

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:
 - 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 lewis.ramsey@ky.gov with any questions about the application process.

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

