

Food Safety Manager Sanitation Certification

Mail-In Course Registration

Event 10577

Fall Semester 2009, Northern Illinois University, DeKalb, IL

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Email _____ Fax _____

Day Phone _____ Evening Phone _____

_____ \$100 Student Registration Fee

Signature _____

You can register on line if you choose.

Register Online at: http://registeruo.niu.edu/iebms/coe/coe_p2_details.aspx?eventid=10577&oc=40&cc=coe

Questions about your registration or to register by phone: 815-753-0277

CANCELLATION POLICY: There is a non-refundable \$5 processing fee. Should you need to cancel your registration anytime BEFORE your first log-in to the system, please contact Ms. Joan Quinn at 815-753-6384 or joanquinn@niu.edu to arrange a refund of \$95. If you have logged into the system *even once* no refund is available. You must complete the program within 6 months of your first log-in or the program will no longer be available to you.

Submit this completed application form and check made payable to NIU for \$100 to:

**Northern Illinois University
NIU Outreach-Registration
DeKalb, IL 60115**

**You may also drop your check and
registration form off in Swen Parson 140,
Monday – Friday, 8am to 4:30pm**

Please keep a copy of this application for your records.

Once your registration fee is received and processed you will receive an e-mail (sent to the e-mail address you have given us above) that will provide you with a login and password. As soon as you receive the log-in and password, along with instructions on how to access the program, the program can be activated and you can begin the lessons. It is expected that you will complete the 15 lessons before October 13th. On October 14th the State of Illinois Sanitation Certification exam will be given on the NIU campus. You will be notified in advance as to the time and place for the exam. There is no fee to take the exam. You will, however, be required to pay \$35 to the State of Illinois for your sanitation certificate once you have passed the exam. The State of Illinois will notify about your passing status and give you information on how to obtain your certificate approximately 6 to 8 weeks after taking the exam.