



## Renewing Your Status to Become a Certified Instructor & Registered Proctor (Food Safety)

### **Take the ServSafe® Food Protection Manager Certification Examination Instructor Version**

- ❑ You need a passing score of 75% or better within the past 5 years on the ServSafe Food Protection Manager Certification Examination Instructor Version\*
- ❑ To take the Course and Exam:
  - Purchase the ServSafe Food Safety Online Course and utilize an Online Proctor
  - Contact an approved ServSafe Food Safety Instructor through the "Find a Class" portion of [www.ServSafe.com](http://www.ServSafe.com) or contact your state restaurant association.

\* The Instructor version is a separate form of the normal ServSafe Food Protection Manager Certification Examination. This Exam was created to ensure instructors do not view the same Exam questions as examinees. If you have not taken the Instructor Version of the Exam, a 90 day waiting period (from your Exam date) will apply before you will be authorized to provide course instruction. (Example: If you took the normal ServSafe Exam on 01-15-2008, you can teach your first course after 04-14-2008)

### **Select your Role**

- ❑ Go to [www.ServSafe.com](http://www.ServSafe.com). Click on "For Instructors/Proctors" located under the "ServSafe Food Safety" menu. Click "Renew Instructor/ Proctor Status."
- ❑ Under "Dual Role" click "Details." After reading through description, click "Apply".
- ❑ Enter your user ID and password. If you do not remember your login, call Exam Administration 800-765-2122

### **Dual Role Application Progress**

- ❑ Under "Certified ServSafe Instructor Application Progress" Click on "Step 1. ServSafe Food Protection Manager Certification" to verify that you have a current ServSafe Food Protection Manager Certificate. Once verified, click on "Proceed to step 2."
- ❑ Click on "Step 2. Take the ServSafe Online Advanced Test."
- ❑ Read through instructions. This is not a proctored Exam. It is open book and you have 3 attempts within a 12 month period to pass this Exam. Click on "Start Exam" and complete the test. Once you pass, click on "Proceed to step 3."
- ❑ Click on "Step 3. Take the Instructor and Proctor Training and Quiz."
- ❑ Please note: For the Proctor Tutorial (Module 3), you will need to print off the ServSafe Examination Handbook You can print this document by clicking on the "Attachments" button on the upper right hand corner of your browser.
- ❑ Complete and pass Instructor and Proctor Tutorials and quizzes.
- ❑ Once complete, click "Exit" in the upper right hand corner of your browser.
- ❑ Click on "Step 4. Application and Performance Agreement"
- ❑ Complete all required information and click "Submit."

### **Certified ServSafe Instructor and Registered Proctor Renewal Confirmation**

- ❑ An "All Steps Completed" screen with a congratulations message will appear confirming that you have successfully renewed your status.
- ❑ An email confirmation will also be sent with your Instructor ID and login. At the time you receive your email you are authorized to continue to provide both ServSafe Food Protection Manager Course instruction and proctoring.

Please contact Exam Administration at 800-765-2122, ext 703 or [certification@restaurant.org](mailto:certification@restaurant.org) with any questions

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