

## INSTRUCTIONS FOR ONLINE FOOD HANDLERS COURSE

- Get on the internet
  - Go to <https://ky.train.org>
  - Follow instructions to create a new account
  - Click on **Create Account**
  - After your account has been created
  - Enter your **Login name** and **Password**
  - Click on the **Course Search**
  - Click at left hand side > by **Course ID**
  - Enter Course ID **1023077**
  - Scroll down to **Woodford County Food Handler Module** and click
  - Go to **Course Details** click **Registration** then click **Launch**
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- After you have successfully completed your test. Click on **Quit**
  - Click on **Home** to return to the home page
  - You **must** complete the **course evaluation** prior to printing the certificate  
Click on **Certificates** located under My Learning Record
  - Click on the Woodford Food Handler Module to print your certificate. The certificate shows that you have successfully completed the course.  
**The certificate is not your food handler's card.**

**Technical difficulties please contact David Knapp 502-564-4990 x 4083.**

To receive your food handler's card, bring the print out of your food handler Certificate and \$10.00 to the Woodford County Health Department.  
If you have any questions, please call (859) 873-4541.