

Instructor and Proctor Quality overview

To learn more, please visit www.ServSafe.com/irc/service



Below is a new set of procedures, requirements and standards that will help lead to a consistently superior educational experience for all students. Launching these upgrades will help establish a higher level of quality and greater consistency throughout the program for every Instructor and Proctor. **Note: these upgrades were put into effect for new Instructors and Proctors on November 27, 2007. They will apply to existing Instructors and Proctors on March 31, 2008.**



NEW COMPONENT	PURPOSE AND BENEFITS	EFFECTIVE
Instructor version of the ServSafe® Food Protection Manager Certification Examination	<p>New Instructors will be required to pass the ServSafe Food Protection Certification Examination, Instructor Version.</p> <p>This Exam separates the Instructor applicant from the same Exam that their students are taking, lessening the chance that someone might “teach to the test.” It can be found on all exam request forms.</p>	<p>Effective now</p>
Online renewal/application process for Instructors and Proctors	<p>This option provides an online application process for all Instructors and Proctors.</p> <p>Applicants will go to www.ServSafe.com to begin the new user-friendly online Instructor, Proctor and Dual Role (Instructor/Proctor) application process. They will need to create a www.ServSafe.com profile with a login ID and password; or use their current login ID and password. Once logged on and having chosen their role designation of Instructor, Proctor, or Dual Role (Instructor/Proctor), applicants will automatically be led down a path that highlights important information; provides knowledge, skills, and training tips that enable and equip them to expertly deliver ServSafe training; and supports them as they proceed through the application process.</p> <p>Online Renewal/Application Processes for Instructors and Dual Roles:</p> <p><u>Existing Instructors with a ServSafe Certification that will not expire prior to September 1, 2008</u></p> <p><u>Existing Instructors with a ServSafe Certification that has expired or will expire prior to September 1, 2008</u></p> <p><u>New Certified ServSafe Instructor or Dual Role Applicants without a ServSafe Certification</u></p> <p>Online Renewal/Application Processes for Proctors:</p> <p><u>Existing ServSafe Proctors</u></p> <p><u>New Registered ServSafe Proctor Applicants</u></p>	<p>Effective now</p>

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NEW COMPONENT	PURPOSE AND BENEFITS	EFFECTIVE
Online training tutorial for Instructors	<p>A new training tutorial is being developed for new Instructors that will give them the knowledge, skills and support specific to learning and delivering ServSafe training.</p> <p>Become a Certified ServSafe Instructor. 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>	Effective now
Online training tutorial for Proctors	<p>A new online training tutorial is being developed for new Proctors. It is based on the updated <i>ServSafe Examination Administration Handbook</i>.</p> <p>The NRAEF ServSafe Food Protection Manager Certification Examination requires deliberate supervision over its secure administration. It requires integrity and order. Proctors will take a brief online tutorial that will equip them to successfully proctor a ServSafe Food Protection Manager Certification Exam.</p>	Effective now
Certified ServSafe Instructor, Registered ServSafe Proctor, or Dual Role designations	<p>New Certified Instructor, Registered Proctor or Dual Role (Instructor/Proctor) designations bring more clarity to roles and responsibilities.</p> <p>You may now either apply to become a Certified Instructor or a Registered Proctor or you may choose to become both. Each role has a customized learning path, privileges and opportunities.</p>	Effective now
ServSafe Food Safety Advanced Test for Instructors will be available online	<p>This 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>	Effective now
Instructor online certificate PDF	<p>Now Instructors and those with Dual Role status will have an additional form of recognition.</p>	Effective now
Instructor Performance Management system and tools	<p>Provides Instructors with the tools and feedback to compare the performance of their students against students nationwide.</p> <p>This new online performance management system allows Instructors to review evaluations from their students, view all examinee scores by domain area, and receive strategies to improve their own performance as Instructors. Instructors will also be able to benchmark their performance against all ServSafe Instructors.</p>	August 2008
Instructor rewards program	<p>Will reward Instructors for strong performance. Helps to equip and enable Instructors to succeed, as well as their students.</p>	October 2008