Instructor or Dual Role Renewal/Application Process

Five steps for New Certified ServSafe® Instructor or Dual Role Applicants without a ServSafe Certification.

TASK	DATE AVAILABLE	COMPLETE BY
1. Obtain a ServSafe Food Protection Manager Certification. Be sure to request the new Instructor Version of the ServSafe Food Protection Manager Certification Examination.*	Available now	Complete before going to Step 2
2. Log into www.ServSafe.com 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 certification@nraef.org with your name and Instructor ID number. • **If you do not have a user ID and password**, click "Create New Profile," and complete the user registration form.	November 27, 2007	Complete before going to Step 3
3. Click "Become a Food Safety Instructor or Proctor " to access the Application Process. Then select your role, either "Certified ServSafe Instructor" or "Dual Role."	November 27, 2007	Complete before going to Step 4
4. Complete online application process including: • **ServSafe Instructor Online Advanced Test** 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. • **Instructor or Dual Role Tutorial** 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 *what's, when's, how's, where's* and, the all important *why's* of the ServSafe Food Safety Program. **Note:** 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.*	November 27, 2007 November 27, 2007	One year after the date that you begin process by selecting a role on www.ServSafe.com One year after the date that you begin process by selecting a role on www.ServSafe.com
5. Read and agree to the terms of the online ServSafe Instructor Performance Agreement or the ServSafe Dual Role (Instructor and Proctor) Performance Agreement.	November 27, 2007	One year after the date that you begin process by selecting a role on www.ServSafe.com

Please note: New applicants will have one year to complete this Application Process from their start date. The Application Process must be completed and notification must be received from the NRAEF before instructing the ServSafe Food Safety Course and/or proctoring the Examination.

*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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