

## **Food Handler Class Procedures**

All CBCC staff who work regularly in food service areas must have a current Oregon Food Handler's certification.

Generally, this requirement would include:

- Food service staff
- Conference Assistants
- Summer staff assigned to food services
- Ecola Part-time staff

To take the Oregon Food Handler training online and receive your food handler permit, follow these procedures:

1. Go to [www.oregonrla.org](http://www.oregonrla.org) and click on "Food Handler Certification" under the "Training" section.
2. Select "New User Registration"
3. Fill out the required fields.
  - Under "Company Name" type "Cannon Beach Conference Center"
  - Under "Store # or ID" don't type anything.
  - Under "Supervisor", type "Paul Knoch"
  - Under "Phone Number" type 503-436-1501
  - Under "Address" type 289 N. Spruce Cannon Beach OR 97110
9. Once registered, study the online food handler course and take the test.
10. After you have passed the course, pay the \$10 fee (all major credit and debit cards are accepted). If you are unable to pay the fee, please contact human resources at (503) 436-1501.
11. After successfully passing the test, print out the certificate and present the employer copy to human resources.

Using this method, you can log on and complete their food handler training online at any time from any computer with an internet connection.

Remember to save your "new student" account ID and password. If you lose your food handler permit, you can log in and print out a new one. Certificates are valid for three years.