

## 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 products you plan to process. Each recipe should be submitted for approval to Dr. Sandra Bastin, complete 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
- Sign and date the application. Send to:  
Department of Public Health, Food Safety Branch  
275 East Main Street, HS 1C-F  
Frankfort, KY 40621

Remember, to become a **Homebased Processor** (to sell low risk items such as jams and breads containing a fruit, vegetable, nut or herb you have grown), simply send in the free Homebased Processor application to register. No recipe approval is needed but you must follow labeling rules.

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