

RECERTIFICATION OF FOOD SERVICE MANAGER

Following are the Food Safety and Recreational Licensing (FSRL) requirements for renewal:

- Complete an FSRL approved recertification course;
- Or, take and pass an FSRL approved certification examination;
- Complete and submit an FSRL recertification application;
- Submit a check or money order for \$10.00;
- Submit a letter or copy of the certificate from the course or examination sponsor indicating the completion of an approved recertification course/passing the exam.

Grace Period: 6 months from initial certification expiration date.

PENALTY AFTER THE GRACE PERIOD: *take and pass an approved exam.*

If a recertification course or the original exam is taken more than a year before the expiration date, your certificate will expire 5 years from the date of the course or exam, not the current expiration date.

After the correct payment and documents are received, the renewal certificate will be effective for five years from the expiration date of the original certificate.

Course contents for recertification must be submitted and approved by FSRL. The sponsor of an approved course will provide the attendant with a document verifying the individuals attendance, participation and successful completion of the course (may include a written exam).

Questions regarding the process of recertification or the recertification courses may be addressed to: Food Safety and Recreational Licensing, Bureau of Environmental and Occupational Health at (608) 266-2835.

**[SEE FOOD MANAGER CERTIFICATION AND
RECERTIFICATION RESOURCE GUIDE FOR A LIST OF COURSES](#)**

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