



Cambridge Guernsey County Health Department
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OHIO PERSON IN CHARGE CERTIFICATION (LEVEL 1)

Person-In-Charge (PIC) Certification in Food Protection is a mandated training for the designated person in charge for each shift of a risk level I, II, III, and IV food service operation or retail food establishment if any of the following apply:

- A food service operation or a retail food establishment initially licensed after March 1, 2010 unless the individual has successfully completed an equivalent or more comprehensive manager certification in food protection course (Manager Certification).
- A food service operation or retail food establishment has been implicated in a foodborne disease outbreak.
- The licensor has documented a failure to maintain sanitary conditions in accordance with section 3717.29 of the Revised Code for a retail food establishment or section 3717.49 of the Revised Code for a food service operation.

Approved Courses and Providers

The following application must be submitted when requesting approval of materials for a new Person-In-Charge (level one) Certification in Food Protection Training:

[Application for Approval of a Person-In-Charge \(level one\) Certification in Food Protection Course Materials](#)

To request approval to provide of a Person-In-Charge (level one) Certification in Food Protection Training to food employees, use the following application:

[Application for Approval to be a Provider of a Person In Charge \(level one\) Certification in Food Protection Course](#)

Obtaining the Ohio Person-In-Charge (level one) Certification in Food Protection

Food employees seeking to obtain the Ohio Person-In-Charge (level one) certification need to complete an approved course through a provider approved by the Ohio Department of Health. A list of approved providers of the Ohio Person-In-Charge (level one) certification, including approved online courses, is available at:

[Providers of the Person in Charge \(level one\) and Manager \(level two\) Certification in Food Protection Training](#)

*****Attention Service members, Veterans and their spouses*****

The Ohio Department of Health Bureau of Environmental Health and Radiation Protection Food Safety Program offers expedited certification application processing for service members, veterans and their spouses. Applications must include proof of service member/veteran status. Documents considered acceptable proof for service members or veterans would include:

- Department of defense identification card (active, retired, temporary disability retirement list (TDRL));
- DD214 military discharge certificate indicating disposition of discharge;
- Report of separation from the national archives national personnel records center in St. Louis, Missouri; or
- Veterans' identification card from the department of veterans' affairs.

All acceptable proof documents, except veterans' identification card, must show the veteran status as honorable, general, general under honorable conditions, or discharged or released under conditions other than dishonorable.

Questions regarding Ohio Certification should be directed to the food safety staff.