

Certified Food Protection Manager Instructor and Continuing Education Course Submittal

Use this form to submit course and instructor information if you offer certified food protection manager (CFPM) continuing education, initial courses or exams. Please contact us at 651-201-4500 if you have questions.

Applicants for Minnesota CFPM must provide proof they have passed an exam from an organization accredited by the ANSI-CFP Accreditation Program. Minnesota CFPMs who wish to renew their certification must provide documentation that they have completed at least four hours of approved continuing education between the effective date and the expiration date of the Minnesota CFPM certificate.

Check all training and/or exams that you offer and provide exam name(s), if applicable:

Continuing education

Initial course with exam (provide exam name)

Exam only (provide exam name)

Check the provider type that best fits your company or organization:

Government agency

Private course provider

State college or university

Trade association or national training organization

University of Minnesota & Extension

There is no fee. Email completed form and attachments to health.fmc@state.mn.us or mail to:

Minnesota Department of Health
Food, Pools, and Lodging Services
Food Manager Certification
P.O. Box 64975
St. Paul, MN 55164-0975

Information provided on this form is classified as public information under Minnesota Statutes, chapter 13.

Company information

Company name	Mailing address, Suite/Apt. no.	City, state, ZIP code

Phone	FAX	Email	URL

Instructor qualifications

Provide the required information, depending on the type of courses or exams you offer.

Continuing education

Complete this section if you offer continuing education. Continuing education instructors must:

- Hold a current Minnesota CFPM. [Search for Certified Food Protection Managers in Minnesota.](#)
- Review developments in topics you teach at least every 2 years. Some examples include:
 - Attending a food safety training course or Food Safety Partnership of Minnesota meeting related to topics you teach.
 - Reviewing updates to Minnesota food code or FDA guidance and revising your course content when necessary.
 - Consulting with food safety experts, such as retail food regulatory program sanitarians to ensure the accuracy of your course content.

Instructor name	Minnesota CFPM number	Minnesota CFPM expiration date

Exams

Complete this section if you offer exams. Exam proctors must be approved by the exam company.

Instructor name	Exam company name	Exam company instructor credential information	Credential expiration date

Continuing education course submittal

You may use this form to submit your continuing education course(s) for review. You may include more than one course or attach additional pages.

Topics and length

A continuing education course must address food safety and sanitation topics included in Minnesota food code. Total instructional time must be at least 60 minutes.

Course title:

Is this an online course?

Yes (provide login information):

No

Topics	Time (minutes)

Interactive format

A continuing education course must be interactive. Check all formats that apply to your course(s):

Quiz

Test

Demonstration of skills (e.g., each student calibrates a thermometer)

Other (describe):

Record-keeping

Maintain course records, including attendance records, for 5 years.

Attach a copy of the course completion certificate. Documentation of a continuing education course must include:

1. The applicant's name
2. The title of the approved course
3. The number of approved contact hours
4. The course date
5. The instructor's name
6. The instructor's telephone number or email address

Sign here to verify that you:

- Review developments in topics included in courses you teach at least every 2 years
- Maintain course records for 5 years

Signature

For office use only.

Approved by:

User name:

Date:

Password:

User ID:

Resources

[ANSI-CFP Accreditation Program \(https://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4\)](https://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4)

[Search for Certified Food Protection Managers in Minnesota \(https://fpls.web.health.state.mn.us/search/fmgr.jsf\)](https://fpls.web.health.state.mn.us/search/fmgr.jsf)

[Minnesota Food Code, Minnesota Rules, chapter 4626 \(www.health.state.mn.us/communities/environment/food/rules/foodcode/index.html\)](http://www.health.state.mn.us/communities/environment/food/rules/foodcode/index.html)

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PO Box 64975
St. Paul, MN 55164-0495
651-201-4500
health.fmc@state.mn.us
www.health.state.mn.us

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*To obtain this information in a different format, call:
651-201-4500. Printed on recycled paper.*