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 H51 CF  
  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.