



FOODSERVICE MANAGEMENT PROFESSIONAL® [FMP®] Certification Program

Thank you for applying for the National Restaurant Association (the Association) Foodservice Management Professional® [FMP®] certification program. The FMP certification program is a formal process that recognizes your professional excellence in the restaurant and foodservice industry. Those who successfully complete the examination and meet all prerequisites are awarded the FMP designation.

To be eligible to apply for certification and to take the comprehensive examination, applicants must meet the following minimum prerequisites:

Minimum Work Experience. You must have three (3) years of supervisory experience in a restaurant or foodservice operation. If you hold an associate's degree or higher in business or hospitality, only two (2) years of restaurant or foodservice supervisory experience are required.

Specialized Training. You must have earned a Food Protection Manager certification within a five (5) year period prior to your application date. The examination must meet the intent and scope of the Food Protection Manager Certification Program standards and criteria as established through the Conference for Food Protection (e.g., ServSafe® Food Protection Manager Certification Examination).

Please read the following instructions carefully:

- All applications must be clearly typed or printed with accurate information.
- Do not leave any sections blank. Only completed applications will be accepted.
- Applications are nontransferable. All information will be kept confidential.
- Applicants will be notified of their acceptance to take the examination within two weeks of submitting the application.
- Examinations will be scheduled beginning two weeks following acceptance, and all sections of the examination must be successfully passed within one year of acceptance.

If you have any questions regarding the application, please contact the Service Center at the Association at 800.765.2122, ext. 6703, or in the Chicago area at 312.715.1010, ext. 6703, or direct email to servicecenter@restaurant.org.

FOODSERVICE MANAGEMENT PROFESSIONAL® [FMP®]
Certification Program Examination Application

Section I

Personal Information (Please print or type)

Name _____
Last/Family First/Given Middle

Title _____

Organization _____

Business Address _____
Number and Street Suite Number

City _____ State _____

ZIP/Postal Code _____ Country _____

Day Phone Number () _____ Fax Number () _____

Email Address _____

Home Address _____
Number and Street Apt. Number

City _____ State _____

ZIP/Postal Code _____ Country _____

Preferred Mailing Address: (Please check one) Home Business

Section II
Industry Experience

Please submit a current résumé and formal job description for each position that fulfills the supervisory experience requirement.

Section III
Formal Education

GED _____
Institution Name City, State Year Earned

High School _____
Institution Name City, State Year Graduated or Years

College _____
Institution Name City, State

Year Graduated or Years Attended Major and Degree Earned

Graduate _____
Institution Name City, State

Year Graduated or Years Attended Major and Degree Earned

Food Protection Manager Certification

Please submit a copy of a current food protection manager certificate. You must have been certified or recertified within the last five (5) years, using an examination that meets the intent and scope of the Food Protection Manager Certification Program standards and criteria as established through the Conference for Food Protection (e.g., ServSafe® Food Protection Manager Certification Examination).

If you acquired your certification through the ServSafe program, please provide your name, date certified and certificate number to expedite the verification of your status.

Name _____ Date Certified _____ Certificate Number _____

Section IV Application and Certification Fees

All applications must include payment for the \$150 application and certification fees. Applicants who do not meet eligibility requirements will receive a \$100 refund, as there is a \$50 nonrefundable processing fee. Please include a check, money order or credit card number with this application.

- Enclosed is my \$150 check or money order for the application and certification fees.
(Make check payable to National Restaurant Association Solutions.)
- Please bill my credit card for \$150 for the application certification fees.
- AMERICAN EXPRESS MASTERCARD VISA DISCOVER DINERS CLUB

Credit Card Number _____ Expiration Date _____

Cardholder's Name (please print) _____

Cardholder's Signature _____

Billing Address _____

Number and Street

Apt. Number

City _____ State _____

ZIP/Postal Code _____ Country _____

To ensure your application is processed, your billing address must match the bill to address associated with your credit card.

Section V Enrollment Agreement

I certify that all the information provided in this application to the Association is correct. I have read the instructions and conditions provided with this application and agree to the terms stated therein.

I understand that falsified information on this application is grounds for denial of acceptance into the program or certification revocation and bars me from future certification. I submit that National Restaurant Association may validate and verify any information contained on this application. Finally, I release the Association from any liability for damages resulting from the use to which I or any agency or institution puts the certification.

Name (please print) _____ Signature _____ Date _____

Please return completed application with required documentation to:

**National Restaurant Association
Attn: Service Center
233 S. Wacker Drive, Suite 3600
Chicago, IL 60606-6383**

The Association is dedicated to building a professional workforce that meets the needs of the restaurant and foodservice industry through education, training and recognition. National Restaurant Association is the only organization offering products and services that provide a lifelong path for learning—beginning at the high school level and extending beyond management level.