



Linn County Department of Health Services

P.O. Box 100, Albany, OR 97321
Toll Free 1-800-304-7468 TTY/Oregon 1-800-735-2900
www.co.linn.or.us/health

“Working together to promote the health and well-being of all Linn County residents”

Facility Based Food Handler Training

We have recently added a new food handler training option. This option is available to you as an owner, manager, licensee or designer. You can now obtain training and testing materials for food handler training directly from our department. You can use these materials to train your food handlers and administer the test in your facility. We have included a brief description of the program below.

After obtaining the training and testing materials from our department, you may have your employees study on their own or conduct your own in house training session. If you decide to do your own training, the individual who conducts the training must have a current certificate of completion from an approved food manager training course, or comparable training, experience, education, or credentials and be approved by our department.

As an owner, manager, licensee or proctor you can administer (proctor) the food handler exam, return the exam to our office for grading; and then we will mail the food handler card(s) back to you within one week.

You can download the **training materials** from our website http://www.co.linn.or.us/Health/enviro_n_health or purchase hard copies for \$2.00 (plus postage) per set from our department. Call us for postage charges. The training materials include a state food handlers manual, personal hygiene information sheet, and first aid training referral information.

You can obtain sets of **testing materials** by completing a "Proctor Request Form and Affidavit" and submitting a \$10.00 fee per test/food handler. You may download this form from our website http://www.co.linn.or.us/Health/enviro_n_health or contact our office. Each set of testing materials will include a test, an answer sheet, and a food handler card.

The above materials may be mailed to you directly. Contact us for postage costs. You may also pick them up at our office during regular business hours, 8:30a.m. to 12:00p.m. and 1:00p.m. to 5:00p.m. Our office is located at 300 4th Avenue SW, Room 115 County Courthouse in Albany, Oregon.

For more information, contact us at (541) 967-3821.

Administration Office	Alcohol & Drug Treatment	Commission on Children & Families	Developmental Disabilities	Environmental Health	Mental Health	Public Health
(541)967-3888 Fax:(541)924-6904 fmoore@co.linn.or.us	(541)967-3819 Fax:(541)967-7259 thowell@co.linn.or.us	(541)-967-3823 Fax:(541)924-691 ccf@co.linn.or.us	(541)967-3890 Fax:(541)924-6905 JSneddon@co.linn.or.us	(541)967-3821 Fax:(541)926-2060 linneh@co.linn.or.us	(541)967-3866 Fax:(541)928-3020 linnmh@co.linn.or.us	(541)967-3888 Fax:(541)926-2102 apeltier@co.linn.or.us



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PLEASE READ PRIOR TO ADMINISTERING THE TEST

Instructions to Proctor

When you have obtained the training materials your individual employees may review the materials independently (self-training) or you may conduct your own in house training session. An individual who has a current certificate of completion from an approved food manager-training course, or comparable, training, experience, education, or credentials must provide in house training.

Once the training is completed you may administer the test. You then return the testing materials to our department and we will correct the tests, validate the food handler cards, and return the cards to you within two weeks.

As the proctor you administer and monitor the taking of the test. To qualify as a proctor you must be at least 18 years of age and reside in Oregon. Your responsibilities as a proctor include:

- Ensuring that the person who's name is on the food handler card is the same person taking the test,
- Ensuring that each food handler completes their own test,
- Being present at all times while the food handler(s) has the test and answer sheet, and
- Ensuring the tests are not photo copied and all of the originals are returned to our office.

To administer the test:

1. Provide each individual a test, an answer sheet, and a blank food handlers card. Individuals are allowed to use their notes and the food handler book during the test.
2. Have each individual food handler fill out a food handler card, and place their name and answers on the answer sheet. Do not write on the test(s).
3. Collect the exams, answer sheets, and cards from each individual. Be sure each card and answer sheet are completely filled out.
4. Complete page 2 of the “Proctor Request Form and Affidavit”, and include it with the completed test materials. The completed materials can be brought to our office or mailed.

Mailing address: Linn County Environmental Health
PO Box 100, Courthouse Rm. 115
Albany, OR 97321

After we have received the completed materials and verified the affidavit, we will grade the exams, record each individuals card information in our food handler database. Upon successful completion (a score of 75% or above) on the exam, we will validate each card and mail the food handler cards to you. Please allow up to two weeks for processing.

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Linn County Proctor Request Form and Affidavit

*This request form must be completed by the owner, manager, licensee.

Complete the following to request Food Handler testing materials:

Facility Name: _____

Facility Location: _____

Facility Phone Number: _____

Proposed Method of Training: self-study in-house training session

Qualifications of trainer: _____

Designated Person to Proctor Exam: _____

Job Title of Proctor: _____

Alternate Phone Number for owner, manager, licensee: _____

Number of Tests Requested: _____ with Book (\$12.00)

_____ without Book (\$10.00)

_____ postage (call for amount)

_____ Total Payment(include with request)

Signature of Owner, Manager, or Licensee / Job Title / Date

Return request form along with payment to:

Linn County Environmental Health Program
P.O. Box 100, 300 Fourth Avenue SW, Room 115
Albany, OR 97321

Department Use Only Date Received:

Amt of Payment Received:

Date Sent:

Test Numbers Sent:

Card Numbers sent:

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Fax:(541)924-6904	Fax:(541)967-7259	FaxⓈ(541)924-691	Fax:(541)924-6905	Fax:(541)926-2060	Fax:(541)928-3020	Fax(541)926-2102
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