



DEPARTMENT OF HEALTH AND HUMAN SERVICES
Licensure and Regulatory Services
2425 Reedie Drive, 9th Floor
Wheaton, Maryland 20902
240-777-3986; 240-777-3088 (Facsimile)
www.montgomerycountymd.gov/licensure

CERTIFIED FOOD SERVICE MANAGER ("CFSM") - FACT SHEET

Montgomery County Code 15-8(b)(2) states a licensee must not operate a food service facility unless the facility is under the immediate control of a Certified Food Service Manager.

As a CFSM applicant, how do I obtain a Montgomery County CFSM License?

1. Applicant must successfully complete an approved Food Service Manager's course.
2. Complete the Certified Food Service Manager License Application, A Montgomery County CFSM Photo identification card is valid for a maximum of three (3) years from the initial completion date of the approved course.
3. Submit application to the Department of Health and Human Services, Licensure and Regulatory Services office: at 2425 Reedie Drive, 9th Floor Wheaton, MD. Monday through Friday, 8:00 a.m. to 12:00 p.m.
4. Pay \$50 CFSM fee. Payments made by Master Card, Visa, Money Order, or Check, made payable to "Montgomery County Government". **NO CASH payments accepted.**

Required CFSM Documents*

In order to receive a Montgomery County CFSM photo ID, you must have, or complete the following:

<u>"New" Certification</u>	<u>"Renew" Certification</u>	<u>"Transfer" Certification from DC or Other "Maryland" counties</u>
Provide "Original" certificate verifying you passed an approved ANSI course; http://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing.aspx?menuID=8&orgID=8&statusID=4 AND, Provide government-issued photo identification; AND, Complete and submit an application in person.	Provide "Original" certificate verifying you passed an approved re-certification/ANSI course; http://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing.aspx?menuID=8&orgID=8&statusID=4 AND, Provide current government-issued photo identification card; AND, Complete and submit an application in person. OR, Provide proof of completing an approved self-inspection/in-house training program; AND, Provide your current Montgomery County CFSM card, or government-issued photo identification card. AND, <u>Complete and submit an application in person.</u>	Provide your current CFSM card; AND, Provide government-issued photo identification; AND, Complete and submit an application in person. OR, Cards issued by other jurisdictions will be considered for transfer on a case-by-case basis; AND, Complete and submit an application in person.

**Printed emails and copies of letters or signatures will not be accepted.*