

Congratulations!

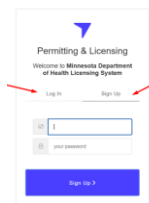
You have met your score requirements and qualified for the TAP Certificate of Achievement. You may print or download your certificate now.

The Minnesota Department of Health allows food safety managers to **renew** their Certified Food Protection Manager (CFPM) credential without taking an ANAB proctored exam. The Minnesota CFPM is valid for three years. To find the date that you need to renew your Minnesota Certified Food Protection Managers certification, [click here](#).

CFPM Certificate Renewal Instructions

To renew your CFPM certificate, navigate to: <https://mn-mdh.portal.opengov.com/categories/1087>

1. In the bottom righthand corner, click **“Claim a Record”**.
2. If you are new to the Minnesota Department of Health Licensing System, you will need to sign up. If you are a returning user, Login.



3. Follow the online instructions to Sign Up. Once Log in you will receive your Claim Code
4. To claim your digital record, enter your Claim Code: **xxxxxxxxxx** (this is case sensitive).
5. Once you have entered your claim code, select **“My Account”** to display the action required of **“Renew Now”**.
6. You can make any necessary changes to your contact information, complete your renewal application, upload your continuing education unit’s (CEUs), and pay your renewal fees electronically.

MDH Licensing System Instructions:

<https://editwww.web.health.state.mn.us/about/tools/licensingsite.html>

Continuing Education

Please provide proof of at least four (4) contact hours of approved continuing education activities, completed within the effective dates of your valid Minnesota CFPM certificate. Continuing education hours completed after the certificate expiration date will not be accepted.

The continuing education course certificate must include:

- Applicant's name
- Title of the approved course
- Number of approved contact hours
- Course date
- Instructor's name
- Instructor's telephone number or email address

Your TAP Certificate fulfills these requirements

A completed application, approved CEU documentation, and fees must be submitted no more than six (6) months following the expiration date of your Minnesota CFPM certificate.

Staff will be notified once you have completed your renewal and will review your application for completeness. Once approved, your CFPM certificate will be mailed to the address provided. All future renewal notices will be sent via email.

All renewal applicants will receive a new certificate number as part of this process.

Contact

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