



BALTIMORE CITY HEALTH DEPARTMENT

REGULATIONS FOR THE CERTIFICATION OF FOOD SERVICE MANAGERS

April 2016

Supersedes all prior versions

BUREAU OF ENVIRONMENTAL HEALTH
ENVIRONMENTAL INSPECTION SERVICES
1001 EAST FAYETTE STREET
BALTIMORE, MARYLAND 21202

I. AUTHORITY.

Baltimore City Health Code (HE) § 2-106, § 6-301, and § 6-303.

II. SCOPE

This regulation applies to high priority and moderate priority food service facilities that are required to employ a certified food service manager (FSM) under HE § 6-301.

III. CERTIFICATION CATEGORIES AND MINIMUM REQUIREMENTS FOR INSTRUCTION AND EXAMINATION

(a) There are 3 certification categories: new, renewal and reciprocal

(1) New certification is for those who have never before been certified or for those whose previous certification expired more than one year prior to the date of the current application.

(2) Renewal certification (or re-certification) is for those whose certification expired within 1 year of the date of the renewal application.

(3) Reciprocal certification is available for those who are already certified by a political subdivision of the State of Maryland that has an established food service manager certification program approved by the Commissioner.

(b) The minimum requirements to be considered eligible for certification are:

(1) Successful completion of training conducted by a training provider approved by the American National Standards Institute (ANSI); and

(2) Satisfactory passage of an approved standardized examination proctored by the training provider or approved third party proctor.

(c) All Environmental Health Specialists registered in good standing with the State Board of Environmental Health Specialists are automatically eligible for certification as FSMs without the necessity for completing the instructional and examination requirements in Section III (b).

(d) Environmental Health Specialists employed by the City of Baltimore shall not be required to pay a fee for certification as an FSM where certification of the employee is in the interests of Baltimore City Health Department (BCHD).

IV. CERTIFICATION PROCESS

(a) Except for those eligible for automatic qualification under Section III (c) above, applicants seeking new certification or renewal certification must meet the requirements in Section III (b) and provide to BCHD:

- (1) Government or employer issued photo identification;
- (2) A completed application form;
- (3) Original training certificate/examination results issued by an ANSI approved training provider or sufficient information to allow for online look-up to verify training completion and successful examination results; and
- (4) A check or money order drafted payable to the “Director of Finance” in the correct fee amount.

(b) Applicants seeking reciprocity must meet the requirements in Section III (b) and provide to BCHD:

- (1) Government or employer issued photo identification;
- (2) A completed application form;
- (3) Original training certificate/examination results issued by an ANSI approved training provider or sufficient information to allow for online look-up to verify training completion and successful examination results; and
- (4) A current, valid certification card or other verification acceptable to the Commissioner for the State of Maryland political subdivision they wish to rely upon for reciprocal certification.

V. TERM

- (a) Unless sooner suspended or revoked, a new or renewal certification will be valid for a term of 3 years and will expire on the 3rd anniversary of its effective date.
- (b) Unless sooner suspended or revoked, a reciprocal certification will be valid for a term not exceeding the term of the County certification upon which the reciprocity is based.
- (c) All Environmental Health Specialists actively registered with the State Board of Environmental Health Specialists (Board) are automatically certified as FSMs, said certification remaining valid so long as they are in good standing with the Board.
- (d) BCHD reserves the right to deny, suspend or revoke reciprocal certification in the same manner and to the same extent as new or renewal certification.

VI. DENIAL, SUSPENSION AND REVOCATION OF CERTIFICATION

- (a) If an FSM is found to be negligent in his/her operational duties, the sanitarian will recommend that the FSM attend a conference for review of the certification. Depending on the outcome of the review, the FSM may be required to attend additional training. In this case,

certification may be suspended pending completion of additional training, certification may be continued during training or certification may be revoked altogether.

(b) Any Certified Food Service Manager Identification Card may be suspended or revoked by the approving authority when the certified food service manager or a person under the certified food service manager's supervision repeatedly fails to comply with applicable laws and regulations.

(c) Prior to suspension or revocation of the certification, a Certified Food Service Manager shall be given the opportunity to request an administrative hearing pursuant to HE §2-301.

(d) The certified food service manager shall surrender their Certified Food Service Manager Identification Card to the Commissioner when the certification has been suspended or revoked.

V. FEES

(a) The fee imposed for new or renewal certification of food service managers is \$30 for the term of the certification.

(b) There shall be no fee for a reciprocal certification.

V. DUTIES OF THE CERTIFIED FOOD SERVICES MANAGER

(a) Whenever food is received, prepared, and/or served on the premises it shall be directly supervised by a certified food service manager or by an employee who has been trained by a certified food manager.

(b) Records relating to a facility's manager certifications and training must be made available for inspection upon request of the Department.

The above Regulations for the Certification of Food Service Managers are hereby adopted:

Approved: Leana Wen 4/27/16
Leana S. Wen, M.D., M.Sc. Date
Commissioner of Health

Effective date when filed with the Department of Legislative Reference: 4-28-16

Received on behalf of the Department of Legislative Reference by: Ancy B. Ray