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# Food Handlers Cards

## How to obtain your Food Handler's Card

If you are **renewing a non-expired card...**you have two options.

### Option 1: Self Study and test in our office

1. Review the food handler training Guidelines and Training Booklet (Available below in the green box section). Use this manual to self-study for the test that is held in our office.
2. When you done studying you must register for an in-person renewal test date\* by calling 304-728-8416
3. Please arrive promptly on your scheduled date and time. You must receive a passing grade on the test.\*\*
4. After passing the test you may get your renewed food handler card by providing the following:
  - a. A valid photo ID
  - b. Certificate of passing grade (received after passing)
  - c. Current, non-expired food handler card
  - d. Establishment and location where you are working (Example: McDonalds, in Charles Town)
  - e. Payment (\$10.00 – Cash, Credit, or Check) **Please note:** Currently our credit card system is down so we can only accept Cash or Check at this time.

**OR**

### Option 2: Complete an online course

**Please note:** These are state approved courses with a test at the end. These links are not affiliated with our office and they do charge for their course and testing.

1. Take **one** of the online courses listed here:  
<https://www.ansi.org/Accreditation/credentialing/certificate-issuers/AllDirectoryListing?prgID=266&statusID=4>
2. Once you have completed the online course and received a passing grade you will need to print out the certificate you receive (showing a copy on your smartphone is acceptable as long as your name is clearly visible).
3. Come to the health department on Monday, Tuesday, or Wednesday between the hours of 9:00am-11:00am or 1:00pm-3:30pm. You will have your picture taken and must provide:
  - a. A valid photo ID
  - b. Food Handler **certificate** and/or ANSI/CFPM **certificate** received from the link
  - c. Establishment and location where you are working (Example: McDonalds in Charles Town)
  - d. Payment (\$10.00 – Cash, Credit, or Check) **Please note:** Currently our credit card system is down so we can only accept Cash or Check at this time.

**PLEASE NOTE:** You may also take our in-person class – see option 1 below.

**If your card has expired, or you are getting one for the first time...** You have two options.

### Option 1: Register for an in-person class

1. Register for our in-person food handler training class and test\* by calling 304-728-8416. Seats are limited so you MUST pre-register. These classes start at 9am and are only offered two Tuesdays each month so be sure to check the calendar.\*
2. Attend the training class and complete the test with a passing grade. If you pass you will then be walked down to have your photo taken and receive your food card.
3. In order to process your food handler card you must provide the following:
  - a. A valid photo ID
  - b. Certificate of passing grade (obtained after testing)
  - c. Establishment and location where you are working (Example: McDonalds, Charles Town)

- d. Payment (\$10.00 – Cash, Credit, or Check) **Please note:** Currently our credit card system is down so we can only accept Cash or Check at this time.

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