

CFPM Application – Minnesota Department of Health (MDH)

Step 1: Get Your Certificate

Initial Applicants / Exam Takers

1. Go to **www.alwaysfoodsafes.com**
2. Log in using the email and password you created for the exam.
3. Select **“View Certificate.”**
4. Save the certificate to your computer or take a screenshot.
5. Upload this certificate to your MDH account as proof you passed the accredited course and exam.

Recertification Applicants

- Upload the certificate provided by **Safe Food Training**.

Recertification applicants are issued a **Claim Code** by the State of Minnesota (via mail or email). This code links your new certificate to your existing credential.

If you cannot locate your Claim Code:

Email **health.fmc@state.mn.us** with your identifying information and request your Claim Code. MDH will email it back to you.

To Use Your Claim Code:

1. Log in to your MDH account
 2. Select **“Claim a Record”** (lower right)
 3. Enter the Claim Code exactly as provided
 4. Submit, then upload your certificate
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Step 2: Create or Access Your MDH Online Account

Access the MDH Licensing Portal

- Search: **“MN Department of Health Licensing System”**
OR
- Visit: **mn-mdh.portal.opengov.com**
OR
- Scan the provided QR code



Click **Login** (top right)
Choose **“Sign up using Secure Portal”**

Create a New Account

1. Enter your email address, username, and password
 2. Check your email for a verification link from MDH
 3. Follow the instructions to verify your account
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Step 3: Upload Required Documents

Once your account is created, upload the required documentation for MDH to approve your CFPM license.

Important:

Documents expire **6 months** after issuance if not uploaded. Expired documents require retaking the full course and exam.

To Upload Documents:

1. Log in to your MDH account
 2. Select **My Account** (upper right)
 3. Choose **“Attach Document”**
 4. Upload your certificate
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Contact Information

Minnesota Department of Health

☎ 651-201-4500

✉ health.fmc@state.mn.us

Always Food Safe – Customer Support

☎ 844-312-2011

Safe Food Training

☎ www.safefoodtraining.com

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