

State Food Safety: First Time Users Guide

**First Time Certifications**

* Log in to The Scoop using information below to access training materials
  + Username: [jason.mochal@mlyinvest.com](mailto:jason.mochal@mlyinvest.com)
  + Password: Custard!1
* Select “Share” > “Food Safety” > Food Protection Manager Certification
* Click the State Food Safety Manager Training link which will take you to their website
* Log in to State Food Safety using information below to access training materials
  + Username: [jason.mochal@mlyinvest.com](mailto:jason.mochal@mlyinvest.com)
  + Password: Custard!!12
* Begin the course, starting with Course Objectives
* The course should take approximately 5 hours
* After you complete each course, take the quiz
* After all the courses are completed, take the practice test and review all missed answers
* 75% is the passing score and you will have 2 hours to take the exam!
  + Passing = Company pays for exam
  + Failing = Exam is payroll deducted $22.40, Manager documentation of failed exam
  + Fail Twice = Exam payroll deducted again, Manager placed on PIP
  + Fail Three Times = Exam payroll deducted again, Manager demoted or disciplined up to or including termination
* Below is the percentage of exam coming from each course, plan your study time accordingly!

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**Recertifications**

* See above to access the training materials
  + Under “Learning Extras”, review the Food Safety Manager Handbook
  + Take the Food Safety Manager Practice Test and review all missed answers
  + Briefly review each course training material, and end of chapter quizzes
  + Minimum of 2 hours should be spent on study material for recertifications