

Routt County
ServSafe® Food Safety Training for
Colorado Cottage Foods Producers



The Colorado Cottage Foods Act passed on March 15, 2012 and requires “producers to be certified in safe food handling and processing by a third-party certifying entity. Colorado State University (CSU) Extension offers live ServSafe® food protection manager certification trainings that meet this requirement.

A list of county Extension agents who are ServSafe®-certified instructors and/or proctors can be found at: <http://www.ext.colostate.edu/safefood/index.html>. They can inform you of scheduled trainings or possibly arrange a special training for a small group of interested individuals.

In Routt County there are two methods of receiving the ServSafe training:

Option 1: Online ServSafe® Certification with Exam Proctor

Participants can purchase ServSafe Manager 6th edition materials from the Extension office. They can also purchase an online ServSafe tutorial and exam voucher by going to: www.servsafe.com. Total estimated cost: **\$180-215**.

The recommended process is:

Step 1. Contact Karen Massey at the Routt County Extension office - (970) 879-0825. She can explain your certification options and inform you of the ServSafe materials available for purchase at the office.

Step 2. Purchase the **online tutorial** (\$125). Tutorial remains active for 90 days. Allows individuals to study at their own pace.

Step 3. Contact Karen, a registered ServSafe proctor, (or identify another proctor) to administer the certification exam (\$20). This fee is set by the individual proctor so prices may vary with other proctors. The purpose is to cover the proctor’s time involved in arranging for and providing exam location, administering the exam and follow-up details in mailing certificates to participants. To find a proctor, go to www.servsafe.com; under “Students” tab, click on “find a class.”

Step 4. Purchase an **exam voucher** (\$36)- online or paper options -check with proctor first to determine which to purchase.

Option 2: Face-to-face Trainings - scheduled as-needed

What’s Included:

CSU Extension cost is **\$120** with a required class size of 8 or more. Fee includes the ServSafe® Manager book, certification exam fee. Training is conducted using Powerpoint™ and video instruction, hands-on activities, and includes a review session.

Participant Responsibility:

Be prepared! This is a very fast-paced, information-dense, training, especially if you are not familiar with terminology used in the retail food industry. It is highly recommended that individuals read the textbook prior to the training day. Text books are provided by the instructor to each enrolled participant approximately two weeks prior to the training date.

Certification Exam: The certification exam must be administered by a registered Proctor. An 80-question multiple choice exam; completion time ~ 1 to 2 hours. Exams are scored by the National Restaurant Association Educational Foundation. **Those with a passing score of at least 75% or higher will receive a printed certificate, valid for 5 years.** Individuals who wish to re-take the certification exam will need to purchase another exam voucher (\$36) and arrange for a proctor to administer the certification exam.