

Frequently Asked Questions
regarding changes to the Food Service Sanitation Manager Certification

What is the last date that I can request state of IL FSSMC exams?

You can request initial certification exams via Course Notification Form (CNF) be mailed to you with an exam date no later than December 31, 2013.

What about retake exams?

Students who originally took a state exam, but failed, can choose to retake a state exam until June 30, 2014 (as long as it is within their allotted 6 month retake period). The instructor can request a state exam for those retakes by entering a CNF and putting an explanation in the instructor comment section of the CNF letting us know that it is for a retake. An instructor can also give a retake with a national exam.

Do I still need to enter CNFs on the web portal?

Yes, a CNF will still be required, but since we won't be mailing out exams (unless it is a retake), CNFs can be approved with less than 30 days notice. CNFs are still necessary to monitor courses, for auditing purposes, and so the course information can be posted on our public website.

Will we still need to use IDPH scantrons?

Yes, even though you will be using a national exam that has its own scantron, you will still need to have your students complete an IDPH scantron. This is the method to which the student's demographic information and grade is entered into our database. After the exam, you will hold onto these scantrons and once you receive the grades back from the national exam, you will bubble in the score in box #15 for each student and send us a copy of those grades in your packet. You will not have to return the scantrons by a certain date, since you will not have our exams (unless you have a retake exam).

Will IDPH still send out scantrons?

At this time, we will continue to send instructors scantrons, but want to minimize sending them out for each course taught. An instructor should request via CNF a bulk amount of scantrons that they think will last them several months or longer. That way, the instructor has all of their materials on hand and does not have to rely on IDPH to send them materials.

Will IDPH still send us paperwork (Inventory Control Sheet and copy of the CNF)?

The Inventory Control Sheet will not be necessary unless you are receiving exams for a retake. You can simply print out a copy of your approved CNF and send that in with your packet so that we can track the log number for that exam date.

When can I start teaching an 8 hour course?

You cannot start teaching any course less than 15 hours until July 1, 2014.

When will Refresher courses end?

Refresher courses can be taught until June 30, 2014. Students receiving their one year notices that have an IL FSSMC expiring in July, August, and September 2014 were told that they could take a refresher course or renewal exam until July 1, 2014 in order to recertify. It remains to be seen until the rules are written and approved if a certificate holder expiring after July 1, 2014 that took a refresher course prior to that date will be able to recertify without taking an 8 hour course and exam. It is a good idea to verify their expiration date prior to taking a refresher course and anyone expiring after September 30, 2014 should not take a refresher course until more information is available. How early someone can take a refresher will be determined in rules. Please note that an individual's certificate is valid for no more than five years.

