

Person-in-Charge (PIC) Food Safety Training Certification – Q & A Sheet

Q: What is Person-in-Charge (PIC) Food Safety Training and who is it designed for?

A: Person-in-Charge certification in food protection provides basic food safety and handling training for students. It is recommended for all entry-level food workers.

Q: Who is required to have PIC Training Certification?

A: All food operations must have one employee designated per shift with a working knowledge of the information included in the PIC class.

Additionally, our agency has adopted a policy which states that food operations must have additional PIC training if any one or more of the following occur:

- The operation is recalcitrant, meaning that there are recurring violations
- The operation is implicated in a foodborne illness outbreak
- Staff cannot demonstrate knowledge consistent with the content required in the PIC course

Q: Does the PIC Certification expire?

A: No. A PIC course approved by the Ohio Department of Health never expires. However, we recommend attendees periodically audit a PIC class to stay current with the food code changes that happen approximately every three years. There is no cost to audit a PIC class for those who attended PIC training with our agency within the last three years.

Q: How long is the PIC course?

A: The course is 3 hours long. Please refer to our training schedule for exact times.

Q: How do I register for the PIC course at CCBH?

A: Complete the application found on our website and return it to us with payment. We accept cash, check, or money order at our office (Monday-Friday from 8:30 a.m. to 4:30 p.m.) or by mail. We do not recommend mailing cash. Make checks payable to Cuyahoga County Board of Health.

Q: What materials are included with the PIC course?

A: The course fee includes instruction from certified CCBH staff members, handouts, and certifications given immediately after the class.

Q: What is the difference between “Person-in-Charge” and “Manager in Food Protection” training?

A: “Person-in Charge” is a basic food safety training certification. The “Manager in Food Protection” is an advanced food safety training certification. Ohio requires at least one certified “Person-in-Charge” per shift for all Risk level facilities.

Risk level III & IV facilities are required to have at least one additional employee with a “Manager in Food Protection” certification for each location.

Q: What is the current fee for the PIC Training Course?

A: The price of our course is **\$30 per student**. We also offer a corporate rate of \$600 for a group of 20-50 students. Any Ohio Department of Health-approved PIC class is valid in the state of Ohio. Prices will vary with outside providers.

Q: Are there discounted rates for sending multiple people to a class?

A: We offer a corporate rate of \$600 for a group of 20-50 students.

Q: How do I schedule a corporate class?

A: Contact Natalie Kracker at nkracker@ccbh.net or 216.201.2001 ext. 1218.

Q: Are there any online options available?

A: Yes. PIC courses can also be taken online. Here is a link to approved providers:

<https://odh.ohio.gov/know-our-programs/food-safety-program/food-safety-certification/>

Q: What if I lose my certification after taking the class?

A: We can provide a duplicate certificate of completion if the course was taken with our agency within the past five years. Please email nkracker@ccbh.net with your name, month and year that you took the PIC course. You may also call us at 216.201.2000.

Q: How do I know if my PIC certification fulfills the requirement for food safety training in Ohio?

A: Valid PIC certificates are denoted with ODH numbers such as **ODH# 18-04**. You can also refer to the website here: <https://odh.ohio.gov/know-our-programs/food-safety-program/food-safety-certification/>

Q: Although I received a lifetime certification, can I sit in on a scheduled class to review content and to hear updates?

A: YES! You are able to sit in on the PIC class for free up to 3 years after you receive your initial PIC certification from our agency. If you would like to reattend the course, please contact Natalie Kracker: nkracker@ccbh.net or 216.201.2001 ext. 1218.

Q: What additional food safety training does CCBH offer?

A: We offer a longer (16-hour) multiple day *ServSafe Manager in Food Protection* class, in addition to the PIC course.

Q: How can I get more information or find the training schedule?

A: Contact Natalie Kracker at nkracker@ccbh.net or 216.201.2000 ext. 1218.

A training schedule and application form are available on the CCBH website:

<https://ccbh.net/wp-content/uploads/2026/01/2026-PIC-Schedule-and-Application.pdf>