

Appendix G Request for Foreign Language Translation

Please fill out all of the information below.

This form will be returned to you to complete in the event of any missing information.

Start	Examinee Information		
here	Examinee name		
	Date of birth		
	Email address		
	Daytime telephone		
	Date of exam (if known)		
	Date sent to National Restaurant Association		
	Instructor/Proctor/Organization Information		



Name of proctor (if known)

Organization name and address

Proctor contact telephone

Proctor email address

Contact telephone (if different from the proctor)



Translator Guidelines

	 21049.00	
• You will administer the exam in a separate room, free from distraction.		
 You are not a Certified Food Protection Manager nor have any vested interest in food protection. 		
You will not provide cues to the examinee(s) or answer questions		
during the administration of the exam.		
 You have no personal relationship with the examinee. 		
 You have read and signed the Translator Nondisclosure & 		
Confidentiality Agreement (next page).		
 You have provided references or other proof verifying your 		
translation experience.		
	Continue on next page	10
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Aaree

Disagree

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Translator Nondisclosure & Confidentiality Agreement

This translator Nondisclosure and Confidentiality Agreement (hereafter "Agreement") is made on this date, as listed below, by translator and between National Restaurant Association Solutions, LLC.

The content reviewed is considered privileged and strictly confidential information. All information will be considered proprietary and confidential information and will be held in strictest confidentiality and by all participants who will be held liable for any breach of this Agreement.

This Agreement shall be governed by, construed in accordance with, and enforced solely in the State of Illinois. Each party agrees any claim or action relating to the Agreement shall be commenced exclusively in an appropriate court in the State of Illinois and each party waives any objection to personal jurisdiction in such court the party may otherwise have.

The parties agree that this Agreement shall be interpreted and enforced according to the State of Illinois. That the Agreement represents the entire Agreement between the parties and supersedes any prior oral or written agreement, understanding or communication on the subject matter. The provisions hereof shall be binding upon and inure to the benefit of the parties and their successors.

Finalize	Translator	
	Translated by	
	Translator signature	Date
	Translator title	
	Email address	Telephone number

INTERNAL USE ONLY - NRA SOLUTIONS						
Date request received:	Complete	Incomplete				
Reviewed by:	Approved	Not Approved				
Reviewer title:						
Reviewer signature:						

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