Step-by-Step Towards HBM Certification

- Attend a Homebased Microprocessor (HBM) workshop. You must pass both tests to successfully complete the training.

- When you receive your workshop certificate, make a photocopy 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 Dr. Sandra Bastin, along with a $5.00 fee per recipe. Make checks **payable to the University of Kentucky**. Mail recipes for approval and fees to:

  Dr. Sandra Bastin
  University of Kentucky
  206 Funkhouser Building
  Lexington, KY 40506-0054

- When you receive the approved recipes, make a photocopy of each to include in the HBM application packet.

- Each recipe must have a draft label. Attach to the appropriate approved recipe. These will be included in the HBM application packet.

- Fill out the application for HBM certification. DON'T FORGET TO INCLUDE:
  - Copy of 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. Send to:

  Department for Public Health, Food Safety Branch
  275 East Main Street, HS 1C-F
  Frankfort, KY 40621

Remember, to become a **Homebased Processor** (to sell lower risk items such as regular fruit jams and jellies, dried fruits, vegetables and herbs, and baked goods containing a fruit, vegetable, nut or herb you have grown), you just need to register each year with the Food Safety Branch. No recipe approval is needed but you must follow labeling rules and have an approved water source. Contact the Food Safety Branch at 502-564-7181.

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