

Proctor Renewal/Application Process



Four steps for New Registered ServSafe® Proctor Applicants.

TASK	DATE AVAILABLE	COMPLETE BY
1. Visit www.ServSafe.com to create a user ID and password.	November 27, 2007	Complete before going to Step 2
2. Click " Become a Food Safety Instructor or Proctor " to access the Application Process. Then select " Registered ServSafe Proctor " for your role.	November 27, 2007	Complete before going to Step 3
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. 	November 27, 2007	One year after the date that you begin process by selecting a role on www.ServSafe.com
4. Read and agree to the terms of the online ServSafe 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 ordering Exams and proctoring the ServSafe Food Safety Examination.