenue  
Scranton, Pennsylvania 18510  
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