

On-line Correction Form

PLEASE NOTE: INCOMPLETE AND UNSIGNED FORMS WILL NOT BE PROCESSED

- **PRINT CLEARLY**
- **Forms can be faxed to (866) 665-9570 or (312) 583-9853 or emailed to Servicecenter@restaurant.org**

The intended use of this form is to correct an online Examinee's name on the Certificate in the event that the Examinee has taken the exam under their Managers or exam Proctor/Instructor's Servsafe account log-in. Please have the exam graded prior to the submission of this form.

Instructors/Proctors complete the following information:

Name: _____ **Exam Date:** _____

Email Address: _____

Web User ID: _____

I understand that by signing this form I am stating that I was the Instructor and or Proctor for the examinee listed below. The certificate number to be corrected is _____. In addition, if proctored exam was required, - I was present while the exam was administered and all Exam Administration Procedures were followed as outlined in the Exam Administration Handbook.

Signature _____

Examinees complete the following information (Examinee Must have a preregistered account at ServSafe.com):

Name: _____ **Exam Date:** _____

Email Address: _____

Web User ID: _____

I understand that by signing this form I am stating that I was the factual examinee. The certificate number to be corrected is _____. In addition, if a proctored exam was required, the above mentioned Instructor/Proctor was present during the examination.

Signature _____