



## Renewing as a ServSafe Alcohol® Instructor

- To maintain your standing as a ServSafe Alcohol® Instructor you will need to retake a ServSafe Alcohol Primary or Advanced Exam and have completed the ServSafe Alcohol Renewal application by the expiration date on your ServSafe Alcohol certificate.

### Take the ServSafe Alcohol® Online Exam

- Score an 80 percent or above on a ServSafe Alcohol® Exam within the last three years.
- To attend a ServSafe Alcohol Course and Exam:
  - **Online:** Purchase the ServSafe Alcohol® Online Course and Primary Exam (if in Maryland or South Carolina you must take the ServSafe Alcohol® Advanced Exam).
  - **Print Based:** Take either the ServSafe Alcohol Primary or Advanced Class and Exam (if in Maryland or South Carolina you must take the ServSafe Alcohol® Advanced Exam). To contact a ServSafe Alcohol Instructor use the “Class Locator” portion of [www.ServSafe.com](http://www.ServSafe.com) or contact your State Restaurant Association.



### Complete and Submit the ServSafe Alcohol Instructor Renewal Application

- Login to [www.ServSafe.com](http://www.ServSafe.com) with your ServSafe Alcohol Instructor’s Login.
- Under the ServSafe Alcohol menu, select “**For Instructors/Proctors.**”
- Select “**Renew Instructor Status.**”
- Download and print the “ServSafe Alcohol® Instructor Renewal Application.”
- Fax or Mail the application to NRA Solutions Exam Administration.



### Renewal Application Approval

- You will receive confirmation via email 3-4 business days after the NRA Solutions has received your application.
- Once you have received approval via email, you may continue to instruct and administer the ServSafe Alcohol Course and Exams.