



Certified Food Manager Courses 2020

\$124 for 8-hour course (2 days)
\$61.50 for retakes or proctored exam

January 6: 8:30am to 3:30pm
 January 7: 8:30am to 4:00pm

March 2: 8:30am to 3:30pm
 March 3: 8:30am to 4:00pm

May 4: 8:30am to 3:30pm
 May 5: 8:30am to 4:00pm

June 1: 8:30am to 3:30pm
 June 2: 8:30am to 4:00pm

July 6: 8:30am to 3:30pm
 July 7: 8:30am to 4:00pm

October 5: 8:30am to 3:30pm
 October 6: 8:30am to 4:00pm

November 2: 8:30am to 3:30pm
 November 3: 8:30am to 4:00pm

- **TCHD must receive application and payment 10 business days prior to the beginning of the course to be accepted**
 - The class can be closed before the 10 days if it meets seating capacity
- Request for test in different language **must be completed on the registration form.**
- An email **must** be provided on the registration form to receive study material prior to the class.
- You must complete both dates to take the exam on the afternoon of the second day *exception: retake or proctored exam

Your name (Please print)		Current Certificate Expiration date:	
Phone number	Address (street, city, state & zip)		Class dates selected: Manager course: _____
Email (required)		Retake, proctored exam: _____	
The exam will be in English, unless otherwise noted. Other language needed (choose one) Japanese, Spanish, Korean, Chinese		Will you need a request for exam accommodation? (Hearing or physical impairment, language barrier, large print exam) <input type="checkbox"/> Yes	
Where do you work? <input type="checkbox"/> N/A or <input type="checkbox"/>		Circle method of payment: CASH, CREDIT/DEBIT or MONEY ORDER	
Online receipt #			

Mail application to: 21306 IL RT 9, Tremont, IL 61568 Email application to: eh@tchd.net
Fax application to: 309-925-4100 No personal checks accepted, payment can be in the form of cash, business check, money order or debit/credit card. If you pay by a debit/credit card, a small fee is charged.

Online payment at: www.govpaynow.com * Pay location code 7839

Complete all fields on the application!

For office use only

Date received:	Receipt #	Fee paid:	Book #
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Refund Policy

1. Any refund request that is more than 6 months past the payment date will not be honored.
2. In order to request a refund, a request must be made (email/letter) in writing and a copy of receipt must be submitted. If the payment was made by credit/debit card, the processing fee cannot be refunded.
3. For business that paid with a business check, refund can be requested 45 days after the check has been deposited.
4. If a Servsafe book has been issued to the registered attendee, NO refund will be processed until the book is returned.

Reschedule policy

1. Any reschedule request that is more than 6 months past the payment date will not be honored and the registration fee will be forfeited.
2. If a registered attendee misses a class without notice, they will be required to contact our office to reschedule for the next consecutive class date. If no contact is made before the next consecutive class cutoff date, they will forfeit their class registration fee.
3. If the office notified by the registered attendee that they cannot attend the class that they are scheduled to attend:
 - a. The registered attendee must schedule another course within 90 days of the original course date or forfeit the class fee.
 - b. If they have a Servsafe book and do not schedule the next consecutive course, they must return the Servsafe book.

Book checkout

- Once a previous class has finished, books for those who have registered and paid for the next consecutive class can come to our office to check out a Servsafe course book.

Study material

- An email address must be provided to receive study material ahead of the course. These are extra materials that will be distributed through emails as PDF files.