

How to Purchase Your Online Food Manager Course

1. Go to www.casscountylil.statefoodsafety.com
2. Select the blue **“Food Manager”** button.
3. Select the **“Training & Exam”** - the package that costs **\$78 dollars**
4. Under Training & Exam Proctor Options, Select **“Employer or Health Department Proctored”** **THIS IS VERY IMPORTANT, YOU MUST SELECT EMPLOYER OR HEALTH DEPARTMENT PROCTORED.**
5. Read the following instructions/information. Please be aware that the Health Department does charge a \$50 proctor fee, which will be collected before the test is administered. If you agree to the statements, select “accept and continue”
6. Proceed to checkout, where it will prompt you to create a new account and pay for your course. Please create a new account if you do not already have one, keep track of this information, this account is where you will take the course and where you will log in to take the exam. **DOUBLE-CHECK THAT YOU ARE ONLY PAYING \$78 FOR THIS PACKAGE, IF YOU ARE PAYING MORE, THEN YOU SELECTED THE WRONG OPTION!!!**
7. Log in to start the course. You will be given the option of English or Spanish at this point
8. Complete the course and call the Health Department to schedule a time and date to complete the test. Bring your login information and a method of payment at this time. Scheduling is done on a first come first serve basis and usually occurs once a month.

217-452-3057 X1316 to schedule your exam