



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 Annhall Norris, along with a \$5.00 fee per recipe. Make checks **payable to the University of Kentucky**. Mail recipes for approval and fees to:
Annhall Norris
University of Kentucky
121 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 labels to the appropriate approved recipes. 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: Virginia Hamilton
Food Safety Branch HS1CF
275 East Main Street
Frankfort, KY 40621

Contact Virginia at 502-564-7181 or virginia.hamilton@ky.gov with any questions about the application process.