



Initial Course

This course provides the Initial Food Manager Certification requirements of the State of Minnesota. Content includes the need for food safety, hazards that threaten food, the HACCP food safety system, and other basics of safe food handling. Course includes testing for the SERVSAFE Certificate. You will need to have your textbook prior to the class. We will have them in our office for pick up or if you would like, we can mail one out to you at an additional cost of \$7.00, just let us know your preference at the time of registration. **Do not send the \$7.00 with your class payment, we will collect it the morning of class.**

Choose from one of the following dates:

Mon., Jan. 13, 2014	8:00am-4:30 pm
Mon. & Tues. Apr. 14 & 15	3:30pm-7:30pm
Mon. June 16, 2014	8:00am-4:30pm

Cost: \$165.00 (includes textbook & exam)

Refresher Course

This course is for food managers who have been certified within the last three (3) years and need four (4) hours of continuing education to maintain their certification. This course does not provide initial food manager certification. Proof of a current certificate or an expired certificate (no longer than one (1) year from the date of expiration) is needed to enroll. If available, please bring your SERVSAFE book with you.

Choose from one of the following dates:

Mon., Jan. 13, 2014	8:00am-Noon
Mon., Apr. 14	3:30pm-7:30pm
Mon. June 16, 2014	8:00am-Noon

Cost: \$75.00 (includes exam)

There are two ways you can register & pay:

#1. Go to the following link: **<http://pinetech.augusoft.net/>**

And click on the "Featured Classes" box on the right hand side of the screen.

#2. Fill out the attached Registration Form, pay the fee and mail the Form with payment back to us.

FOR MORE INFORMATION

Dawn Sandberg, Administrative Assistant, Continuing Education/Customized Training
Office: (320) 629-5176 sandbergd@pinetech.edu



Pine Technical College
CONTINUING EDUCATION
& CUSTOMIZED TRAINING

PINE TECHNICAL COLLEGE CONTINUING EDUCATION CUSTOMIZED TRAINING REGISTRATION FORM

Name: _____ Social Security Number: _____

Home Address: _____ Senior Citizen: Yes _____ No _____

City: _____ State: _____ Zip: _____

Telephone (H): _____ (W): _____ (C) _____

Birth Date: _____ E-mail: _____

Are you currently employed? _____ (Yes) _____ (No) Company Name: _____

Include more than one registration form if registering for more than two sessions. Are you a veteran? _____ Yes _____ No

Course Title: _____ Date of Course: _____ Cost: \$ _____

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Students Signature _____ **Date** _____

Access to this information is limited to school officials for reporting purposes only.

PAYMENT METHOD:

Payment enclosed. **Check #** _____ **Amount \$** _____

Please charge my credit card:

VISA # _____ **Exp. Date** _____

OR **MASTERCARD #** _____ **Exp. Date** _____

Three digit *Italicized* number from on back of card: _____

Card Holder's Name (Please Print) _____

Card Holder's Signature _____

Please return registration form with payment up to one week prior to the start of courses.

Send to: Pine Technical College, Continuing Education/Customized Training Division

Stop In: 900 Fourth Street SE, Pine City MN 55063 E-mail: sandbergd@pinetech.com

Call: 1-800-521-7463 ext. 176 or 1-320-629-5176 Fax # 1-320-629-5103

CE/CT REGISTRATION INFORMATION

REGISTRATION/PAYMENT—Registration is by payment of fees on a first come, first served basis. Mail the attached registration form or bring it to the Continuing Education/Customized Training (CE/CT) division of Pine Technical College, 900 4th Street SE, Pine City, MN 55063. Please feel free to call us toll-free (1-800-521-7463 ext. 176) with registration or course questions. All registrations must be prepaid one week prior to the start of class.

APPLICATION FEE—It is Pine Technical College's policy that students enrolled in credit-based courses pay a one-time only \$20.00 application fee. Hour based classes do not require the \$20.00 application fee.

REFUND—For hour based classes, a full refund will be granted 5 working days before the start of class. No refund will be made after that. A full refund will be given on all classes canceled by the school. All refunds will be mailed. Please allow up to four (4) weeks to receive the refund. For credit based classes refunds are made on a pro-rated basis.

SENIORS—Seniors (66 or older and a MN Resident) may enroll tuition-free in the non-credit courses "when space is available after all tuition-paying students have been accommodated" except for courses designed and offered exclusively for business/industry, or at \$15 per credit for credit-based classes. However, other costs such as technology, parking, lab, book and materials, etc. are the student's responsibility. Proof of age will be required at time of registration. Senior citizens will be placed on a waiting list and notified the day of the class if a place is available or if the class is cancelled. Note: Please check "Senior Citizen" on the registration form.

RECORDS—Courses taken at Pine Technical College will be recorded under the following: certificate: upon completion of an hour-based course a certificate containing the course title and clock hour(s) shall be awarded; transcript: upon completion of a credit-based course a transcript becomes the official student record.

CANCELLATION—In the event of bad weather, class cancellations will be announced on radio stations WCCO and WCMP. Closure of Pine City Schools does not include Pine Technical College.