

ServSafe® Certification – OH Application for Reciprocity

Overview: receiving reciprocity for a food safety course already taken is easy but there is a process that must be followed to meet the requirements for Ohio Level Two Certification. This means once someone has taken a food safety course (ServSafe Food Handler or ServSafe Manager) + taken and passed the exam for that course, then that the Ohio Department of Health needs to be informed.

The four steps to apply for reciprocity with the Ohio Department of Health for Level Two certification:

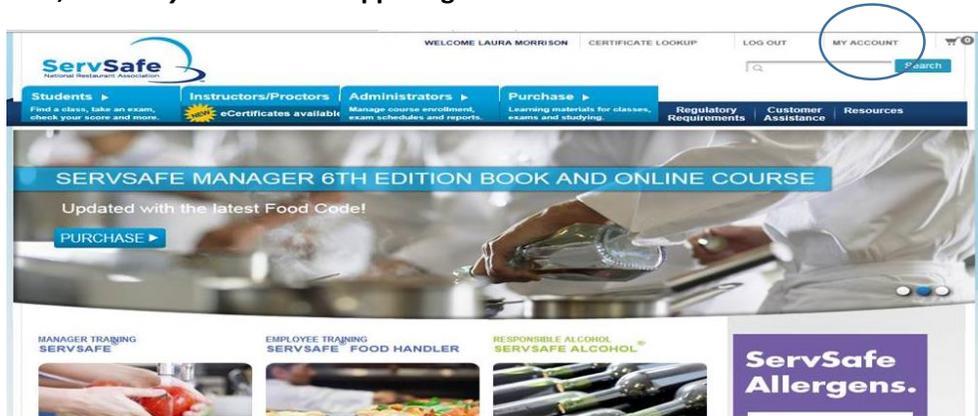
1. Fill out the Application for Reciprocity – Ohio Department of Health’s Certification in Food Protection. Don’t forget to sign and date the form (and keep a copy for you).
2. Provide a Screen Shot of the ServSafe page that shows that you’ve registered for, taken, completed and current status.

To get started go to www.servsafe.com and click “Log In” on upper right hand side of screen.

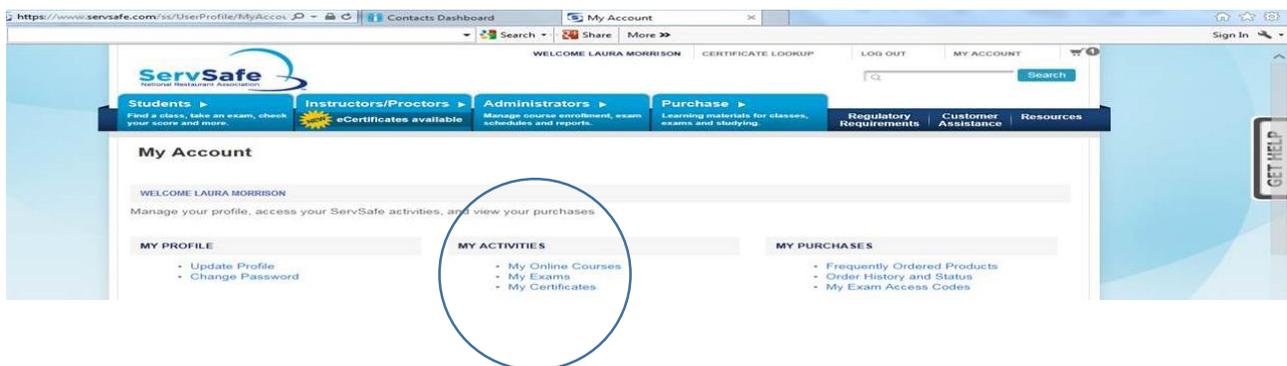


We're here to help! Contact us for assistance with Ohio Food Safety Code compliance questions, locating or becoming a proctor, finding an in-person class and utilizing your 15% ORA Member Discount at ask@ohiorestaurant.org, or 1-866-559-6131 or 614-442-3535

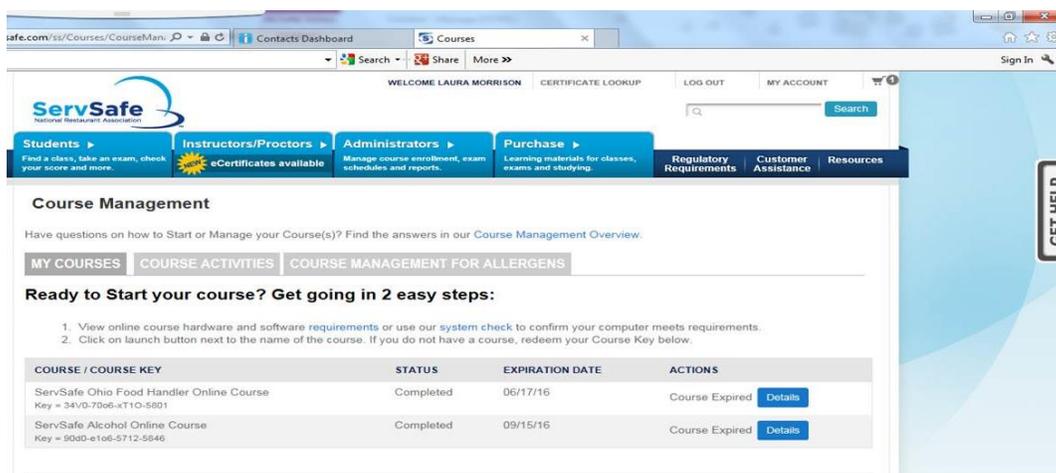
Once logged in, click **"My Account"** on upper right hand side of screen.



To view online courses taken, click **"My Online Courses"** under the center **"My Activities"** heading.

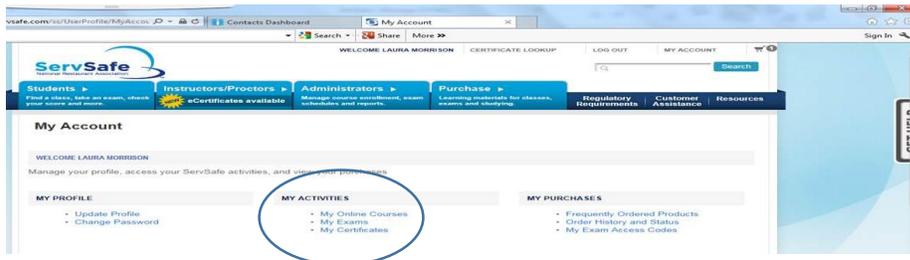


Below is a screen shot of the student's **"Course Management"** details.

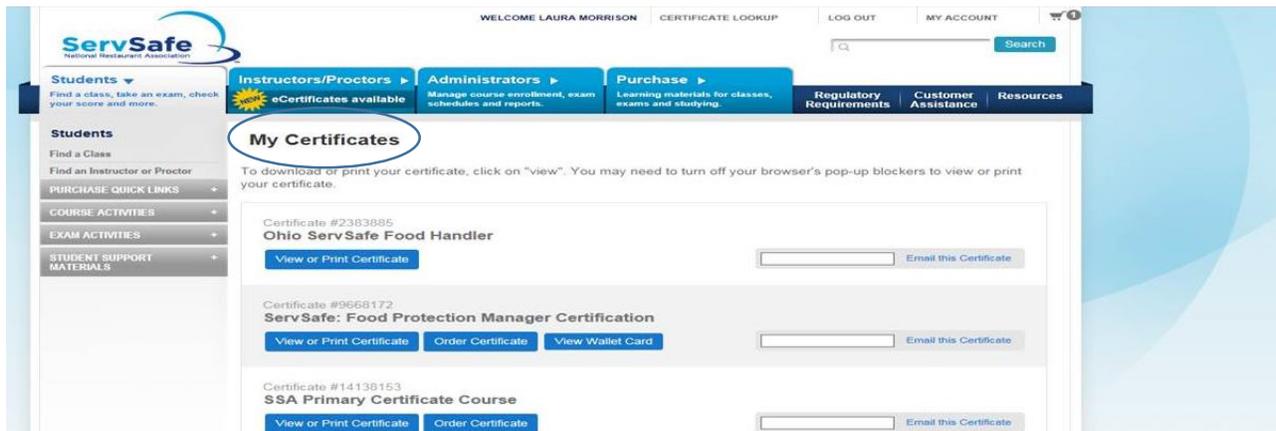


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Certificate information is pulled in a similar way via “My Account” and “My Activities”, except that the “My Certificates” link is selected.



Below is a screen shot of the student’s “My Certificates” page in which he/she can either opt to click the view or print certificate box or enter an email address for the certificate to be sent.



If you are not able to locate the information at www.servsafe.com, contact customer service, certification center (800)765-2122 ext. 6703, servicecenter@restaurant.org, or text, 800-765-2122! They will respond during the normal business hours 8:00 AM to 6:30 PM CST.

- Put the three documents together and either mail, scan or fax them to:

Mail: Ohio Department of Health - Bureau of Environmental Health and Radiation Protection
Food Safety Program
246 N. High St., Columbus, Ohio 43215

Scan and email them directly to the: Ohio Department of Health: beh@odh.ohio.gov, or fax them to: 614-466-4556

- Once the Ohio Department of Health has reviewed and approved the application, they will email your Ohio Level Two Certificate.

Please refer to the Ohio Restaurant Association Ohio Food Code Info graphic for details related to the 7 easy steps to compliance.

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