



Minnesota Certified Food Manager (CFM)

The Minnesota certified food manager (CFM) is a leader for the food establishment's food safety team. The CFM is recognized by the Minnesota Department of Health (MDH) as meeting specific training requirements, and helps reduce the risk of foodborne illness by demonstrating safe food handling practices and sharing food safety knowledge with the food establishment's employees.

This fact sheet provides information about the duties of the CFM, how to obtain certification and CFM requirements for food establishments as described in Minnesota Rules, parts 4626.2000 through 4626.2020.

Duties

The CFM must have the knowledge, skills and abilities to complete the following duties:

- Identify any hazards in the daily operation of the food establishment.
- Develop and implement policies and procedures to prevent foodborne illness.
- Coordinate employee food safety training to ensure at least one person in charge (PIC) is present whenever food is being prepared.
- Direct food preparation activities and take corrective action as needed, to protect the health of the consumer.
- Conduct periodic in-house self-inspections of daily operations to ensure that food safety policies and procedures are followed.

Required Training

Approved CFM training courses for both initial and renewal certification are offered by many private companies, community and technical colleges, some local agencies and the University of Minnesota Extension. MDH does not offer training, but does approve trainers and courses.

A list of approved trainers and a schedule of courses is available at www.health.state.mn.us/divs/eh/food/fmc/courses.html.



Initial Certification

If you have never been a Minnesota CFM:

1. Attend a training course and pass an approved exam.
2. Mail initial application, exam certificate and \$35 fee to MDH, P.O. Box 64495, St. Paul, MN 55164-0495.

Apply for initial Minnesota CFM no more than 36 months after passing the exam.

Certification Renewal

Minnesota CFM expires three years from the effective date printed on the MDH certificate. To renew certification:

1. Complete four (4) or more hours of approved training.
2. Mail renewal application, approved training certificate(s) and \$35 fee to MDH, P.O. Box 64495, St. Paul, MN 55164-0495.

Take renewal training after the effective date and no more than one year after the expiration date printed on the MDH certificate.

Approved Exams

Applicants for initial certification must provide proof they have passed one of the following exams:

- ServSafe® (National Restaurant Association)
- Certified Food Safety Manager (National Registry of Food Safety Professionals®)
- Certified Professional Food Manager (Prometric)
- Learn2Serve Food Protection Manager® (360training)

Frequently Asked Questions

Answers to frequently asked questions are below. Contact the agency that issues the license for the establishment for more information about local ordinances and how the Minnesota food code applies to your establishment.

As the restaurant owner, do I have to be the CFM?

No. While many restaurant owners decide to be the CFM for their establishment, it is not required. An effective CFM has a good working knowledge of your business and has the authority to conduct the CFM duties in your establishment.

How many CFMs are required for a food establishment?

Minnesota food code requires a food establishment to employ one full-time CFM. Local jurisdictions may have stricter requirements.

Can I be the CFM for more than one location?

No, except for at a satellite or catered feeding location.

How long do I have to hire or train a new CFM?

When the CFM leaves employment, the establishment must hire another Minnesota CFM or enroll a current or new employee in an approved food manager certification training course within 45 days. Minnesota food code requires new food establishments to have a CFM on staff within 45 days of opening. Local jurisdictions may have stricter requirements.

Are there exemptions from CFM requirements?

Yes, certain food establishments—based on license type or food preparation activities—are exempt from Minnesota CFM requirements. A list of exemptions to CFM requirements is found in Minnesota Rules, part 4626.2010, subpart 4 and on the Food Manager Certification Web page.

Application Forms

Download and print initial (English/Spanish), renewal (English/Spanish), or duplicate (English) application forms at <http://www.health.state.mn.us/divs/eh/food/fmc/applications.html>.

For More Information...

MDH Food, Pools, and Lodging Services Section

District Phone Numbers:

Bemidji – 218-308-2100
Duluth – 218-302-6166
Fergus Falls – 218-332-5150
Mankato – 507-344-2700
Marshall – 507-537-7151
Metro – 651-201-4500
Rochester – 507-206-2700
St. Cloud – 320-223-7300

Email:

health.fmc@state.mn.us

Contact Us:

www.health.state.mn.us/divs/eh/food/fmc/contactus.html

Web Resources:

MDH Food Manager Certification:

www.health.state.mn.us/divs/eh/food/fmc/index.html

MDH Food Business Safety:

www.health.state.mn.us/divs/eh/food/

MDH Food Business Fact Sheets:

www.health.state.mn.us/divs/eh/food/fs/index.html

What CDM's Need to Know about MN Food Manager Certification

The State of Minnesota requires a Minnesota Certified Food Manager in most food establishments. Food manager certification is administered by the [Minnesota Department of Health](#). CDM's often question whether or not they need to have this certification in addition to their CDM CFPP credential.



Who is required to have a MN Food Manager Certificate?

Most foodservice operations will need at least one person (must be a manager or supervisor) who is required to have the MN Food Manager Certification. There are some exceptions to this rule. A full list of exceptions is contained in the [MN Food Code](#) which is currently under revision. However, **some** of the establishments that do not have to employ a certified food manager and that may be relevant to ANFP members are the following:

- Boarding establishments, bed and breakfast facilities, child care or adult day care facilities that serve 18 or fewer meals per mealtime.
- An establishment that provides no more than one meal per week and its main purpose is not food service (such as a church).
- A nursing home, hospital, boarding care home or supervised living facility, if only patients and staff are served.
 - a. **Note: If you serve guests or the public this exception may not apply. If you are surveyed by a city or county health inspector rather than the MN Department of Health you will need to have a MN Food Manager Certificate.**

Isn't having my CDM, CFPP credential enough?

The answer is "NO". The MN Department of Health accepted our credentialing exam when the sanitation test was separate from the rest of the exam. That is no longer the case. Our current exam doesn't have enough questions on food safety to qualify and food safety is only part of what CDM's are required to know. MDH only accepts those exams that are recognized by the Conference on Food Protection as meeting their criteria for food safety education. There are 4 programs that meet this criteria:

- ServSafe® (National Restaurant Association) – the most common program
- Certified Food Safety Manager (National Registry of Food Safety Professionals®)
- Certified Professional Food Manager (Prometric)
- Learn2Serve Food Protection Manager® (360training)

If I have taken one of these courses in the past and have a certificate is that all I need to do?

The answer is "NO". Your certificate from one of the above programs is not enough to meet the MDH requirement. Your certificate must have been issued **within the last three years** and you need to **apply for and obtain** a MN Food Manager Certificate. The courses and exams above are just the first step (or pre-requisite) to obtaining the MN FMC. If your certificate from one of the above programs is older than 3 years, even if it is still valid, you must take the training and exam again and start from the beginning. Once you obtain your initial MN Food Manager Certificate it must be **renewed every 3 years by taking a four-hour renewal course**. No retesting is required if the continuing education requirement is met.

If I currently have a MN Food Manager Certificate, do food safety/sanitation programs offered at ANFP meetings count towards renewal of my MN Food Manager Certification?

They do not, unless they have been pre-approved by the MN Department of Health. MN ANFP is making a concentrated effort to get all sanitation hours offered at state or regional conferences pre-approved.

Where do I find the application forms, courses offered and other information regarding MN Food Manager Certification?

You can find all this information and more on the [MN Department of Health](#) website. Enter MN Department of Health Food Manager Certification in your computer search engine and it will take you directly to the site.

406 Surrey Woods Drive | St. Charles, IL 60174 | 800.323.1908 phone | 630.587.6308 fax | www.ANFPonline.org

Education and Info

MN Food Manager License

The four hours offered at the fall ANFP meeting are designed to renew a current MDH Food Manager Certificate. In order to earn that certificate you need to have taken a minimum of an 8 hour class and passed an exam in food safety. There are 4 programs that are approved by the state of MN and ServSafe is the most common - also the curriculum I use. Once you complete the ServSafe Class and pass the exam you have to then apply to the MN Dept. of Health for the Food Manager Certificate. A four hour update class is required every three years to renew that certificate. Most establishments that serve food to the public are required to have at least one manager or supervisor who has this certificate - and who is responsible for the food safety in the establishment. If the foodservice operation is inspected by a city or county health department this is required. A nursing home that is surveyed by the MN Dept. of Health may not be required to have it - they are under the nursing home rules which is a little different but if they have a separate assisted living - or do meals on wheels they would be required to have it. I have attached a fact sheet and the state application and provided the link to the site with this information below.

<http://www.health.state.mn.us/divs/eh/food/cfm/index.html>

That said, the four hour program is being offered to accommodate those CDM's who currently have a MDH FMC and need to take that four hour renewal. However, those attending the conference may still come to one or all of the sessions - and then use those hours for their CDM sanitation requirement (5 hours of the 45 required every three years must be in food safety and sanitation). Also, the state of MN used to accept the CDM, CFPP credential as being enough to meet the state requirement but that is no longer the case. The CDM exam doesn't have enough questions related to food safety to meet their criteria. So CDM's may have to have a MN Food Manager Certificate as well.

So you are welcome - but these hours won't be enough to get the initial certification from the state. There are classes offered all over the state and it can be taken online as well - but if you do it online (www.servsafe.com) you will need to have the exam proctored by a certified instructor.