



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. Cost: \$165.00 (includes textbook & exam)

Choose from one of the following dates:

Mon., Apr. 11, 2016	8:00am-4:30 pm at the Pine Innovation Center
Mon., May 16, 2016	8:00am-4:30 pm at the Braham Area Community Center
Mon., July 18, 2016	8:00am-4:30 pm at the Pine Innovation Center
Mon., Aug. 22, 2016	8:00am-4:30 pm at the Braham Area Community Center
Mon., Oct. 3, 2016	8:00am-4:30 pm at the Pine Innovation Center
Mon., Oct. 17, 2016	8:00am-4:30 pm at the Braham Area Community Center

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. Cost: \$75.00 (includes exam)

Choose from one of the following dates:

Mon., Apr. 11, 2016	8:00am-Noon at the Pine Innovation Center
Mon., May 16, 2016	8:00am-Noon at the Braham Area Community Center
Mon., July 18, 2016	8:00am-Noon at the Pine Innovation Center
Mon., Aug. 22, 2016	8:00am-Noon at the Braham Area Community Center
Mon., Oct. 3, 2016	8:00am-Noon at the Pine Innovation Center
Mon., Oct. 17, 2016	8:00am-Noon at the Braham Area Community Center

Mail registration form and payment made out to Pine Technical & Community College (PTCC) to:

**Pine Technical & Community College, Customized Training
900 4th Street SE, Pine City, MN 55063**

Other methods of registration are:

***Fax registrations to: 1-320-629-5103 (Credit Card info required)**

***Phone in registrations to: 1-320-629-5176 (Credit Card info required)**

***Stop in our Office which is located in the Pine Innovation Center Building right in front of the Main PTCC Campus in Pine City**

FOR MORE INFORMATION

**Dawn Sandberg, Administrative Assistant, Pine Technical & Community College
Continuing Education/Customized Training
Office: (320) 629-5176**



Pine Technical &
Community College
CONTINUING EDUCATION
& CUSTOMIZED TRAINING

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.