



## What is Person in Charge Training?

The Ohio Person in Charge Know and Show Training (PIC) is an approximate five (5) hour basic food safety training which meets the requirements for food service workers. This employee training enhances the food service workers understanding of major food safety principles, including time and temperature abuse, cross contamination, and personal hygiene. This ODH approved curriculum is developed by OSU Extension and includes, several hands-on activities, lots of class participation and Certificate of Completion.



PIC class fee: \$50

2024 Class dates:

March 14, August 8, and November 7

Register on line:

[go.osu.edu/2024PersonInCharge](https://go.osu.edu/2024PersonInCharge)

Manager and PIC training programs may be scheduled for groups of 5 or more. If you are interested in scheduling a program for your employees, contact our office. An off site charge may be applied.

419-337-9210 or [rupp.26@osu.edu](mailto:rupp.26@osu.edu)



**Registered ServSafe Proctor  
& Certified ServSafe Instructor**

### Instructors

**Melissa J. Rupp, M.Ed** Extension Educator  
Family and Consumer Sciences  
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Visit us online:

[go.osu.edu/servsafeclass](https://go.osu.edu/servsafeclass) or  
[fulton.osu.edu](https://fulton.osu.edu)

Register Food Safety Training:

[go.osu.edu/2024FCServSafe2](https://go.osu.edu/2024FCServSafe2)

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**THE OHIO STATE  
UNIVERSITY**

EXTENSION

**CFAES** COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



**Food Safety  
Manager Training  
AND  
Person in Charge  
Training**

**2024  
Food Safety  
Trainings and  
Certification**



**THE OHIO STATE  
UNIVERSITY**

EXTENSION

Brochure updated 8/1/2023

## What is ServSafe Training and who should attend?

The ServSafe® program, *Food Safety Manager Training* (Level 2) provides accurate, up-to-date information for all levels of employees on handling of food, from receiving and storing to preparing and serving. The course objectives are to identify and learn key principles, be aware of standards enforced by the regulatory agencies and to implement and monitor measures for prevention of food-borne diseases.

This course is designed to provide all food service workers who prepare food for sale or consumption including managers, operators, and owners with updated principles of safe food handling.



### Exam only Options

We can proctor exams for on-line courses and/or retesting.

**First Option:** Review and test with the 2nd class day, register on line:

**[go.osu.edu/2024FCServSafe2](https://go.osu.edu/2024FCServSafe2)**

**Second Option:** Call and schedule exam (with no review). Must provide proof of class completion.

The cost for each option is \$90.

## Food Safety Manager Training Details

**Time** - Doors open at 7:45 a.m., sign-in required. Class is from 8 a.m. until 5 pm. Participants arriving more than one (1) hour after the start of class *without prior approval* will need to reschedule. (see rescheduling below)

**Fee** - \$200 per person *Registration is not complete until payment is received*, then your class book may be picked up (optional).

**Class includes** - Book, food safety resources, exam\*, snacks and lunch the second day. Classes are held at the OSU Fulton County Extension Office.

**Upon Successful Completion** participants will receive a Certificate from the National Restaurant Association and Certification in Food Protection from the Ohio Department of Health (ODH) by email from our office.

\* Exam is given on the 2nd class day. Participants **MUST** attend two (2) consecutive days to be eligible to take the certification exam.

**\*\*\*\*Rescheduling/Cancellation Policy\*\*\*\***

**Registration fees will not be refunded**

**Cancellation:** We reserve the right to cancel a class due to low enrollment or severe weather. We will try to give as much notice as possible.

**Rescheduling:** If rescheduling five (5) calendar days prior to the class starting date, there is no charge to reschedule to the next class. Any cancellation less than two (2) business days notice up to one (1) hour after class begins will incur a \$25 rescheduling fee. Not showing up for class will forfeit registration.

## Registration Options

**On line** - See below for link or QR code

**Mail** - Return this form to OSU Extension  
Fulton County, 8770 State Route 108, Ste A,  
Wauseon, OH 43567

**In-person** - Deliver to office or night drop box

## Payment Options

**Credit Card** - on line (see below), in-person or phone 419-337-9210

**Check** - mail, night drop box, in-person (payable to The Ohio State University)

**Cash** - in-person

**On line - registration & payment**  
**[go.osu.edu/2024FCServSafe2](https://go.osu.edu/2024FCServSafe2)**



## Registration Form

(one form per participant)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

2024 Class days (Wednesdays & Thursdays)

Check date attending:

\_\_\_ February 7 & 8

\_\_\_ September 25 & 26

\_\_\_ April 10 & 11

\_\_\_ December 4 & 5

\_\_\_ June 17 & 18