



Certified Food Manager Proctored Exams 2023

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

January 16 2:00-4:30pm	February 27 2:00-4:30pm	March 20 2:00-4:30pm	April 17 2:00-4:30pm
May 15 2:00-4:30pm	June 19 2:00-4:30pm	July 17 2:00-4:30pm	August 21 2:00-4:30pm
September 18 2:00-4:30pm	October 16 2:00-4:30pm	November 20 2:00-4:30pm	December 18 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: Retake, proctored exam:
Email (required)		
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"/>		
Online receipt #	Circle method of payment: CASH, CREDIT/DEBIT or MONEY ORDER	

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: <https://allpaid.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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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.
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 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 the exam registration fee.
3. If Environmental Health Office is notified by the registered attendee that they are unable to attend their scheduled exam:
 - 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.

Book checkout

- Once a previous class has finished, registered and paid attendees for the next consecutive class can come to our office to check out a Servsafe course book.
- Damaged books will not be returnable and must be paid for at the current cost from the manufacturer.

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.