



**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 OF ATTENDEE:**

**ATTENDEE PHONE #:**

**ATTENDEE JOB TITLE:**

**E-MAIL ADDRESS OF ATTENDEE:**

**EMPLOYER:**

**EMPLOYER PHONE NUMBER:**

**EMPLOYER ADDRESS:**

**COUNTY AND DATE OF COURSE ATTENDING:**

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 BY phone or email to confirm your enrollment, or to reschedule. Materials are available at any of our MMDHD branch office locations no more than 3 weeks prior to the date of the class and/or examination. Students are encouraged to pick up course materials and study them prior to the class and/or examination, as the instructional course is considered as a review for the administered examination. 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 requires 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 for your preferred class. You can mail your completed registration form to the Montcalm County Branch Office at 615 N. State Street, Stanton, MI 48888, e-mail to [ehgm@mmdhd.org](mailto:ehgm@mmdhd.org) or fax to (989) 831-9227. Contact Charity Wood at (989) 227-3107 or Tammy Eurich at (989) 875-1037 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: \_\_\_\_\_

<b><u>Clinton County Manager Certification Courses</u></b>	<b><u>Montcalm County Manager Certification Courses</u></b>	<b><u>Gratiot County Manager Certification Courses</u></b>
<b><u>Class / Exam Location:</u></b> MMDHD – Branch Office 1307 E. Townsend Road St. Johns, MI 48879	<b><u>Class / Exam Location:</u></b> MMDHD – Branch Office 615 N. State Street Stanton, MI 48888	<b><u>Class / Exam Location:</u></b> MMDHD – Branch Office 151 Commerce Drive Ithaca, MI 48847
<b><u>Clinton County Available Dates (4):</u></b>	<b><u>Montcalm County Available Dates (4):</u></b>	<b><u>Gratiot County Available Dates (4):</u></b>
<del>January 23, 2025 (Thursday) 8:30 am – 6:00 pm (Class and Exam) Register by 12/30/2024</del>	February 13, 2025 (Thursday) 10:00 am – 1:00 pm (Exam Only) Register by 1/13/2025	March 6, 2025 (Thursday) 8:30 am – 6:00 pm (Class and Exam) Register by 2/6/2025
April 9, 2025 (Wednesday) 10:00 am – 1:00 pm (Exam Only) Register by 3/9/2025	May 14, 2025 (Wednesday) 8:30 am – 6:00 pm (Class and Exam) Register by 4/14/2025	June 18, 2025 (Wednesday) 8:30 am – 6:00 pm (Class and Exam) Register by 5/18/2025
July 9, 2025 (Wednesday) 8:30 am – 6:00 pm (Class and Exam) Register by 6/9/2025	August 13, 2025 (Wednesday) 8:30 am – 6:00 pm (Class and Exam) Register by 07/13/2025	September 11, 2025 (Thursday) 8:30 am – 6:00 pm (Class and Exam) Register by 8/11/2025
October 15, 2025 (Wednesday) 8:30 am – 6:00 pm (Class and Exam) Register by 9/15/2025	November 4, 2025 (Tuesday) 8:30 am – 6:00 pm (Class and Exam) Register by 10/03/2025	December 4, 2025 (Thursday) 10:00 am – 1:00 pm (Exam Only) Register by 11/02/2025

\*Please register by the registration date. Total pre-registered attendees of under 8 students by the registration date may impact if an exam or class will be held, our office will contact students if there are any changes or to re-schedule. Students may attend any of the offered classes/exams regardless of their home or business locations.\*

Materials are available at any of our MMDHD branch office locations no more than 3 weeks prior to the date of the class and/or examination. Students are encouraged to pick up course materials and study them prior to the class and/or examination, as the instructional course is considered as a review for the administered examination.

### **Course Description**

**Manager Certification** – The administered course / examination consists of one of the approved ANSI/CFP nationally accredited credentialing courses / examinations approved in the State of Michigan. (Currently: ServSafe® Food Manager Certification) 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.**

**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 Montcalm County Branch Office at 615 N. State Street, Stanton, MI 48888, e-mail to [ehgm@mmdhd.org](mailto:ehgm@mmdhd.org) or fax to (989) 831-9227. Contact Charity Wood at (989) 227-3107 or Tammy Eurich at (989) 875-1037 if you have any questions or require further information.