

## 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. There is a \$5.00 fee per recipe. You will be invoiced for payment. Recipes can be submitted online from the UK Homebased Processing and Microprocessing site using the Submit HBM Recipe Online link [https://uky.az1.qualtrics.com/jfe/form/SV\\_0MJZ6QJbkhL5ZY1](https://uky.az1.qualtrics.com/jfe/form/SV_0MJZ6QJbkhL5ZY1) or mailed to the address below:
  - Annhall Norris
  - University of Kentucky
  - 208 Erikson Hall
  - Lexington, KY 40506-0054
- 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 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 HS 1 CF
  - 275 East Main Street
  - Frankfort, KY 40621

Contact Lewis Ramsey at 502-564-7181 or [lewis.ramsey@ky.gov](mailto:lewis.ramsey@ky.gov) with any questions about the application process.