

## Person-in-Charge (PIC) Food Safety Training Certification – Q & A Sheet

### Q: What is Person-in-Charge (PIC) Food Safety Training and who is it designed for?

**A:** Person-in-Charge certification in food protection provides basic safety and food handling training for students. It is recommended for all entry-level food workers.

### Q: Who is required to have PIC Training Certification?

**A:** All food operations must have one employee designated per shift with the knowledge to understand the information included in the PIC class.

Additionally, the Cuyahoga County Board of Health has adopted a policy which states that food operations must have additional PIC training if any one or more of the following are true:

- The operation is recalcitrant, meaning that there are recurring violations
- The operation is implicated in a foodborne illness outbreak
- Staff cannot demonstrate knowledge consistent with the content required in the PIC course (remove)

### Q: Does the PIC Certification expire?

**A:** No. A PIC Course approved by the Ohio Department of Health never expires. However, we recommend attendees periodically audit a PIC class to stay current with the food code changes that happen approximately every 3 years.

### Q: How long is the PIC course?

**A:** The course is 3 hours long. Please refer to our training schedule for exact times.

### Q: How do I register for the PIC course at CCBH?

**A:** Complete the application found on our website and return it to the Cuyahoga County Board of Health at 5550 Venture Dr., Parma, OH, 44130 with payment. We accept cash, check, or money order. This can be brought into our office Monday-Friday from 8:30 a.m. to 4:30 p.m. or by mail. Make checks payable to Cuyahoga County Board of Health. It is not recommended to mail cash.

### Q: What materials are included with the PIC course?

**A:** The course fee includes instruction from certified CCBH staff members, handouts, and certifications given directly after class.

### Q: What is the difference between “Person-in-Charge” and “Manager in Food Protection” training?

**A:** “Person-in Charge” is a basic food safety training certification. The “Manager in Food Protection” is an advanced food safety training certification. Ohio requires at least one certified “Person-in-Charge” per shift for all Risk level facilities. Risk level III & IV facilities are required to have at least one additional employee with a “Manager in Food Protection” certification for each location.

**Q: What is the current fee for the PIC Training Course?**

**A:** The price of our course is **\$30 per student**. We also offer a corporate rate of \$600 for a group of 20-50 students. We accept cash, check, or money order. Application and payment can be brought into our office Monday-Friday from 8:30 a.m. to 4:30 p.m. or by mail. Make checks payable to Cuyahoga County Board of Health. It is not recommended to mail cash.

There is no cost to audit a PIC class for attendees that attended PIC training with our agency within the last 3 years.

Any Ohio Department of Health-approved PIC class is valid in the state of Ohio. Prices will vary with outside providers.

**Q: Are there discounted rates for sending multiple people to a class?**

**A:** We offer a corporate rate of \$600 for a group of 20-50 students.

**Q: How do I schedule a corporate class?**

**A:** Contact Natalie Kracker at [nkracker@ccbh.net](mailto:nkracker@ccbh.net) or 216-201-2001 ext. 1218.

**Q: Are there any online options available?**

**A:** Yes—PIC courses can also be taken online. Here is a link to approved providers:

<https://odh.ohio.gov/know-our-programs/food-safety-program/food-safety-certification/>

**Q: What if I lose my certification after taking the class?**

**A:** We can provide a duplicate certificate of completion if the course was taken with our agency within the past 5 years. Please email [nkracker@ccbh.net](mailto:nkracker@ccbh.net) with your name, month and year that you took the PIC course. You may also call us at 216-201-2000.

**Q: How do I know if my PIC certification fulfills the requirement for food safety training in Ohio?**

**A:** Valid PIC certificates are denoted with ODH numbers such as **ODH# 18-04**. You can also refer to the website here: <https://odh.ohio.gov/know-our-programs/food-safety-program/food-safety-certification/>

**Q: Although I received a lifetime certification, can I sit in on a scheduled class to review content and to hear updates?**

**A:** YES! You are able to sit in on the PIC class for free up to 3 years after you receive your initial PIC certification from CCBH. If you would like to re-attend the course, please contact Natalie Kracker at 216-201-2001 ext. 1218 or [nkracker@ccbh.net](mailto:nkracker@ccbh.net) to get scheduled.

**Q: What additional food safety training does the CCBH offer?**

**A:** We offer a longer (16-hour) multiple day course “ServSafe Manager in Food Protection” class, in addition to the PIC course.

**Q: How can I get more information or find the training schedule?**

**A:** Contact Natalie Kracker (Program Manager) at 216-201-2000 ext. 1218 or via email at [nkracker@ccbh.net](mailto:nkracker@ccbh.net). A training schedule and application form are available on the CCBH website.