



Becoming 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 "Become a Food Safety Instructor or Proctor."
- ❑ Under "Registered Proctor" click "Apply".
- ❑ Confirm your role. Proctors can only administer the exam. Click "Yes, I want to order and proctor the exam only."
- ❑ If you are an existing user, enter your user ID and password. If you do not have a log in, under "New User" click on "Create a new Profile."

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 Approval

- ❑ You will receive a confirmation email within two business days after completion
- ❑ At the time you receive your email you are authorized 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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