

# Instructor or Dual Role Renewal/Application Process



Six steps for Existing Instructors with a ServSafe® Certification that has expired or will expire prior to September 30, 2008.

TASK	DATE AVAILABLE	COMPLETE BY
<p><b>1. Verify the expiration date of your ServSafe Food Protection Manager Certification to ensure that you are following the correct renewal process.</b></p> <p><b>Four ways to check the expiration date:</b></p> <ol style="list-style-type: none"> <li><b>1. Look at the expiration date on your ServSafe Certificate.</b></li> <li><b>2. Visit the Instructor Resource Center on <a href="http://www.ServSafe.com">www.ServSafe.com</a>.</b> Click on “Check Certification Status” to find the expiration date of your certification.</li> <li><b>3. E-mail Exam Administration at <a href="mailto:certification@nraef.org">certification@nraef.org</a>.</b> Be sure to put “ServSafe Certification Status” in the subject line and include your first and last name (as it would have appeared on your answer sheet), your address including city, state and zip, and the last four digits of your Social Security number in your e-mail.</li> <li><b>4. Call Exam Administration at (800) ServSafe (800-737-8723), ext. 703.</b></li> </ol>	Available now	Check as soon as possible so you will be ready to begin the renewal process on March 31, 2008
<p><b>2. Obtain a current ServSafe Food Protection Manager Certification. Be sure to request the new Instructor Version of the ServSafe Food Protection Manager Certification Examination.*</b></p>	Available now	September 30, 2008
<p><b>3. Log into <a href="http://www.ServSafe.com">www.ServSafe.com</a> with your established user ID and password. If you do not know your user ID and password, click “User ID and Password Help,” or e-mail <a href="mailto:certification@nraef.org">certification@nraef.org</a> with your name and Instructor ID number.</b></p>	March 31, 2008	September 30, 2008
<p><b>4. Click “Food Safety Instructor or Proctor Renewal” to access the Renewal Process. Then select your role, either “Certified ServSafe Instructor” or “Dual Role.”</b></p>	March 31, 2008	September 30, 2008
<p><b>5. Complete online application process including:</b></p> <ul style="list-style-type: none"> <li> <p><b>• ServSafe Instructor Online Advanced Test</b> The new Advanced Test will be an online, open book, non-proctored test. This new requirement is designed to help ensure Instructors better understand the rationale behind food safety, so they are able to demonstrate more well-rounded food safety knowledge and answer questions frequently asked by students.</p> </li> <li> <p><b>• Instructor or Dual Role Tutorial</b> All Instructor or Dual Role (Instructor/Proctor) applicants will receive training about how to deliver ServSafe training through the 90-minute online training tutorial. You will learn the critical <i>what’s, when’s, how’s, where’s</i> and, the all important <i>why’s</i> of the ServSafe Food Safety Program.</p> </li> </ul> <p><b>Note:</b> All Instructors or Dual Roles must maintain a current ServSafe Food Protection Manager Certification. When your ServSafe Certification expires, you will be required to take the ServSafe Food Protection Manager Certification Examination, Instructor Version.*</p>	<p>March 31, 2008</p> <p>March 31, 2008</p>	<p>September 30, 2008</p> <p>September 30, 2008</p>
<p><b>6. Read and agree to the terms of the online ServSafe Instructor Performance Agreement or the ServSafe Dual Role (Instructor and Proctor) Performance Agreement.</b></p>	March 31, 2008	September 30, 2008

Please note: Applicants must complete the Renewal Process by September 30, 2008 and receive notification from the NRAEF or they will not be considered Certified ServSafe Instructors and will no longer be able to order Exams.

\*The Instructor version of the Exam is administered like a normal ServSafe Food Protection Manager Certification Exam and is an option on all exam request forms. You will need to have a Registered ServSafe Proctor order the Instructor Version of the Exam for you. You can not administer the Examination to yourself.

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