

Please list student information for Food Manager Option(s) and/or Food Handler Open Class purchased.

Student Information Required						
KEY for Language Codes: Exam Codes: E=English, S=Spanish, C=Modern Chinese, K=Korean, J=Japanese Study Guide Codes: E=English, S=Spanish						
Class City Codes and Dates listed BELOW.						
<i>EXAMPLE:</i>	<i>JANE DOE</i>	<i>FL OPEN CLASS SPECIAL</i>	<i>CB</i>	<i>12/19/13</i>	<i>E</i>	<i>E</i>
	Student Name	Product(s) Purchased on Page 1 for this student:	Class/Exam City Code (if purchased)	Class/Exam Date (if purchased)	Exam Language Code (if purchased)	Study Guide Language Code (if purchased)
1						
2						
3						
4						

(NOT required for FH DIY Training Packages.) If you run out of space, feel free to use a separate sheet of paper or more than one Order Form.

2017 Class/Exam City Codes, Dates, and Locations

Clearwater	Code: CLR	2017: 1/27 - 2/22 - 3/22 - 4/26 - 5/18 - 6/21 - 7/20 - 8/23 - 9/27 - 10/25 - 11/29 - 12/20
Location: Quality Inn, 20172 US Hwy 19 N, Clearwater, FL 33764		
Daytona Beach	Code: DYB	2017: 1/18 - 2/14 - 3/15 - 4/11 - 5/10 - 6/12 - 7/13 - 8/14 - 9/13 - 10/16 - 11/8 - 12/4
Location: Hampton Inn, 1715 W International Speedway Blvd, Daytona Beach, FL 32114		
Ft. Lauderdale/Pompano	Code: FTL	2017: 1/19 - 2/13 - 3/14 - 4/10 - 5/8 - 6/15 - 7/17 - 8/18 - 9/20 - 10/18 - 11/13 - 12/13
Location: Holiday Inn Express, 1500 W Commercial Blvd., Ft. Lauderdale, FL 33309		
Ft. Myers Beach	Code: FMB	2017: 1/31 - 2/21 - 3/29 - 4/25 - 5/24 - 6/20 - 7/19 - 8/22 - 9/26 - 10/31 - X - 12/19
Location: Wyndham Gardens, 6890 Estero Blvd, Ft. Myers Beach, FL 33931		
Gainesville	Code: GVL	2017: X - 2/8 - X - 4/5 - X - 6/8 - X - 8/16 - X - 10/6 - X - 12/6
Location: Country Inn & Suites, 4015 SW 43rd St, Gainesville, FL 32608		
Jacksonville	Code: JAX	2017: 1/18 - 2/15 - 3/16 - 4/12 - 5/11 - 6/13 - 7/12 - 8/15 - 9/14 - 10/17 - 11/9 - 12/5
Location: Ramada Inn Mandarin, 3130 Hartley Rd, Jacksonville, FL 32257		
Lakeland	Code: LKL	2017: 1/12 - X - 3/2 - X - 5/4 - X - 7/10 - X - 9/11 - X - 11/6 - X
Location: Comfort Inn & Suites, 3520 US Hwy 98 N, Lakeland, FL 33809		
Miami	Code: MIA	2017: 1/23 - 2/16 - 3/27 - 4/18 - 5/22 - 6/28 - 7/31 - 8/30 - 9/21 - 10/19 - 11/14 - 12/14
Location: Hilton Garden Inn, 3550 NW 74th Ave., Miami, FL 33122		
Naples	Code: NPL	2017: 1/30 - 2/20 - 3/28 - 4/24 - 5/23 - 6/19 - 7/18 - 8/21 - 9/25 - 10/30 - 11/28 - 12/18
Location: Comfort Inn & Suites, 3860 Tollgate Blvd., Naples, FL 34114		
Ocala	Code: OCL	2017: 1/10 - 2/7 - 3/1 - 4/4 - 5/3 - 6/7 - 7/11 - 8/17 - 9/12 - 10/5 - 11/7 - 12/7
Location: Courtyard by Marriott, 3712 SW 38th Ave, Ocala, FL 34474		
Orlando – International Dr.	Code: IDR	2017: 1/24 - 2/27 - 3/20 - 4/19 - 5/15 - 6/26 - 7/25 - 8/28 - 9/18 - 10/23 - 11/15 - 12/11
Location: La Quinta Inn & Suites, 8504 Universal Blvd, Orlando, FL 32819		
Orlando – UCF Area	Code: UCF	2017: 1/11 - 2/6 - X - 4/3 - 5/2 - 6/6 - X - 8/2 - 9/7 - 10/4 - X - X
Location: Hampton Inn & Suites, 3450 Quadrangle Blvd, Orlando, FL 32817		
Sarasota	Code: SAR	2017: 1/25 - 2/23 - 3/23 - 4/27 - 5/17 - 6/22 - 7/27 - 8/24 - 9/28 - 10/26 - 11/30 - 12/21
Location: AmericInn, 5931 Fruitville Rd., Sarasota, FL 34232		
Tampa/Brandon	Code: TMP	2017: 1/26 - 2/28 - 3/21 - 4/20 - 5/16 - 6/27 - 7/26 - 8/19 - 9/19 - 10/24 - 11/16 - 12/12
Location: Country Inn & Suites, 915 S Falkenburg Rd., Tampa, FL 33619		
Vero Beach	Code: VRB	2017: 1/17 - 2/9 - 3/17 - 4/13 - 5/9 - 6/14 - X - 8/3 - 9/5 - 10/2 - 11/2 - 12/8
Location: Holiday Inn Express, 9400 19th Lane, Vero Beach, FL 32966		
West Palm Beach	Code: WPB	2017: 1/9 - 2/1 - 3/13 - 4/6 - 5/1 - 6/5 - 7/6 - 8/1 - 9/6 - 10/3 - 11/1 - 12/1
Location: Hawthorn Suites, 301 Lambertson Rd., West Palm Beach, FL 33401		

Class Locations and Dates are subject to change – Most Up-To-Date list is at www.NationalFoodManager.com (Locations)

PLEASE NOTE: ONLY PREPAID STUDENTS ARE GUARANTEED A SEAT AT CLASS/EXAM. Walk-ins are welcomed unless the class is sold out. These prices, coupons and/or special offers are not available to walk-ins/same-day registrations. Prices ARE HIGHER for walk-ins/same-day registration.

Food Manager Open Class 8:30 AM – 10:30 AM. Food Manager Exam 10:30 AM – 1:00 PM. Food Handler Open Class 8:30 AM – 10:30 AM.

Food Safety Certifications, LLC offers this information in good faith and is not responsible for its accuracy, for a complete list of your applicable statutes please go to your Regulatory Authority.

Order now, prices subject to change without notice. Order online anytime at www.NationalFoodManager.com.

Order Form Instructions

Order Form is REQUIRED to send an order to Food Safety Certifications by Email, Fax, or US Mail.

No Order Form is required to submit the order through the website, www.NationalFoodManager.com.

Use of the Order Form is an express agreement to Food Safety Certifications' Terms & Conditions found on Page 4

Begin on Page 1. Please be Neat & Complete.

- Step 1: Select which Product(s) you would like to purchase and enter the # of each Product(s) you would like to purchase in the column labeled "Quantity."
- Step 2: Multiply the Price for each Product(s) by the Quantity purchased and enter this amount in the column labeled "Subtotal."
- Step 3: Entire Subtotal: Add ALL Subtotals together and enter the amount in the box "Entire Subtotal."
- Step 4: Tax Amount Due: Tax is charged when ANY product is purchased with a "YES" in the "Tax & Shipping?" box AND the product(s) is being shipped to a FL address. If ANY product is purchased that requires tax, you MUST pay tax on the ENTIRE SUBTOTAL of COMPLETE ORDER. Tax is based on the county where the product(s) are being shipped to. You will enter your county's tax rate (between 6% and 7%) and the county name for verification of tax rate. Multiply the ENTIRE SUBTOTAL with the tax rate and enter the Tax Amount Due. TAX EXEMPT: Government or 501(c)(3) Organizations (Tax-Exempt) – A copy of the Certificate of Exemption must accompany the Order Form. Please understand that a Florida Sales & Use Certificate is NOT a Certificate of Exemption. Tax must be paid if tax is due and no Certificate of Exemption is provided. Any product(s) shipped outside of Florida are not required to include a tax payment to FSC.
- Step 5: Shipping & Handling: If you are ordering ANY product with a "YES" in the "Tax & Shipping?" box, you MUST pay the \$10 Shipping & Handling charge. This a flat fee of \$10 regardless of the quantity of products purchased or shipping location (within USA).
- Step 6: Total Due: Add together the Entire Subtotal, Tax and Shipping Charges and enter the Total Amount Due. Double check all calculations.
- Step 7: Complete the Required Information including:
- Contact Name: This is the person FSC should contact if there any questions regarding your account.
 - Company Name - if no company name exists, please write "Self" for the Company Name.
 - Email Address. Your confirmation letter and receipt will be emailed to this address. If ordered, your online training credentials and Food Manager Study Guide will also be emailed. Please enter a VALID Email address & print legibly.
 - Phone Number – including area code.
 - Shipping Address – only needed for any products requiring shipment.
 - **READ and SIGN the statement.** Order Forms will NOT be accepted without this signature.
 - Terms and Conditions are on Page 4 or may be found at www.NationalFoodManager.com/termsandconditions.aspx.
- Step 8: Payment Details: Complete information for a credit card payment including signature or view information to make a payment by check or money order.
- Step 9: PAGE 2 - Student Information (If **ONLY** DIY Food Handler Training Packages are ordered, you may skip this part.) Please fill in required information for each student for product(s) purchased on Page 1 of the Order Form including:
- Student Name
 - Item(s) purchased for that student
 - If a Food Manager Open Class, Food Manager Exam, and/or Food Handler Open Class is purchased:
 - Class/Exam City Code (located on Page 2)
 - Class/Exam Date (located on Page 2)
 - If a Food Manager Exam is purchased:
 - Exam Language Code (located on Page 2) (Available: English, Spanish, Modern Chinese, Korean, or Japanese)
 - If a Food Manager Study Guide is purchased:
 - Study Guide Language Code (located on Page 2) (Available: English or Spanish)

Food Safety Certifications, LLC

Customer Service: 1-800-874-1009

Website: www.NationalFoodManager.com

Email: Mail@NationalFoodManager.com

Mailing Address: 6746 S Highway A1A, Melbourne Beach, FL 32951

Fax: 321.799.4997

FSC Account Terms & Conditions

- 1] ALL SALES ARE FINAL. NO REFUNDS.
- 2] Food Manager Certifications remain valid for 5 years - Food Handler Certifications remain valid for 3 years
- 3] Items purchased at class are more expensive than items purchased over the phone or at the website www.nationalfoodmanager.com - Additionally, special offers, discounts and coupons are not valid for at class purchases.
- 4] Please do not use an email account that uses a "gate keeper." FSC and NFM do not manually join or ask permission to join email "safe lists."
- 5] Account terms and specific product conditions: Term 60 or 90 days from date of purchase as posted below.
 - Food Manager Open Class Training portion of an order 90 days
 - Food Manager Online Class Training portion of an order 60 days
 - The Food Manager Exam portion of an order:
 - 90 days with Open Class •• 90 days with Open Class & Online Class •• 60 days with Online Class •• 60 days - Exam Only
 - The Food Manager 2nd Free Exam (if needed) portion of an order:
 - 90 days with Open Class •• 90 days with Open Class & Online Class •• 60 days with Online Class
 - Re-tests may not be rescheduled once scheduled
 - All Private On-site Classes 90 days •• Private Classes may not be rescheduled once scheduled
 - Food Handler Open Class Certification portion of an order 60 days
 - USA & Florida - The 2nd FREE Exam (if needed):
 - The 2nd FREE Exam (if needed) is included for free in select packages, there is no additional fee to retake the exam one time (if needed) at any FSC Open Class prior to the account term expiration. Free exam retests may not be rescheduled once initially scheduled. Students that did not pass the exam at a FL FSC Open Class location should contact FSC to schedule their exam retake. For students that did not take their first exam at an FSC Open Class: to claim a refund (\$45-\$60 based on exam receipt) for an exam failure the following criteria must be met; Online Training must not have more than 30 minutes unused, your knowledge reviews and online prep final exam must be completed, and you must provide FSC with a copy of your paid exam receipt and failure notice from Prometric, ServeSafe or NRFSP within 60 days of purchase.
 - You may not reschedule an exam retake once scheduled. There are no refunds or credits for unused or unattended exam retakes. After the account term expires, the account becomes closed without credits or refunds and requests to reference the account may incur research and labor fees. The only exception would be for students who purchase an FSC Open Class and/or exam (to be administered at an FSC Open Class) more than 90 days from date of purchase. These students may attend the original class and/or exam. The account term will expire the day of the class/exam.
- 6] Unlimited training until you pass is included FREE with all 2nd Exam FREE (if needed) students until the account term expires.
- 7] Account Changes: class date change, name change, exam language change, etc. - Account Changes may be made for a \$25 fee until the account term expires. Please note: Name changes may not be made after a client has sat for the first exam and/or attended the class.
- 8] Types of ID required for exam:

Each candidate MUST have and be able to show the exam administrator valid government-issued photo identification for themselves. The exam may NOT be taken without one of the following acceptable official photo identifications:

 - Valid state driver's license (from any state)
 - Current passport (from any country)
 - Current military identification
 - Valid state identification with photo (from any state)
 - Valid Immigration and Naturalization Service Employment Authorization Document or Alien Registration Card

Exam Results:

When do I receive my Exam Results? Typically results are received in just a few business days from exam day.

- 1] After you take your exam, you may E-mail FSC for exam results at FMExam@gmail.com - Once FSC receives the exam results, we will then email your results to you in advance of mailing the results to you. Please send only 1 E-mail.
- 2] You should receive your results in the mail to the address you listed on your answer sheet within 14 BUSINESS days from the exam. If you do not have them at 14 BUSINESS days, please email FMExam@gmail.com to request an email copy of your results including the address they were mailed to and double check the address listed. Report any address issues to FSC.
- 3] If you have not received your results at 30 days of your exam date, you MUST complete a Food Manager Certificate Reprint Request and return it to FSC. Do NOT include payment information. There is NO CHARGE for a reprint request for a card not received within the first 40 days from your exam date. ANY REQUEST FOR A REPRINT AFTER 40 DAYS FROM EXAM DATE WILL INCUR A \$36 CHARGE FOR RESEARCH, REPRINT AND RESHIPING.