



Commonwealth of Pennsylvania  
Department of Agriculture  
Bureau of Food Safety and Laboratory Services  
Division of Food Safety

2301 North Cameron Street  
Harrisburg, PA 17110-9408

Phone: (717) 787-4315

Fax: (717) 787-1873

## Initial Certification

### To become certified:

- Locate a Pennsylvania Department of Agriculture **Food Employee Certification Approved Training Program** in your area. A list of approved programs is available.
- Attend training program and successfully pass exam with a minimum score of 70%  
Note: Program completions which occurred more than five years prior to the date of application cannot be approved.
- Attendee will fill out and submit to the Pennsylvania Department of Agriculture a Food Employee Request Application. Either the instructor, proctor or attendee may submit the application.
- Submit a check or money order for \$20.00, made payable to the Commonwealth of Pennsylvania, along with application.

### Mail to:

ATTN: Food Employee Certification  
Martha M. Melton (mmelton@state.pa.us)  
Pennsylvania Department of Agriculture  
Bureau of Food Safety and Laboratory Services  
2301 North Cameron Street  
Harrisburg, PA 17110-9408

- The instructor or proctor will certify the exam results to the Pennsylvania Department of Agriculture. Applicants submitting an application for certification and whose name does not appear on an instructor's or proctor's Test Score Report, must submit other valid documentation of course completion.
- The application will be processed within thirty (30) days of the Pennsylvania Department of Agriculture's receipt. If approved, the applicant will be mailed a certificate. The certificate will be valid for five (5) years from date of issue.