

**CITY OF CONCORD  
Code Administration Dept  
Health and Licensing  
37 Green St  
Concord, NH 03301  
603-225-8580**

**Certified Food Protection Employee**  
All Licensed Establishments  
01-10-13

The City of Concord adopted the US Public Health Services USFDA Food Code 2001 (as amended) and together with the Concord Code of Ordinances (Section 13-5) shall be known as the Sanitary Food Code of the City of Concord.

Pursuant to the above, Chapter 2 section 2-102.11 part B, the City of Concord requires that every Food Service Facility provide at least one supervisory food employee on staff at all times during the hours of operation, who has taken and passed a certification course that meets the standards of the **Conference for Food Protection, or the City of Concord Health Services**; NH Lodging and Restaurant Association,(NHLRA), Hospitality Recruiters, American National Standards Institute, (ANSI), and UNH Cooperative Ext. meet such standards. On-line Certification of completion for Serv-Safe does not meet those standards, unless a test by proxy is included. All required establishments must have and maintain a certified food protection employee to maintain their Food Service License.

A food protection employee may become certified by passing examinations accredited by the **Conference for Food protection or the City of Concord Health Services** The food protection employee must renew their certification every **five years**. Three accredited examination resources are:

1. NH Lodging and Restaurant Association: 603-228-9585; [info@nhlra.com](mailto:info@nhlra.com)
2. Hospitality Recruiters: Bud Kohn, 603-496-8879; [bud@hrfoodsafecom.com](mailto:bud@hrfoodsafecom.com)
3. ANSI American National Standards Institute 1-800-446- 0257
4. UNH Cooperative Extension: 603-679-5616 [alice.mullen@unh.edu](mailto:alice.mullen@unh.edu)

A certificate indicating that a food protection employee has taken and passed a certification course must be prominently posted in the food establishment next to the food service license. A copy of the certificate needs to accompany your yearly food license application. A grace period not to exceed 45 days is provided to replace an existing certified employee. Any establishment not meeting this requirement may lose their license to operate.

We do not require the above certification if the following applies to your facility:

1. Only commercially pre-packaged foods and beverages are sold.

Any questions please contact this office.

Eugene A. Blake  
Health and Licensing Officer