Step-by-Step Instructions for Home-Based Microprocessing Certification

- Attend a Home-Based Microprocessor (HBM) workshop. You must pass both tests to complete the training successfully.
- When you receive your workshop certificate, make a photocopy of it to include in the HBM application packet.
- Get recipes approved for ALL HBM products you plan to process. Each recipe should be submitted for approval to the HBM Team. There is a \$5.00 fee per recipe. You will be invoiced for payment. Recipes can be submitted online from the UK FCS Home-Based Processing and Microprocessing site using the Submit HBM Recipe Online link or mailed to the address below:

Home-Based Microprocessing Team 102 Erikson Hall Lexington, KY 40506-0050

- When you receive the approved recipes, make a photocopy of each to include in the HBM application packet.
- Make draft labels for each recipe. The labels and corresponding recipes should be included in the HBM application packet
- Fill out the application for HBM certification. DON'T FORGET TO INCLUDE:
 - Copy of the workshop certificate
 - Copy of each approved recipe
 - Copy of draft label for each product
 - \$50.00 certification fee, check payable to Kentucky State Treasurer
- Sign and date the application. Mail to:
 - o Lewis Ramsey

Food Safety Branch H S 1 C F 275 East Main Street Frankfort, KY 40621

Contact Lewis Ramsey at 502-564-7181 or <u>lewis.ramsey@ky.gov</u> with any questions about the application process.

102 Erikson Hall | Lexington, KY 40506-0050 | P: 859-257-3887 | fcs-hes.ca.uky.edu

Cooperative Extension Service

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, physical or mental disability or reprisal or retaliation for prior civil rights activity. Reasonable accommodation of disability may be available with prior notice. Program information may be made available in languages other than English. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.



Disabilities accommodated with prior notification.

Agriculture and Natural Resources Family and Consumer Sciences 4-H Youth Development Community and Economic Development

Lexington, KY 40506