



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Food Service Licenses and Manager Certification – Alterations	Number 18-23
Originating Department Department of Health and Human Services	Effective Date

Department of Health and Human Services
Montgomery County Regulation on:

Food Service Licenses and Manager
Certification – Alterations

Issued by: County Executive
COMCOR 15.00.01.03

Authority: Code Section 15-8, 15-9, 15-10

Supersedes: Executive Regulation 22-20

Council Review Method (2) Under Code Section 2A-15

Register Vol., 40 No. 12

Comment Deadline: December 31 2023

Effective Date: _____

Sunset Date: None

SUMMARY:

The regulation reduces the number of copies of documentation required to be submitted by an applicant for an initial food service facility license; eliminates the requirement that a photograph of the applicant be submitted with an application; substituting the requirement that a certificate from the Maryland Department of Health indicating completion of a sanitation course for a certificate of completion of an American National Standards Institute-approved food service manager course; eliminates the requirement for the submission of a transcript for a food service sanitation course; and provides that official documentation of a food service manager certification from another political subdivision in the State is an acceptable method of demonstrating certification as a food service manager. The amendments also make the same changes for renewal of food service manager certification. The amendments also change the County's certification as a food service manager from 3 to 5 years.

ADDRESS:

Director, Department of Health and Human Services
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15.00.01.03 Licenses and Manager Certification

A. License

1. Initial Food Service Facility License

Application forms will be provided by the Department and must be submitted with [2 copies] 1 copy of the following: menu, food preparation flow diagrams, construction or renovation plans, and equipment specifications. This information must be submitted prior to the start of any construction or alterations, and should be submitted at least 30 days prior to the intended date of initiating construction or renovations or the transfer of ownership of a food service facility. Approval of this information by the Department must be issued before the start of construction or renovation. Construction plans are not required for an itinerant food service facility unless specified by the Department.

2. Renewal

A renewal application for a food service facility license will be provided by the Department and must be submitted with the appropriate fee 60 days prior to the expiration of the existing license.

B. Manager Certification

1. Initial Food Service Manager Certification Card

a. Application forms for food service manager certification will be provided by the Department and must be presented in person by the applicant along with [a recent photograph which when trimmed to a size of 2" by 2" clearly shows the applicant's face and one of the following]:

(1) [a certificate from the Maryland Department of Health (MDH) indicating successful completion of a food service manager sanitation course] a certificate indicating successful completion of an American National Standards Institute-approved food service manager course; or

(2) [a transcript or official grade notification from Montgomery College or other institution offering a food service sanitation course approved by MDH or other approving authority; or

(3) other official, written documentation of passing a course approved by MDH or other approving authority] official documentation of food service manager certification from a



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political subdivision of the State that has an established food service manager certification program approved by the Director.

b. A wallet-sized photo identification card will be issued by the Department to each applicant upon presentation of acceptable documentation.

c. To be recognized as a certified food service manager, an individual must have a valid certification card in their possession.

d. County certification will remain valid for [3] 5 years from completion of coursework, unless specified otherwise by the Department.

e. The Department must draft a list of jurisdictions that the County has established reciprocity with in regards to food service manager certification.

[f. Individuals who do not hold current certification from a jurisdiction on the reciprocity list or do not have training credentials from a previously approved source must submit information to MDH or other approving authority concerning the individual or institution offering the course, a course outline, the number of classroom hours, credentials of the instructor, dates of attendance, official proof of successful completion, and any other information required by MDH or other approving authority.]

2. Renewal

a. Application forms for renewal of a food service manager certification card will be provided by the Department. Once the expiration date on a card has passed, the holder of the card will not be recognized as a certified food service manager. This individual may take the appropriate steps to renew their card with the Department within one year of this expiration date. After one year of the date of expiration, the card may not be renewed.

b. The applicant must submit in person the appropriate form, their existing food service manager's certification card, and [one of] the following:

(1) [official, written documentation of successfully completing an approved recertification program;] a certificate indicating successful completion of an American National Standards Institute-approved food service manager course; or

(2) [proof of having, over the previous three-year period, personally provided to food handlers, a minimum of 24 hours of Department preapproved food service sanitation training; or]



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official documentation of food service manager certification from a political subdivision of the State that has an established food service manager certification program approved by the Director.

[(3) proof of having developed, in conjunction with a Department representative, food preparation flow diagrams for all menu items, and over the previous three-year period, conducted 18 bimonthly critical control point self-inspections.]

Approved:

Marc Elrich, County Executive

Date

Approved as to form and legality:

Sara Wilson

, County Attorney

11/13/2023

Date