



# Certified Food Manager Exams 2020

**\$61.50 for retakes or proctored exam**  
**\*Servsafe retakes and online courses only**

|   |  |  |  |
|---|--|--|--|
| January 20 <sup>th</sup><br>2:00-4:30pm   | February 17 <sup>th</sup><br>2:00-4:30pm | March 16 <sup>th</sup><br>2:00-4:30pm    | April 20 <sup>th</sup><br>2:00-4:30pm    |
| May 18 <sup>th</sup><br>2:00-4:30pm       | June 15 <sup>th</sup><br>2:00-4:30pm     | July 20 <sup>th</sup><br>2:00-4:30pm     | August 17 <sup>th</sup><br>2:00-4:30pm   |
| September 21 <sup>th</sup><br>2:00-4:30pm | October 19 <sup>th</sup><br>2:00-4:30pm  | November 16 <sup>th</sup><br>2:00-4:30pm | December 21 <sup>st</sup><br>2:00-4:30pm |

- TCHD must receive application and payment 10 business days prior to the beginning of the exam 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.**
- **You must provide documentation of Servsafe exam failure or Servsafe online CFPM education course completion**

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

**Mail application to: 21306 IL RT 9, Tremont, IL 61568    Email application to: [eh@tchd.net](mailto: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](http://www.govpaynow.com) \* Pay location code 7839**

**Complete all fields on the application!**

**For office use only**

|                |           |           |        |
|----------------|-----------|-----------|--------|
| Date received: | Receipt # | Fee paid: | Book # |
|----------------|-----------|-----------|--------|

## Examination policy

Our retake or proctored exams are only offered to individuals that have met one of the two following standards:

1. You have taken and failed a **Servsafe exam** for a certified food manager.
2. You have completed the **Servsafe online certified food manager course** and need to sit for an exam.

## 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.

## 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 an exam without notice, they will be required to contact our office to reschedule for the next consecutive exam date. If no contact is made before the next consecutive exam cutoff date, they will forfeit their exam registration fee.
3. If the office notified by the registered attendee that they cannot attend the exam that they are scheduled to attend:
  - a. The registered attendee must schedule another exam within 90 days of the original exam 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.