OVERVIEW

FCNS 200A Requirements
- Complete the Illinois Food Service Sanitation Manager Certification and pass the National Registry Exam

FCNS 320 Requirements
- “C” or better in FCNS 200A & B
- Have the Illinois Food Service Sanitation Manager Certification
- Certification in First Aid and CPR from the American Heart Association or American Red Cross
- Verification of a Two-Step Nonreactive Tuberculin (TB) Skin Test
- Verification of 100 Hours Completed in Quantity Food Production

Verification of the above is due **July 1 for Fall** admission and **December 1 for Spring** admission to stay enrolled in the FCNS 320 class after your initial course registration. Verification should be brought in person or mailed to:

The Chief Clerk,
College of Health & Human Sciences
Wirtz Hall 227
Northern Illinois University
DeKalb, IL  60115
SCHOOL OF FAMILY, CONSUMER, AND NUTRITION SCIENCES
Comprehensive major in Nutrition, Dietetics, and Hospitality Management

All Nutrition, Health, and Wellness (NHW) students are required to turn in the following by July 1 for Fall admission and December 1 for Spring admission to stay enrolled in the FCNS 320-Quantity Food Production class after your initial course registration: 1) successful completion of FCNS 200A and 200B (with a C or better), 2) official Illinois Food Service Sanitation Manager Certification, 3) certification in first aid and CPR, 4) verification of a non-reactive two-step tuberculin (TB) skin test, and 5) verification of completing 100-hours of practical food production work experience.

FOOD SERVICE SANITATION & TB TEST GUIDELINES

Food Service Sanitation Coursework and Test
Acceptable food service sanitation coursework must be met through the State of Illinois or from the National Restaurant Association Educational Foundation (ServSafe). Purchase of the sanitation certificate is required and must be obtained prior to enrollment in FCNS 320. It may take several months for the State of Illinois certificate to arrive after payment is sent, so be sure to get an early start on this requirement!

The Illinois Food Service Sanitation Certification is applicable only within the state of Illinois. This certification may be obtained by completing the Illinois Food Service Sanitation Manager Certification course and passing the State examination. Usually FCNS offers these courses and exams once a semester in the fall and spring at NIU. You may also take the course online through the following website: http://idph.fshn.illinois.edu/. You must take the Manager Certification. The Food Handler Course WILL NOT BE ACCEPTED. Upon successful completion of the course and passing the exam, you must pay the additional fee to request the State of Illinois sanitation certificate which will then be issued to you by the State of Illinois Department of Public Health. A fee is attached to both the course and the certificate and both are required for FCNS 320.

A ServSafe Certificate may be obtained from the National Restaurant Association Educational Foundation. ServSafe is a national certification and ServSafe courses are available from the National Restaurant Association Educational Foundation (http://www.servsafe.com/home). You must complete the Manager Training. The Employee Food Handler Training WILL NOT BE ACCEPTED. Upon successful completion of the course, the National Restaurant Association will issue a ServSafe Certificate.

A copy of the certificate for either course must be submitted to the College of HHS Chief Clerk by July 1 for fall admission and December 1 for spring admission to stay enrolled in FCNS 320 after your initial course registration.

Certification in First Aid and Cardiac Pulmonary Resuscitation (CPR)
First aid CPR certification must be obtained from the American Heart Association (AHA) or American Red Cross both of which are available at local hospitals, community colleges or other agencies (for a fee). We also try to offer this class on campus once or twice each fall and spring semester. Watch for announcements to be posted on the bulletin boards outside of Wirtz 118. Online course versions are NOT acceptable at this point. It may take several weeks to receive your CPR certification card once the course is completed.

Two-step Tuberculin Skin Test Mantoux
This procedure may be completed at the NIU Health Services department or your local County Department of Health. A two-step tuberculin skin test is required. The second TB test must be given no sooner than one week following the first. This second TB test must be read within 48-72 hours.

This procedure will require a total of four appointments to have the results read and documented. Submit documentation directly to Chief Clerk in the College of HHS.
SCHOOL OF FAMILY, CONSUMER, AND NUTRITION SCIENCES
Comprehensive major in Nutrition, Dietetics, and Hospitality Management

100-HOUR PRACTICAL FOODSERVICE WORK EXPERIENCE
GUIDELINES FOR NHW MAJORS:

Purpose
NHW students are required to obtain practical work experience in a large scale foodservice operation. This experience will enhance the student’s learning in FCNS 320 Quantity Food Production course. The required practical work experience is to provide students with exposure to the food service field, and familiarize them with responsibilities, industry equipment and commitments made by professionals in the industry.

Students are expected to:
1. Develop an understanding of how a food service facility operates.
2. Demonstrate ability and interest in food preparation, sanitation, and management.
3. Understand the duties of management and staff in the operation.

General Information
1. The practical work experience is required in the major and must be completed prior to enrollment in FCNS 320 Quantity Food Production. No academic credit is given for the practical work experience but its completion must be recorded in the student's record.
2. Practical work experience over five (5) years old is NOT acceptable.
3. The length of the experience(s) is to be a minimum of 100 hours. This experience(s) may be paid or voluntary.
4. The student is responsible for locating the position for the work experience.
5. You should be looking for hands-on quantity food production or supervisory experience in large-scale full service food and diner operations. You need to prepare food using quantity food service equipment, meaning you must be working with large kitchen equipment used to prepare for more than 50 people per sitting (i.e. commercial ranges, commercial stoves, tilt skillets and steam kettles, commercial griddles and charbroilers, etc.). See your advisor if you are unsure of the acceptability of the proposed work experience.

A) Examples of acceptable entry-level work for the Practical Work Experience

Examples of work that IS acceptable:
- Kitchen Helper
- Catering Production
- Pantry Personnel that involves food preparation
- Assistant Cook
- Assistant Food Procurer

Examples of work that is NOT acceptable:
- Office Bookkeeper
- Reservationist/Hostess
- Service Only in any operation
- Cashier/Counter Help
- Wait Staff
- Bus Person
- Grocery Clerk
- Coffee Shop Help
- Fast Food Worker

B) Types of establishments recommended to gain these experiences include (but may not be limited to):

Non-Commercial
- Long Term Care Facilities
- Hospitals
- University Dining Facilities
- Summer Camp Foodservice
- School Foodservices
- Day Care Facilities

Commercial
- Restaurants
- Catering Operations
- Country Clubs
- Hotels
- Business Dining Facilities

Volunteer Positions
- Food Pantries that include food preparation
- Church Feeding Programs
- Meals on Wheels
6. The student **and** employer must complete the attached Work Verification Statement after the work experience has been completed. The completed form should be submitted **by the employer** by July 1 for Fall admission and December 1 for Spring admission to stay enrolled in the FCNS 320-Quantity Food Production class after your initial course registration to the following address:

   The Chief Clerk,
   College of Health & Human Sciences
   Wirtz Hall 227
   Northern Illinois University
   DeKalb, IL  60115
This form is to be completed and signed by both the student and employer after completion of the work experience. Preferably, this form should be filled-out immediately following the work experience.

**STUDENT CONTACT INFORMATION:**

Student’s Printed Name: _______________________________  ZID #: ______________________________

Student’s Signature: ______________________________________________

Home Address: ______________________________________________

Local Address: ______________________________________________

Home Phone: ______________ Local Phone: ______________

**NAME AND LOCATION OF WORK EXPERIENCE SITE:**

Name of Facility: ______________________________________________

Address: ______________________________________________

Manager/Supervisor’s Name: ______________________________________________

Position Held by Student: ______________________________________________

Dates of Work Experience: ______________ to ______________

Describe Duties Performed in This Job: ______________________________________________

**NOTE TO STUDENT:**

1) Please fill out Page 1 of the form and present this and the next page to your employer along with an envelope that is addressed to:

   The Chief Clerk,  
   College of Health & Human Sciences  
   Wirtz Hall 227  
   Northern Illinois University  
   DeKalb, IL  60115

2) This form is to be completed and mailed by the employer back to NIU at the address above by July 1 for Fall admission and December 1 for Spring admission.
PRACTICAL WORK EXPERIENCE EMPLOYER REPORT:

I verify that ________________________________ has performed ________ hours
(student’s name) (# of hours)

of quantity food production work experience (may be volunteer time) as previously described in this food service facility.

Comments (if any) regarding work performance/personal characteristics of this student:

Name of Student: _________________________________________________________
Name of Facility: _________________________________________________________
Facility Address: _________________________________________________________

Supervisor’s Name Printed: ________________________________________________
Supervisor’s Signature: ______________________________________________________

Phone: _________________________________________________________
Date: _________________________________________________________

NOTE TO SUPERVISOR:
MAIL COMPLETED FORM BY THE APPROPRIATE DEADLINE (July 1 for Fall admission and December 1 for Spring admission) TO:

The Chief Clerk, 
College of Health & Human Sciences 
Wirtz Hall 227 
Northern Illinois University 
DeKalb, IL  60115