



Pine Technical &  
Community College  
CONTINUING EDUCATION  
& CUSTOMIZED TRAINING

### **DATES and LOCATIONS:**

Monday, April 11, 2016  
Pine Innovation Center

Monday, May 16, 2016  
Braham Area Community Center

Monday, July 18, 2016  
Pine Innovation Center

Monday, August 22, 2016  
Braham Area Community Center

Monday, October 3, 2016  
Pine Innovation Center

Monday, October 17, 2016  
Braham Area Community Center

### **COST:**

\$75.00 per person includes  
course booklet

**\*CALL US REGARDING  
GROUP RATES\***

**For More Information  
Please Contact:**

**Dawn Sandberg**  
Pine Technical &  
Community College  
900 Fourth Street SE  
Pine City, MN 55063

**Phone: 320-629-5176**

**E-mail:**  
[sandbergd@pine.edu](mailto:sandbergd@pine.edu)

**Fax: 320-629-5103**



# Cooking Safely For Large Groups

## 8:00 am—Noon

## Topics Covered During This Course:



- Foodborne Illness
- When You Plan
- When You Shop and Transport Food
- When You Store Food
- Personal Hygiene/Cross-Contamination
- When You Prepare Food
- When You Serve Food
- Regulatory Matters
- Student Questions/Scenarios

**\*This 4-hour course meets the State of MN requirements for the “Person In Charge” training requirements which is required for anyone working with food or food preparation. If the facility requires a license, then someone from the facility needs to be Food Safety Certified which is a separate course. \***

**Call if you have any questions.**

**There are two ways you can register & pay:**

- #1.** Call and make arrangements with Dawn to stop in our office to complete a registration form and pay for the class. 320-629-5176
- #2.** Fill out the attached Registration Form, mail the Form with payment back to us.



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## PINE TECHNICAL & COMMUNITY 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: \$ \_\_\_\_\_

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

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 & Community College, Continuing Education/Customized Training Division

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

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 & Community 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.

**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 & Community 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 & Community College.