**Food Handler Permit Training Information**

**2017-2018**

**Please read the following important updates from the Utah Restaurant Association (URA) regarding the Food Handler Permit Training:**

* Teachers must use the **updated** Excel documentation sheet for the 2017-2018 school year. This template must be used and not changed in any way or it will be returned and the permits will not be processed.

(Please look for the 2017-2018 indicator on the file name.)

* Teachers must submit the Excel version of the template. Do not save the template as a PDF or any other format. Email the Excel version to info@utahrestaurantassociation.org within 48 hours of giving the test. A hard copy of the Excel documentation sheet must also be printed out and mailed with the payment to the Utah Restaurant Association. **(See mailing address below.)**
* **Do not** alter or change the Excel documentation sheet in any way. Do not add any additional information or delete any of the required information.
* Students **cannot** be added after the Excel documentation sheet is emailed. If a student was left off the template or takes the test at a later date, teachers must send in a separate documentation sheet with a separate payment. Do not email or call to have a student added to documentation sheet after it has been submitted.
* Teacher must have all **permits sent to the school address** where they will then distribute the permits to individual students. Put the schools mailing address for all students in the Excel documentation sheet. Put the schools phone number as the *Primary Phone Number* in the Excel documentation sheet.
* Teachers must mail a printed copy of the Excel documentation sheet to the Utah Restaurant Association (URA) with the payment, whether paying with a check or credit card.
	+ Utah Restaurant Association

5645 South Waterbury Way

Suite D-203

Salt Lake City, UT 84121

(801)-274-7309

* + Required credit card information that must be included for processing:
		- Card Number
		- Name of Card Holder
		- Expiration Date
		- Zip code
		- CVV Code
			* *Credit card payments will include a 3.5% service charge.*
* Teachers must include the following information in the email sent to the Utah Restaurant Association AND with the Excel documentation sheet/payment:
	+ Teacher Name
	+ School Address
	+ Phone Number
* State and local regulations require that teachers **submit testing documentation within 48 hours of giving the test.** Teachers must have the completed Excel documentation sheet attached to an email to the Utah Restaurant Association (URA) (info@utahrestaurantassociation.org) within **48 hours of giving the test**. **This is the only deadline required for the permit.** **Previous deadlines are void**. Teachers may give the test anytime through the year, however the electronic Excel documentation sheet must be emailed **and** a hard copy of the documentation sheet must be mailed within **48 hours of giving the test**. Do not wait to submit testing documentation.
* Because payment is required within 48 hours of the testing period, **payment from the students must be collected in advance** of the test so that payment, along with a hard copy of the Excel documentation sheet, can be prepared and sent to the Utah Restaurant Association (URA) within 48 hours of the test.
* Students who pass the test with 75% or higher are eligible to receive a Food Handler Permit. The permit is $20.00 each. Send **one payment** from the school (either check or credit card) after all money has been collected.
	+ Students who pay the $20.00 Food Handler Permit fee and do not pass the test are allowed to retake the test if they choose to do so in order to achieve 75% or higher. However, their results must follow the 48 hour submission deadline. If students re-take the test (and pass) outside this window, a separate documentation sheet and payment must be sent to the Utah Restaurant Association.

**Important Information for the Excel Documentation Sheet:**

| **First Name** | **Students First Name** |
| --- | --- |
| **Middle Initial** | **(Optional)** |
| **Last Name** | **Students Last Name** |
| **Mailing Address** | **School Mailing Address** |
| **Apt. #** | **School Mailing Address** |
| **City** | **School Mailing Address** |
| **State** | **School Mailing Address** |
| **Zip Code** | **School Mailing Address** |
| **Email Address** | **(Optional)** |
| **Primary Phone #** | **School Phone Number** |
| **Date of Birth** | **Students Date of Birth** |
| **Training Provider Code** | **SS***(Stands for ServSafe)* |
| **Certificate #** | **Teachers will create their own numbering system.** *(Do NOT duplicate numbers from year to year. Each certificate must have its own unique certificate number. Be sure to keep track of what certificate numbers you have already used and then continue forward from that number.)*  |
| **Date of Exam Pass** | **Date the Exam Was Taken** |
| **Certificate Expiration Date** | **Date Three Years from the Date the Exam Was Taken** |
| **Score (%)** | **The percent score the student received on the test.***(75% or higher is a passing score.)*  |