

Proctor Renewal/Application Process



Four steps for Existing ServSafe® Proctors.

TASK	DATE AVAILABLE	COMPLETE BY
1. 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 Proctor number.	March 31, 2008	September 30, 2008
2. Click "Food Safety Instructor or Proctor Renewal" to access the Renewal Process. Then select "Registered ServSafe Proctor" for your role.	March 31, 2008	September 30, 2008
3. Complete online application process including: <ul style="list-style-type: none"> • Proctor Tutorial Based on the updated <i>ServSafe Examination Administration Handbook</i>. The NRAEF ServSafe Food Protection Manager Certification Examination requires deliberate supervision over its secure administration. Proctors will take a brief online tutorial that will equip them to successfully proctor a ServSafe Food Protection Manager Certification Exam. 	March 31, 2008	September 30, 2008
4. Read and agree to the terms of the online ServSafe Proctor Performance Agreement.	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 Registered ServSafe Proctors and will no longer be able to order Exams.