

# TRAINING PROGRAMS

FOR FOODSERVICE AND ALCOHOL CERTIFICATIONS



## **ServSafe® is the nationally-recognized food safety training developed and supported by the National Restaurant Association.**

The State of South Dakota, as part of the Food Service Code, requires food service establishments (including gas stations, hotel breakfast bars, food trucks and catering companies) to have at least one person on staff who has completed an eight-hour food service training and successfully passed a certification exam. Recertification is required every five years.

The program is designed to teach time and temperature requirements, hygiene, sanitation, contamination and more.

## **ServSafe® Manager National Certification/Recertification**

Choose an in-person or online class to get your first-time certification. These options may also be used when it's time to recertify if you want to maintain your national certification.

- **In-person Class:** Take an eight-hour ServSafe® class and graded print exam.
- **Online Course:** Go through the ServSafe® course online at your convenience, then take an in-person exam at one of our scheduled locations, our Pierre Office, or online remotely with ServSafe®/ProctorU.

## **ServSafe® Food Handler State-Specific Recertification Class**

If you have a current (unexpired) certification and are renewing it, you may choose this option.

- **In-person Class:** This four-hour, state specific program provides a short refresher course with a graded assessment (new in 2024). This certification is valid only in South Dakota.
- **Online Course:** Access the state specific course online through ServSafe®, a graded assessment is required at completion.

## **JOIN TODAY AND SAVE!**

Members save big every time they certify a staff member through classes offered by the South Dakota Retailers Association! For information on membership, visit [sdra.org](http://sdra.org) or call us today at 605.224.5050.



# 2024 CLASS SCHEDULE

## 8-HOUR SERVSAFE® MANAGER NATIONAL CERTIFICATION / RECERTIFICATION

ServSafe® is the industry standard in food safety training, and is accepted by more federal, state and local jurisdictions than any other program.

To become nationally certified you must take the ServSafe® Manager course. Courses are available online or in a classroom setting. The National ServSafe® Manager Certification / Recertification is valid for 5 years.

**SDRA Member, Eight-Hour National Class: \$130**

**Nonmember, Eight-Hour National Class: \$180**

ABERDEEN	PIERRE	RAPID CITY	SIOUX FALLS	WATERTOWN
Dakota Event Center 720 Lamont St	Ramkota Hotel 920 W Sioux Ave.	BW Ramkota Hotel 2111 N LaCrosse St.	BW Ramkota Hotel 3200 W Maple St.	Lake Area Tech College 1201 Arrow Ave
Thurs, June 13 Thurs, Oct 10	Wed, Apr 10 Wed, Aug 21	Tues, Feb 6 Tues, Mar 5 Tues, Apr 9 Tues, May 14 Tues, June 11 Tues, Sept 10 Tues, Oct 8 Tues, Nov 5 Tues, Dec 10	Thurs, Jan 4 Thurs, Feb 8 Thurs, Mar 7 Thurs, Apr 4 Thurs, May 2 Thurs, June 6 Thurs, July 11 Thurs, Aug 8 Thurs, Sept 12 Wed, Oct 2 Thurs, Nov 7 Thurs, Dec 12	Wed, May 8 Wed, Sept 18

**Class Time: 8:00 a.m. - 6:00 p.m.** Instruction and exam | \*Lunch not provided  
Please arrive 15 minutes early for registration. Bring your ServSafe® textbook with the Examination Answer Sheet, and a current valid photo ID.

## 4-HOUR SERVSAFE® FOOD HANDLER STATE SPECIFIC RECERTIFICATION CLASS

To maintain your ServSafe® certification, you can re-certify by completing a four-hour South Dakota State Only Recertification Class. Note: The four-hour certification does not maintain the national ServSafe® Manager certification, but it does meet the requirements of the South Dakota Department of Health. Graded assessment required (new in 2024).

**SDRA Member, 4-Hour State Class: \$85**

**Nonmember, 4-Hour State Class: \$110**

ABERDEEN	PIERRE	RAPID CITY	SIOUX FALLS	WATERTOWN
Dakota Event Center 720 Lamont St	Ramkota Hotel 920 W Sioux Ave.	BW Ramkota 2111 N LaCrosse St	BW Ramkota Hotel 3200 W Maple St.	Lake Area Tech College 1201 Arrow Ave
Wed, June 12	Wed, Apr 3 Wed, Aug 14	Tues, Feb 20 Tues, Oct 22	Wed, Jan 17 Thurs, May 16 Thurs, July 18 Thurs, Oct 3	Tues, Sept 17

**Class Time: 1:00 p.m. - 5:00 p.m.** Instruction only, no exam  
Please arrive 15 minutes early for registration and bring a current valid photo ID.

## ONLINE SERVSAFE® TRAINING OPTIONS

Complete ServSafe® courses online at your convenience. The eight-hour national certification requires a graded, proctored exam with a certified ServSafe® proctor. The four-hour recertification course may be completed online, including assessment.

**SDRA Member, Eight-Hour Online: \$170**

**Nonmember, Eight-Hour Online: \$220**

**Four-Hour Online: \$15**

**VISIT [SDRA.ORG](http://SDRA.ORG) FOR MORE INFORMATION**

## RETEST, CANCELLATION, AND REFUND POLICIES

### Retest/Test Only

If you did not pass the exam on the first try, or completed prior training, a \$90 retest/test fee will be applied. Retest is only available if original registration was within last eight months.

### Cancellations

Due to limited seating, we request that you cancel at least five-days before your scheduled class/exam. We will offer a refund, minus the cost of your study material, for cancellations done prior to the five-day time frame. However, if you do not cancel prior to the five-day time frame you may not receive a refund.

### Date Changes

A \$35 fee will be charged for any class date change five days or less prior to the class/exam date. Class date changes made five days or more **in advance of the date** will not be charged.

### No Shows

No refund or credit will be available if the attendee does not attend the class/exam on the scheduled date and fails to notify the South Dakota Retailers Association prior to the start of class.  
*There is a \$90 fee to reschedule.*

## HOW TO REGISTER

You must register and pay at least 14 days prior to the class/exam

- Visit [sdra.org](http://sdra.org)
- Click on ServSafe® Training, in the homepage banner
- Select a registration option (payment by check or payment by credit card)
- Or call SDRA at 605.224.5050 to register and pay with a credit card
- SDRA Members receive a discount on ServSafe® classes, excluding courses/exams purchased directly from ServSafe®.

## FOOD SERVICE TRAINING FAQ

### Q: Why do I have to become certified or have someone in my business certified?

**A:** If you have a foodservice or mobile foodservice license from the South Dakota Department of Health (DOH), you must have a certified person on staff. Some temporary foodservice establishments are exempt. Contact the DOH at (605) 773-4945 with questions.

### Q: My business has just one ServSafe® certified person on staff. If that person leaves, how long do we have to get another person certified?

**A:** When a certified food service manager leaves an establishment, the establishment has a 90-day grace period to obtain another certified manager. (State Food Service Code)

### Q: I'm opening a new restaurant, how long do I have to get a person certified?

**A:** You must have a certified person on staff prior to opening. The certificate number is a requirement on the SD DOH application.

### Q: If I purchase an existing restaurant, how long do I have to get a person certified?

**A:** Upon a change of ownership, a foodservice establishment has 90 days to have a person certified.

### Q: Is the class and exam available in other languages?

**A:** Although the class is instructed in English only, the textbook is available in Spanish, Chinese, and Korean. The exam is available in Spanish, Korean, Chinese, Japanese, and large print. Call at least one month in advance to request a special textbook and exam. (the online course is available in English and Spanish, and the exam is available in English, Spanish and Chinese)

### Q: The cost is lower for SDRA members. Are there other membership benefits?

**A:** There are MANY benefits of joining the South Dakota Retailers Association - and that's why over 4,000 businesses are already members.

***We are the acting Restaurant Association in South Dakota, with our largest membership category being restaurants and foodservice businesses!***



PO Box 638 | 320 E. Capitol Ave | Pierre, SD 57501

(605) 224-5050 | 1-800-658-5545

sdra.org | facebook.com/SDRetailers

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## ADDITIONAL TRAININGS

### ALCOHOL TRAINING

South Dakota businesses who sell alcohol are advised to provide approved training to their employees. If your establishment is caught selling alcohol to an underage person, your business will be fined and the penalty is doubled if the employee who sold the alcohol has not been through **ServSafe® Alcohol Training** or an approved training program. It is also a good business practice to train your employees about alcohol and tobacco laws, how to handle underage buyers, and the consequences of illegal sales.

*South Dakota Retailers Association members receive a 20% discount.*

### ALLERGEN TRAINING

The number of Americans affected by food allergies is trending higher every year. Dining out is a serious concern for individuals with this life-threatening condition and they are often unsure which restaurants can safely accommodate them - if at all. Making your restaurant staff allergy-aware will help protect your customers, and can help increase your revenue opportunities. The online **ServSafe® Allergens Training** is a way to make sure you and your employees have the basic information you need to ensure everyone takes the steps necessary to keep your customers safe.

*South Dakota Retailers Association members receive a 10% discount.*

### SERVSAFE® WORKPLACE

**ServSafe® Workplace** is a comprehensive suite of training programs rooted in the cultural and social issues affecting today's restaurant and hospitality work environments.

**ServSafe® Workplace** equips employees and managers with training to help manage emerging risks and advance the positive culture of the foodservice and hospitality industries. These programs will combine online training to create consistent messaging, while providing additional free resources such as breakroom posters, videos, and discussion guides to reinforce key training points.