



Registering as a ServSafe Alcohol® Online Proctor

- Instructors in Wisconsin or Michigan must contact their State Restaurant Association before conducting a ServSafe Alcohol® course or Exam.
- Approved ServSafe Alcohol Instructors are automatically registered as Online and Print-Based Exam Proctors.
- Use the attached ServSafe Alcohol Online Proctor Application.
 - Online Proctors are not authorized to administer any print-based Exam.
 - Online Proctors cannot be related to the examinee.

Proctor Application Process

- Go to www.ServSafe.com. Click on “**ServSafe Alcohol**” on the left hand side of the page.
- Under “**For Instructors and Proctors,**” click “**Become a Registered Online Proctor.**”
- Download a copy of the *ServSafe Alcohol® Exam Administration Handbook*.
- Read the *ServSafe Alcohol Exam Administration Handbook*.
- Complete and return the Online Proctor Application (a valid email address, two professional references, and a signature on the Mutual Non-Disclosure and Confidentiality Agreement must be provided).
- Applications are processed within three to five business days of receipt. (Please call to confirm receipt of your application once it has been faxed).
- Approval notice is sent via email and includes your User Name and Password. You can create/administer the ServSafe Alcohol® Advanced Online Exam at this time.

NOTE: Please see the attached ServSafe Alcohol Online Exam Creation and Administration for instructions on creating an Online Exam.