



**Application for Approval of Course Materials**  
for Ohio Person in Charge Certification in Food Protection  
Authority: 3717.09 ORC; 3701-21-25 OAC

Submit the completed application and all requested material to: Ohio Department of Health  
BEHRP Food Safety Program  
246 N. High St.  
Columbus, Ohio 43215  
**E-mail:** [foodsafety@odh.ohio.gov](mailto:foodsafety@odh.ohio.gov)

Name of Course:		
Developer of Course Materials:		Contact Name:
Street Address		
City	State	Zip
Phone:	E-mail Address:	
Are you a United States Armed Forces service member or veteran, or the spouse or surviving spouse of a service member or veteran?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, proof of service/veteran status must be attached.</i>

**Failure to provide all required information may result in denial of the request**

Please submit course materials along with this application to be considered for approval, including but not limited to: student manuals/booklets, instructor notebooks, written or verbal exercises, handouts, and online access for courses provided online.

The course materials must cover the topics listed in Appendix A of Ohio Administrative Code 3701-21-25 (see attached) and shall incorporate the most current requirements specified under section 3717-1-02.4(B) of the Ohio Uniform Food Safety Code (PIC Knowledge).

I hereby certify that the information provided is correct to the best of my knowledge.

Signature	Title	Date
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**For Ohio Department of Health use only:**

Action Taken:	Date:
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ODH Food Safety Program • (614) 644-7416 • [foodsafety@odh.ohio.gov](mailto:foodsafety@odh.ohio.gov)

OAC 3701-21-25

## Appendix A

### Person in Charge Certification Courses of Study

1. The core content of a person in charge certification course of study shall incorporate the most current requirements specified under Chapter 3717-1 Ohio Administrative Code (OAC) and shall contain the following curriculum:
  - a. Food sources:
    - i. Identifying and confirming food sources comply with law; and
    - ii. Identifying potential hazards prior to and during delivery.
  - b. Personal hygiene and handwashing:
    - i. Identifying requirements for handwashing techniques and frequency; and
    - ii. Recognizing the association between employee behaviors and foodborne illness:
      1. Cleanliness of outer clothing;
      2. Requirements for employees wearing jewelry and artificial fingernails;
      3. Hair restraint requirements;
      4. Requirements for employees eating, drinking, and using tobacco;
      5. Explaining the responsibility of the person in charge for preventing the transmission of foodborne disease by a food employee who has a disease or medical condition that may cause foodborne disease;
      6. Describing the symptoms associated with the diseases that are transmissible through food; and
      7. Explaining how the person in charge, food employees, and conditional employees comply with reporting responsibilities and exclusion or restriction of food employees.
  - c. Cross contamination:
    - i. Identifying types of contamination: physical, biological, and chemical;
    - ii. Identifying proper methods for storing and displaying food;
    - iii. Identifying major food allergens including milk, egg, fish, tree nuts, wheat, peanuts, and soybeans;
    - iv. Identifying proper methods to store equipment, utensils, and single-use items; and

- v. Identifying methods to prevent contamination from hands:
  - 1. Requirements for use of single-use gloves; and
  - 2. Minimizing bare hand contact.
- d. Cleaning/sanitizing of equipment and utensils:
  - i. Identifying proper procedures for cleaning and sanitizing of equipment and utensils: manual, mechanical, and clean in place (CIP);
  - ii. Identifying requirements for sanitizer concentrations/contact times;
  - iii. Identifying cleaning frequency requirements; and
  - iv. Identifying test kits/thermometer requirements and proper use.
- e. Proper cooking, cooling, reheating, thawing, and holding of food:
  - i. Identifying required time and temperature parameters for cooking, cooling, holding and reheating of food;
  - ii. Describing proper methods of thawing food;
  - iii. Explaining the hazards involved in the consumption of raw or undercooked meat, poultry, eggs and fish; and
  - iv. Identifying methods for properly using and calibrating thermometers.
- f. Facility Management:
  - i. Identifying the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections;
  - ii. Identifying poisonous or toxic materials in the food service operation or retail food establishment and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of properly; and
  - iii. Explaining the relationship between food safety and providing equipment that is:
    - 1. Sufficient in number and capacity; and
    - 2. Properly designed, constructed, located, installed, operated, maintained, and cleaned.
- g. A person in charge certification course of study shall contain a verbal or written exercise. A written exercise shall not contain a required passing score.