



Renewing as a Registered ServSafe Proctor (Food Safety)

Select your Role

- ❑ Go to www.ServSafe.com. Click on "For Instructors/Proctors" located under the "ServSafe Food Safety" menu. Click "Renew Instructor/Proctor Status."
- ❑ Under "Registered Proctor" click "Details." After reading through description, click "Apply".
- ❑ Confirm your role. Proctors can only administer the exam. Click "Yes, I want to order and proctor the exam only."
- ❑ Enter your user ID and password. If you do not remember your login, call Exam Administration 800-765-2122 x703

Proctor Application Process

- ❑ Click on "Step 1. Take Proctor Training and Quiz."
- ❑ Please note: You will need the ServSafe Examination Handbook in order to pass this quiz. Make sure to print this document by clicking on the "Attachments" button on the upper right had corner of your browser.
- ❑ Complete tutorial and pass quiz. Once you have completed the tutorial, click "Exit" in the upper right had corner of your browser.
- ❑ Click on "Step 2. Application and Performance Agreement"
- ❑ Complete all required information and click "Submit."

Registered ServSafe 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 proctor ID and login. At the time you receive your email you are authorized to continue to order exams and provide exam proctoring for the ServSafe Food Protection Manager Certification Examination.

Please contact Exam Administration at 800-765-2122, ext. 703 or certification@restaurant.org with any questions

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