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

Montgomery County Code 15-8(b)(2) states a license 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 five (5) 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 20902. **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:

"New" Certification
Provide "Original" certificate verifying you passed an approved ANSI course; https://anabpd.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4
AND,
Provide government-issued photo identification;
AND,
Complete and submit an application in person.
"Renew" Certification
Provide "Original' certificate verifying you passed an approved re-certification/ANSI course; https://anabpd.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4
AND,
Provide current government-issued photo identification card;
AND,
Complete and 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,
Complete and submit an application in person.
"Transfer" Certification from

D.C or other
"Maryland" counties

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 apply in person.