

## Email Process for City of Chicago Food Service Manager Applicants

Allow up to five business days to receive a response after each completed step.

Email the required four documents all together in one email to [kkc-fssp@ccc.edu](mailto:kkc-fssp@ccc.edu)

The four required application documents need to be scanned and sent together in one pdf file. Do not send documents as separate emails or separate attachments. Please do not send screenshots of the documents. You may send up to three applications per email.

The name of your file and the subject line of the email should be your First name, Last name FSSM Application. For example, the subject line should look like this:

John Doe FSSM Application

To successfully complete the application packet for a **NEW/RECIPROCITY REQUEST** the application packet must include documentation of each of the four FOLLOWING REQUIRED DOCUMENTS:

1. Provide completed and signed application for a City of Chicago Food Service Sanitation Manager Certificate. Both top and bottom sections must be completed, and the application needs to be signed.
2. Provide completed Training Hours' Verification Form -*Instructor led course must be conducted by approved City of Chicago Instructor verified with completed hours of training verification form. Online training courses need training hours' form completed by proctor or proof of completion from an approved on-line training course.*
3. Provide Valid National Food Protection Manager Certificate from ANSI (American National Standards Institute) accredited Testing Agency-Approved testing agencies: ServSafe, Prometric, National Registry for Food Safety Professionals, 360 Training, Above Training/State Food Safety, The Always Food Safe Company, or valid Illinois FSSMC.
4. Provide copy of Valid Picture ID (Driver's license, state ID, passport or other government issued ID)

Once your application packet is approved you will be emailed instructions with a link to make your payment via credit card or debit card. You will be emailed a receipt at the time of your payment. Once the Food Service Sanitation Program receives confirmation of your payment, you will be emailed an additional receipt from the Food Service Sanitation Program office confirming your application and payment are complete. Allow up to five business days from the date of your payment for the second receipt.

For **A Duplicate** (reprint of a valid City of Chicago Food Service Sanitation Manager Certificate) the FOLLOWING IS REQUIRED:

Completed application for a City of Chicago Food Service Sanitation Manager Certificate. Both top and bottom sections must be completed, and the application needs to be signed. Duplicate Request section of the application needs to be completed with the CDPH (Chicago Department of Public Health) Certificate #, Exam Date and Expiration Date.

Copy of Valid Picture ID (Driver's license, state ID, passport or other government issued ID) If you are requesting a name change a copy of legal paperwork for approval of a name change needs to be included. (Marriage Certificate, Divorce Decree or other legal paperwork approving the change)

Once your application packet is approved you will be emailed instructions with a link to make your payment via credit card or debit card. You will be emailed a receipt at the time of your payment. Once the Food Service Sanitation Program receives confirmation of your payment, you will be emailed an additional receipt from the Food Service Sanitation Program office confirming your application and payment are complete. Allow up to five business days from the date of your payment for the second receipt.