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How to obtain your Food Handler Card

In order to obtain a Food Handler Card, you must have a current certificate showing you have completed the required accredited course.

To obtain a current certificate

Complete the online course – Cost is \$30.00

- Visit our website – www.jchdwv.org
- Click on **Food Safety / Food Handlers Card**.

- Click on the course button –



Please note - the **\$30 charge** covers the course, the test, and a 2-year food handler card.

- You will receive two copies of your food card. Please print and keep one for yourself and give the other copy to your manager. Be sure to keep a copy of your certificate in case you lose your card, as you will need it to obtain a replacement card.

This is the only approved site to obtain a food card

Certificates obtained after April 1, 2020 MUST be from the above link or it will not be accepted.

If you already have a current certificate and just need a renewal food card – Please read the instructions carefully.

See Reverse

If you already have a current certificate – it must meet the following requirements.

- It must have been obtained prior to April 1, 2020. All certificates obtained after this date must be from the red button link on our website.
- Current = prior certificates must have an expiration date of at least 1 year out from the date you are sending it to us.
- It must be from an ANSI accredited establishment.

If your prior certificate meets all the above requirements you may obtain a one-year card for \$10.00 by sending a copy of your certificate to us.

Starting JANUARY 1, 2022 prior certificates will no longer be accepted.

Option 1 – Pay by credit card via Email.

You may email a copy of your current certificate along with the form below to JeffersonENV@wv.gov.

Your card and receipt will be emailed back to you

Credit Card Payment:

Please note: We are unable to process American Express

Card Holder Name: _____

Account # _____

Expiration Date: _____ **Security Code:** _____ **Amount: \$10.00 each**

Signature: _____

Option 2 – Pay by check via Mail

You may mail a copy of your current certificate along with a check to the address on the front of this flyer.

- Please make checks payable to Jefferson County Health Department
- You MUST include your phone number on the top of the check
- Include a copy of your certificate and a return address or email so we may mail or email your card and receipt to you.

ATTENTION: Certified Food Protection Managers:

If you have a current ANSI-accredited Certified Food Protection Manager Certificate you **do not** need to get a food handlers card, however, you must have a copy of your certificate available at your food establishment.