

Instructions for Online Food Handler Course

- Get on the internet
 - Go to www.train.org/ky/home
 - 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 > course **ID**
 - Enter course ID: **1023077**
 - Select the **Woodford County Food Handler Module**
 - 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 you Food Handler Card*

Technical difficulties, please contact David Knapp (502) 564-4990 ext. 4083

***To receive your food handler card, bring a printed copy of your food handler certificate and \$10.00 to the Woodford County Health Department at 229 N. Main St. Versailles, KY 40383. If you have questions, please call (859) 873-4541.**