



**CLINTON OFFICE**  
 1307 E. Townsend Rd.  
 Saint Johns, MI 48879-9036  
 (989) 224-2195

**GRATIOT OFFICE**  
 151 Commerce Dr.  
 Ithaca, MI 48847-1627  
 (989) 875-3681

**MONTCALM OFFICE**  
 615 N. State St.  
 Stanton, MI 48888-9702  
 (989) 831-5237

**REGISTRATION FORM**

**Mid-Michigan District Health Department Food Safety Courses**

**NAME:** \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**EMPLOYER ADDRESS:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**EMPLOYER PHONE NUMBER:** \_\_\_\_\_ **YOUR JOB TITLE:** \_\_\_\_\_

**DAYTIME PHONE #:** \_\_\_\_\_ **COURSE #** \_\_\_\_\_

Please see the back of this form for descriptions of available courses. We will make every attempt to enroll you for your preferred course, however, due to limited class size, rescheduling may be required. We will contact you to confirm your enrollment, or to reschedule. **Students are encouraged to pick up course materials at least one week prior to class.** Materials are available at each of our branch office locations. Course materials will be provided at class for those who are unable to pick up. Please note there will be no make-up sessions; if you are unable to attend class, you must re-register for a different date.

**Required materials: You MUST bring a valid, government issued, photo ID to the test.**

**Special situations:**

- Please check here for EXAM ONLY
- If you would like a course book in Spanish please check here
- If you would like the examination in a language other than English, please contact this department at least 30 days prior to your scheduled examination date.
- If you have a condition which would require special accommodation during the examination, please contact this department at least 45 days prior to your scheduled course to discuss the special accommodation needed.

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*Please return the registration form by the registration deadline noted. You can mail your completed registration form to the Clinton County Branch Office at 1307 E. Townsend Rd, St. Johns, MI 48879, e-mail to [clittle@mmdhd.org](mailto:clittle@mmdhd.org) or [bfowler@mmdhd.org](mailto:bfowler@mmdhd.org), or fax to (989) 224-4300. Contact Charity Wood at (989) 227-3107 or Bryan Fowler at (989) 875-1020 if you have any questions or require further information.*

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**Office Use Only:**

Course Date: \_\_\_\_\_

Called on: \_\_\_\_\_

Course material pickup signature: \_\_\_\_\_ Date: \_\_\_\_\_

[WWW.MMDHD.ORG](http://WWW.MMDHD.ORG)

**LIZ BRADDOCK, RS, MS**  
 Health Officer

**JENNIFER MORSE, MD, MPH, FAAFP**  
 Medical Director

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| <p align="center"><b><u>Gratiot County</u></b><br/><b><u>Manager Certification</u></b><br/><b>CLASS FULL</b><br/>Course # <b>G24/01 MC</b><br/>Tuesday – January 9, 2024<br/>8:30 am – 5:30 pm<br/>(Class and Exam)<br/>Register by 12/12/2023<br/><b>Ithaca Thompson Library</b><br/><b>125 W. Center St.</b><br/><b>Ithaca, MI 48847</b></p> | <p align="center"><b><u>Clinton County</u></b><br/><b><u>Manager Certification</u></b><br/><b>CLASS FULL</b><br/>Course # <b>C24/02 MC</b><br/>Tuesday – February 6, 2024<br/>8:30 am – 5:30 pm<br/>(Class and Exam)<br/>Register by 1/10/2024<br/><b>AGRO Liquid</b><br/><b>3055 W M 21</b><br/><b>St Johns, MI 48879</b></p>   | <p align="center"><b><u>Montcalm County</u></b><br/><b><u>Manager Certification</u></b><br/><b>CLASS FULL</b><br/>Course # <b>M24/04 MC</b><br/>Thursday – April 18, 2024<br/>8:30 am – 5:30 pm<br/>(Class and Exam)<br/>Register by 3/18/2024<br/><b>MMDHD – Branch Office</b><br/><b>615 N. State Street</b><br/><b>Stanton, MI 48888</b></p>           |
| <p align="center"><b><u>Gratiot County</u></b><br/><b><u>Manager Certification</u></b><br/><b>CLASS FULL</b><br/>Course # <b>G24/05 MC</b><br/>Tuesday – May 14, 2024<br/>8:30 am – 5:30 pm<br/>(Class and Exam)<br/>Register by 4/14/2024<br/><b>Ithaca Thompson Library</b><br/><b>125 W. Center St.</b><br/><b>Ithaca, MI 48847</b></p>     | <p align="center"><b><u>Clinton County</u></b><br/><b><u>Manager Certification</u></b><br/><b>CLASS FULL</b><br/>Course # <b>C24/06 MC</b><br/>Thursday – June 6, 2024<br/>8:30 am – 5:30 pm<br/>(Class and Exam)<br/>Register by 5/6/2024<br/><b>AGRO Liquid</b><br/><b>3055 W M 21</b><br/><b>St Johns, MI 48879</b></p>       | <p align="center"><b><u>Montcalm County</u></b><br/><b><u>Manager Certification</u></b><br/><b>CLASS FULL</b><br/>Course # <b>M24/07 MC</b><br/>Thursday – July 18, 2024<br/>8:30 am – 5:30 pm<br/>(Class and Exam)<br/>Register by 06/14/2024<br/><b>Central Montcalm Middle School</b><br/><b>1480 S. Sheridan Rd.</b><br/><b>Stanton, MI 48888</b></p> |
| <p align="center"><b><u>Gratiot County</u></b><br/><b><u>Manager Certification</u></b><br/><b>CLASS FULL</b><br/>Course # <b>G24/08 MC</b><br/>Tuesday – August 13, 2024<br/>8:30 am - 5:30 pm<br/>(Class and Exam)<br/>Register by 7/14/2024<br/><b>Ithaca Thompson Library</b><br/><b>125 W. Center St.</b><br/><b>Ithaca, MI 48847</b></p>  | <p align="center"><b><u>Clinton County</u></b><br/><b><u>Manager Certification</u></b><br/><b>CLASS FULL</b><br/>Course # <b>C24/10 MC</b><br/>Wednesday – October 16, 2024<br/>8:30 am – 5:30 pm<br/>(Class and Exam)<br/>Register by 9/16/2024<br/><b>AGRO Liquid</b><br/><b>3055 W M 21</b><br/><b>St Johns, MI 48879</b></p> | <p align="center"><b><u>Montcalm County</u></b><br/><b><u>Manager Certification</u></b><br/><b>CLASS FULL</b><br/>Course # <b>M24/11 MC</b><br/>Thursday – November 14, 2024<br/>8:30 am – 5:30 pm<br/>(Class and Exam)<br/>Register by 10/11/2024<br/><b>MMDHD – Branch Office</b><br/><b>615 N. State Street</b><br/><b>Stanton, MI 48888</b></p>       |

\* Class sizes may impact if an exam or class will be held, our office will contact students if there are any changes. \*

Students are encouraged to pick up course materials at least one week prior to class. Materials are available at each of our branch offices.

### **Course Description**

**Manager Certification** – This course consists of the National Sanitation Foundation (NSF) Health Guard Professional Food Manager Certification Training course and the National Registry of Food Safety Professionals Food Safety Manager credentialing examination. Upon passing the exam the nationally recognized certification is valid for 5 years. Successful candidates qualify as a certified managerial employee under MI Food Law. (Minimum 10 Students for a class and exam to be held.) **Required materials: You MUST bring a valid, government issued, photo ID to the test.**

**Re-Certification / Exam Only** – Students may choose to take the Manager Certification Exam on one of the above dates without attending the full class. Please complete the registration form and indicate “Exam Only”. Students are encouraged to pick up course materials at least one week prior to the exam. Upon passing the exam the nationally recognized certification is valid for 5 years. Successful candidates qualify as a Certified Managerial Employee under MI Food Law. **Required materials: You MUST bring a valid, government issued, photo ID to the test.**

If a facility would like to request any of the above listed trainings on a different date than the dates posted, please contact this department at least 60 days prior to your preferred class date. MMDHD will assess scheduling and staffing to determine if the proposed dates and times can be accommodated. Minimum of 10 students for class and exam shall be required. Please contact Charity Wood at (989) 227-3107 or at [clittle@mmdhd.org](mailto:clittle@mmdhd.org) if there are any questions.

Please return the registration form by the registration deadline noted. You can mail your completed registration form to the Clinton County Branch Office at 1307 E. Townsend Rd, St. Johns, MI 48879, e-mail it to [clittle@mmdhd.org](mailto:clittle@mmdhd.org) or [bfowler@mmdhd.org](mailto:bfowler@mmdhd.org), or you can fax it to (989) 224-4300. Contact Charity Wood at (989) 227-3107 or Bryan Fowler at (989) 875-1020 if you have any questions, or require further information.

**Rev. 10/2023**