

It is the policy of Alexandria Technical College to comply with federal and state law prohibiting discrimination in student admissions or treatment of students or employees on the basis of race, color, creed, religion, national origin, sex, marital status, disability, age, sexual preference, and status with regard to public assistance.



Minnesota
STATE COLLEGES
& UNIVERSITIES

A Member of Minnesota State Colleges &
Universities System

An Equal Opportunity
Employer/Educator

Alexandria

◆ TECHNICAL COLLEGE ◆

ServSafe Certification *and* Sanitation Update



**Food Service
Courses**
offered at
**Alexandria
Technical College**

ServSafe Certification

This course meets the educational requirements of the cities and counties in Minnesota that require a food manager to be certified in sanitation.

Book and exam used: ServSafe Essentials, Fifth Edition with exam answer sheet.

NOTE: The text book will be sent via mail to registrants before the start of class. Students are expected to review the book prior to class and bring the book with them to the training.

Dates: January 5, 2011

Time: 8:30 a.m.— 5:00 p.m.

(1 session/8 hours)

Location: Alexandria Technical College
Room 209
1601 Jefferson Street
Alexandria, MN 56308

Fee: \$145 per person
(includes book, exam, and answer sheet)

Instructor: MaryIn Lehmkuhl, R.D., L.D., M.S.

Sanitation Update

This course will provide the four hours of continuing education needed to renew the Minnesota Food Manager's Certificate for sanitation. A variety of topics will be covered including food allergens, hand washing, and additional current sanitation issues.

Renewal is four hours every three years.

Date: November 2, 2010

Time: 3:00—7:00 p.m.
(1 session/4 hours)

Location: Alexandria Technical College
Room 209
1601 Jefferson Street
Alexandria MN 56308

Fee: \$50 per person

Instructor: MaryIn Lehmkuhl, R.D., L.D., M.S.

Registration:

Register early! Advanced paid registration numbers will determine whether or not a class is conducted. Please register now and avoid missing a class you want!

To register, complete the registration form and return it with the registration fee. Enrollment will be accepted in order of the date that the registration is received.

Refunds:

To receive a full refund, registration must be canceled three working days before the class date. No shows to the class will not receive a refund.

Registration Confirmation:

One week prior to the class date, all registered individuals will receive a confirmation letter, map, and parking permit if applicable.

For More Information:

For questions regarding registration and future class dates, call Vicki or Jolene at ATC's Customized Training Center at 320-762-4510 or toll free at 1-888-234-1313.

If you need a reasonable accommodation for a disability, such an accommodation can be made available upon advance request. Please contact Vicki or Jolene at 320-762-4510 as soon as possible.

**MN Relay Service
1-800-627-3529**



CUSTOMIZED TRAINING CENTER

1601 Jefferson Street, Alexandria, MN 56308

1-888-234-1313 320-762-4510

www.alextech.edu/CustomizedTraining

Contact Information

Mail Alexandria Technical College, 1601 Jefferson Street, Alexandria, MN 56308
Fax 320-762-4634
Phone 320-762-4510
Toll Free 1-888-234-1313

Racial/Ethnic Origin Descriptions

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

Black or African American - A person having origins in any of the black racial groups of Africa.

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Accommodations

If you need a reasonable accommodation for a disability (e.g., wheelchair accessibility, interpreter, audio tape, or large print materials, alternative format), such an accommodation can be made available upon advance request. Please contact Customized Training at 320-762-4510 as soon as possible.

Minnesota Relay Service 1-800-627-3529

Policy

Alexandria Technical College is committed to providing equal education/employment opportunities to all persons and does not discriminate on the basis of race, religion, creed, color, national origin, gender, ancestry, sexual orientation, age, marital status, disability, reliance on public assistance or against any other recognized protected class.

Cancellations - Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

Missed Classes - Refunds will not be issued for any missed class, full class fees are due.

Late Arrivals - ATC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

Weather-Related Information 320-762-4400

After you register... you can assume that you are enrolled. Written confirmation will be sent to you a week before class. If a class is cancelled, you will be contacted by phone, mail, or email. Alexandria Technical College reserves the right to cancel courses due to unforeseen circumstances (a full refund will be granted).

Thank you for your registration and enjoy your class!