



# Multnomah County Oregon



ENVIRONMENTAL HEALTH SECTION  
FOOD HANDLERS PROGRAM  
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*"Honor culture, celebrate diversity and inspire quality"*

Dear Off-Site EHS Food Handler Certification Class Applicant:

During the past year, Multnomah County Environmental Health has been providing off-site food handler training with varying minimum requirements for advance payments. A review was conducted on our policies, the food handler ordinance, and costs for providing this service.

Costs include Environmental Health Specialist time taken away from performing inspections at licensed food service establishments. Other costs include office assistant time to arrange tests, answer sheets, certification records, data entry, and processing cards before and after testing. These services are normally provided at our regular testing sites but cost our program additional funds to offer the service at off-site locations.

Recovering the additional costs for off-site testing could have been accomplished by charging a service fee in addition to the cost of the cards. We have decided however to return to our previous policy of requiring a standard minimum payment. Requirements for off-site testing are summarized as follows:

- Food Handler cards will cost \$10.00. There are no exceptions for food handlers enrolled in special programs.
- A minimum pre-payment for 40 cards (\$400.00) is required to schedule an off-site testing class. To submit a request to have an Off Site Food Handler Certification Class scheduled complete; one (1) Certification Record and one (1) Registration Form for each individual that will be attending the class and an Off Site Food Handler Certification Class Request form along with payment to the address above.
- A written request is required to cancel and receive a refund for pre-paid class fees. Written cancellation/reimbursement request must be received in Environmental Health Services office or postmarked no later than 3 weeks prior to the class date. Written cancellation requests NOT received 3 weeks prior to the class date will be ineligible to receive refund(s). This requirement also applies when canceling an individual or individuals and not the entire class.
- All people taking the test will be charged for a food handler certificate. If they do not pass, their certification record will be available at our regular food handler site. They can re-test again there without additional charge.

If you are unable to meet these requirements, please call our Food Handlers Office at (503) 988-3400 for information on other available testing locations.