



Verifying Training Hours with Hours of Training Form

When to Complete an Hours of Training Form

- If you are in a state or within a local jurisdiction that requires the student to provide proof of training hours attended.



How to Find the Hours of Training Form

- Go to www.ServSafe.com. Click on **"Instructor Resource Center"** located in the upper left hand corner of the home page.
- Under the yellow box titled **"Instructor Toolbox,"** click on **"Hours of Training Form."**
- Enter your Instructor user ID and password and click **"Login"**
- Print the form and complete the information. This form can be shown to health inspectors or your local health department to verify the number of classroom hours attended.