

# ServSafe Registration Instructions

## For Managers, Senior Food Service Workers and Drivers:

For employees whose regular position is a Manager, Senior or Driver, an email will automatically be sent to you 2 to 3 months before your current food safety certificate expires to register for a class. You do **not** need to register for a class or pay to renew your certificate.

## For Food Service Workers and others:

If you are interested in taking a ServSafe class offered by the Food Services Division; follow the instructions below.

1. Inform your manager and obtain **approval** from you manager to attend the class.
2. Follow the ServSafe instructions on the Food Service webpage under the TRAINING SECTION. All information in on our webpage
3. Pay the class fee (\$36.00) through the My Payments Plus website (mypaymentsplus.com). No cash, checks or money orders will be accepted. At the end of the year the class fill up quickly, so confirm availability before paying! Do not wait until the last days of the school year to try to get into a ServSafe class as they will be full already. Typically, scheduling is done 2 months in advance, as students need adequate time to study.
4. Email the payment confirmation **LETTER** to Karla Rosales karla.rosales@lausd.net. After the payment confirmation letter is received, you will be added to the class roster. **Classes will be filled on a first come first serve basis.**
5. An email will be sent to you containing the class location, date, time, study material and further instructions. PLEASE CONFIRM SPACE AVAILABILITY BEFORE PAYING.
6. Permanent Food Service Workers will be required to take **vacation time** for the day of the class.
7. Substitute Food Service Workers will not be paid to take the class.

## ALTERNATE AGENCIES FOR THE SERVSAFE CERTIFICATE

If you decide not to take a class with the Food Services Division, you have the right. You simply need to submit to Food Services an email or faxed copy.

PREMIER FOOD SAFETY (800) 676-3121

Thomson Prometric (800) 786-3926 x3257

Nutrition Concepts (626) 821-8322 Offer classes in Espanol

National Registry (800) 446-0257

TAP Series (888) 826-5222

American Food Safety Inst. (800) 723-3873

**NOTE: the certificate is called the Food Protection Manager's Certificate. It's valid for 5 years.**

Tuition reimbursement may be available for classes taken outside of Food Services; However, approval must be attained prior to registering for the class and paying the fees (see the Collective Bargaining Agreement for limitations).