

INSTRUCTIONS FOR JESSAMINE COUNTY ONLINE FOOD HANDLER COURSE

- Go to <https://ky.train.org>
- Click **Create Account**
- Follow instructions to create your account
- Enter your **Login name** and **Password** to Login. An instructional video is available by clicking “Food Safety Click Here to Watch Video” in purple text. This video will show you how to complete the module and get your certificate.
- Enter Course ID **1006105** in the search box located at the top right of screen.
- This will take you to the **Jessamine County Food Handler Module**. PayPal payments are available at this step but **not** required. See below
- Click on the **Registration** tab.
- Click **Launch** to start module
- When you have completed the module follow the instructions on the last page.
- Click on **Close this Module**. Click on **Close** again or you may also select **Pay with PayPal**. You will be returned to the Course Details Page.
- Click on **Home** to go to your Dashboard.
- Under Dashboard, click on **My Learning** then click on **Current Courses**
- Click on the **Jessamine County Food Handler Module**, then click **M** under manage on the far right of the page
- Click **Assessment**, then **Start Assessment** to take your quiz.
- Complete **Evaluation**
- Return to home page and click on **My Certificates**. Print Certificate and bring to Jessamine County Health Department with your \$5 fee. If you cannot print your certificate, we can check your status when you come in.

***PayPal is available if you would like to receive your card by mail. To use click on one of the pay with PayPal buttons. Please reference the name of person that is taking the Jessamine County Food Handler Course.

The Jessamine County Health Department is located at 210 East Walnut Street. The Environmental entrance is located at the back of the building facing Maple Street. Our office hours are 8:00 – 12:00 p.m. Monday – Friday. If you need assistance please contact Barbara Smith at 859-885-2310.