



**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Licensure and Regulatory Services**  
 255 Rockville Pike, Suite 100, 1<sup>st</sup> Floor  
 Rockville, Maryland 20850-2368  
 240-777-3986; 240-777-3088 (Facsimile)  
[www.montgomerycountymd.gov/licensure](http://www.montgomerycountymd.gov/licensure)

**CERTIFIED FOOD SERVICE MANAGER ("CFSM") - FACT SHEET**

**Montgomery County Code 15-8(b)(2) states a licensee must not operate a food service facility unless the facility is under the immediate control of a Certified Food Service Manager.**

**As a CFSM applicant, how do I obtain a Montgomery County CFSM License?**

1. Applicant must successfully complete an approved Food Service Manager's course.
2. Complete the Certified Food Service Manager License Application. A Montgomery County CFSM Photo identification card is valid for a maximum of three (3) years from the initial completion date of the approved course.
3. Submit application to the Department of Health and Human Services, Licensure and Regulatory Services office: at 255 Rockville Pike, Suite 100, Rockville, MD. Office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.
4. Pay \$50 CFSM fee. Payments made by Master Card, Visa, Money Order, or Check, made payable to "Montgomery County Government". **NO CASH payments accepted.**

**Required CFSM Documents\***

**In order to receive a Montgomery County CFSM photo ID, you must have, or complete the following:**

<b><u>"New" Certification</u></b>	<b><u>"Renew" Certification</u></b>	<b><u>"Transfer" Certification from DC or Other "Maryland" counties</u></b>
<p>Provide "Original" certificate verifying you passed an approved ANSI course;  <a href="http://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing.aspx?menuID=8&amp;prgID=8&amp;statusID=4">http://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing.aspx?menuID=8&amp;prgID=8&amp;statusID=4</a></p> <p><b>AND,</b></p> <p>Provide government-issued photo identification;</p> <p><b>AND,</b></p> <p>Complete and submit an application in person.</p>	<p>Provide "Original" certificate verifying you passed an approved re-certification/ANSI course;  <a href="http://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing.aspx?menuID=8&amp;prgID=8&amp;statusID=4">http://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing.aspx?menuID=8&amp;prgID=8&amp;statusID=4</a></p> <p><b>AND,</b></p> <p>Provide current government-issued photo identification card;</p> <p><b>AND,</b></p> <p>Complete and submit an application in person.</p> <p><b>OR,</b></p> <p>Provide proof of completing an approved self-inspection/in-house training program;</p> <p><b>AND,</b></p> <p>Provide your current Montgomery County CFSM card, or government-issued photo identification card.</p> <p><b>AND,</b></p> <p>Complete and submit an application in person.</p>	<p>Provide your current CFSM card;</p> <p><b>AND,</b></p> <p>Provide government-issued photo identification;</p> <p><b>AND,</b></p> <p>Complete and submit an application in person.</p> <p><b>OR,</b></p> <p>Cards issued by other jurisdictions will be considered for transfer on a case-by-case basis;</p> <p><b>AND,</b></p> <p>Complete and submit an application in person.</p>

*\*Printed emails and copies of letters or signatures will not be accepted.*