

# Food Sanitation Certificates at Kennedy-King College

List of days Kennedy-King College is closed can be found at the link below.

- <http://www.ccc.edu/departments/Pages/Holiday-Schedule.aspx>

## Required Documents

The following documents are required to complete the application process:

- A copy of a valid National Food Protection Manager Certificate from ANSI accredited Testing Agency.
- Hours of Training Verification form for an approved food protection manager course. For Instructor led classes contact your Training Provider for the form. If you completed an approved on-line training course, a record or completion of training generated at the completion of the training course. That form can be submitted for training verification. Contact your training provider if you require assistance locating the form.
- Copy of a Valid Picture ID (Driver's license, state ID, passport or other government issued ID).
- The fee is \$52.00, please make payable by cash or money order to Kennedy-King College. If applying through email upon approval of application you will be sent a link to pay by credit or debit card.
- Completed application (application located under Learn More).
- If a proxy is applying on your behalf, you will need to provide a written note giving your permission to the proxy. The note must be signed and dated.

To apply in person, bring printed copies of your Verification of Training Hours form and the National Food Protection Manager Certificate to Kennedy King College, 6343 S Halsted W Building, Chicago, IL 60621. The parking lot is across the street. Enter though the student entrance of the W (Administration) Building. Applications are accepted Monday-Thursday (9:00 a.m. - 3:30 p.m.) and Friday (9:00 a.m. -12:30 p.m.)

An application and instructions on how to apply through email can be found under Learn More in the right margin of this web page. Or you can mail the required documents and pay with a money order. If applying by mail include a self-addressed stamped envelope for a receipt.

## Mailing Address:

Kennedy King College  
Food Service Sanitation Program  
6301 South Halsted, W Building  
Chicago, IL 60621-3979

**Incomplete applications are not accepted.**

Your City of Chicago Food Service Sanitation Certificate will be mailed to your home address approximately 6 to 8 weeks after your application is approved.

## Getting to Kennedy-King College:

By public transit: Several transit routes run adjacent to the college including: the CTA Green Line (Halsted stop) and the CTA bus #63 (Kedzie bus West from CTA Red Line 63rd station **OR** Stony Island bus East toward CTA Red Line 63rd station), #8 (Waveland/Broadway bus North **OR** 79th Street South).



## Hours of Training

---

(Student Name)

---

(Dates of Training)

---

(Total Number of Training Hours)

The number of training hours indicated above are provided and confirmed by the ServSafe® Course Instructor indicated below. National Restaurant Association Solutions does not verify the number of training hours.

---

Instructor Name (Print)

---

Instructor Name (Signature)

---

Instructor Number



CITY COLLEGES of CHICAGO  
**Kennedy-King**

**CHICAGO DEPARTMENT OF PUBLIC HEALTH FOOD SERVICE  
MANAGER CERTIFICATE APPLICATION**

**CHICAGO DEPARTMENT OF PUBLIC HEALTH  
FOOD PROTECTION DIVISION  
FOOD SERVICE SANITATION MANAGER  
PROGRAM**

**Phone: (773) 602-5490**

*If you require a receipt please include a  
self-addressed stamped envelope.*

**MAILING ADDRESS:**  
Kennedy-King  
Food Service Sanitation Program  
6301 South Halsted, W Building  
Chicago, IL 60621-3979

\*\*\*\*Please Print Clearly or Type\*\*\*\*

First Name:	Last Name:	
Last 4 digits Social Security #:	Date:	
Home Address:	Apt#:	
City;	State:	Zip Code:
Daytime Phone #:	Email:	

- NEW/RECIPROCITY REQUEST - PLEASE PROVIDE THE FOLLOWING REQUIRED PRINTED ITEMS:**
- Completed Training Hours' Verification form for an approved food protection manager course. (Instructor led course must be conducted by approved City of Chicago Instructor verified with completed hours of training verification form. On-line training course needs training hours' form completed by proctor or proof of completion from an approved on-line training course.)
  - Valid National Food Protection Manager Certificate from ANSI accredited Testing Agency\*
  - Copy of valid Picture ID (Driver's license, state ID, passport or other government issued ID)
  - \$52.00 Fee Cash or Money Order payable to Kennedy-King College (If applying by mail a \$52.00 Money Order payable to Kennedy-King College is required.)
- \*Approved testing agencies for Certified Food Protection Manager: ServSafe, National Registry for Food Safety Professionals, 360 Training, Above Training/State Food Safety, The Always Food Safe Company, 1AAA Food Handler

- DUPLICATE REQUEST (reprint of valid Chicago certificate) - PLEASE PROVIDE THE FOLLOWING ITEMS:**
- Copy of valid Picture ID (Driver's license or state ID, passport or other government issued ID)
  - \$52.00 Fee Cash or Money Order payable to Kennedy-King College (If applying by mail a \$52.00 Money Order payable to Kennedy-King College is required.)
  - CDPH Certificate #** \_\_\_\_\_ **Exam Date:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**PLEASE ENSURE THAT YOU PROVIDE ALL REQUESTED ITEMS LISTED ABOVE OR YOUR APPLICATION WILL BE RETURNED AND NOT PROCESSED.**

Training Provider:	Instructor/Proctor:
Location of Exam (State):	Type of Training (Check One): Instructor Led Class <input type="checkbox"/> or On-Line <input type="checkbox"/>
Applicant Signature:	Office Use Only Receipt Number:

**AFTER APPLICATION IS APPROVED BY THE FOOD SERVICE SANITATION STAFF - PAY THE CASHIER AT THE BUSINESS OFFICE LOCATED ON THE 1<sup>ST</sup> FLOOR. RETURN TO THE FOOD SERVICE SANITATION OFFICE WITH THE APPLICATION AND RECEIPTS FROM THE CASHIER.**  
Original Copy FSSP, Yellow Copy Business Office, Pink Copy Applicant  
\*\*\*\*Allow 4 – 6 Weeks for Processing \*\*\*\*