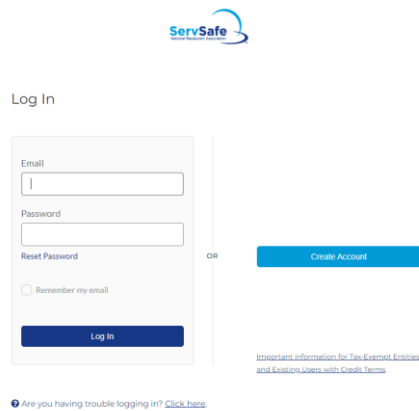


ServSafe® Food Safety

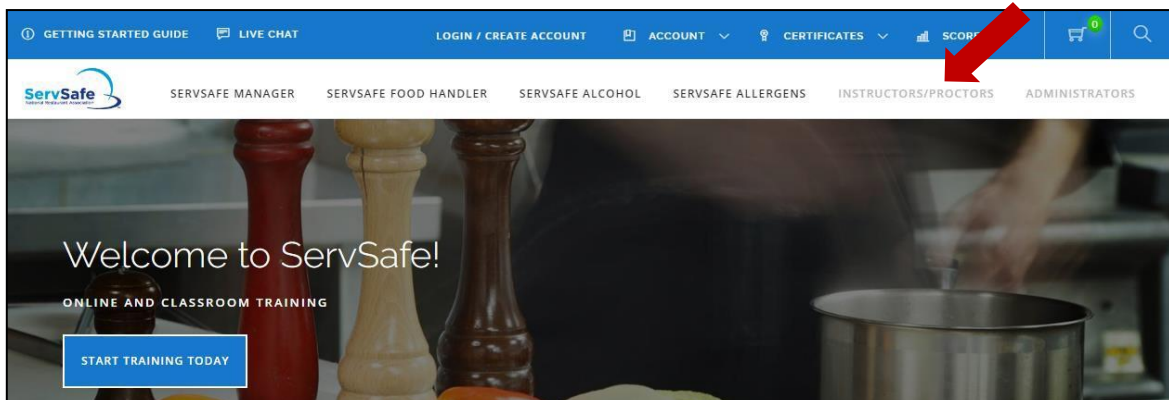
Becoming a Registered Proctor

Go to [ServSafe.com](https://www.servsafe.com). Log in with your User ID and Password.

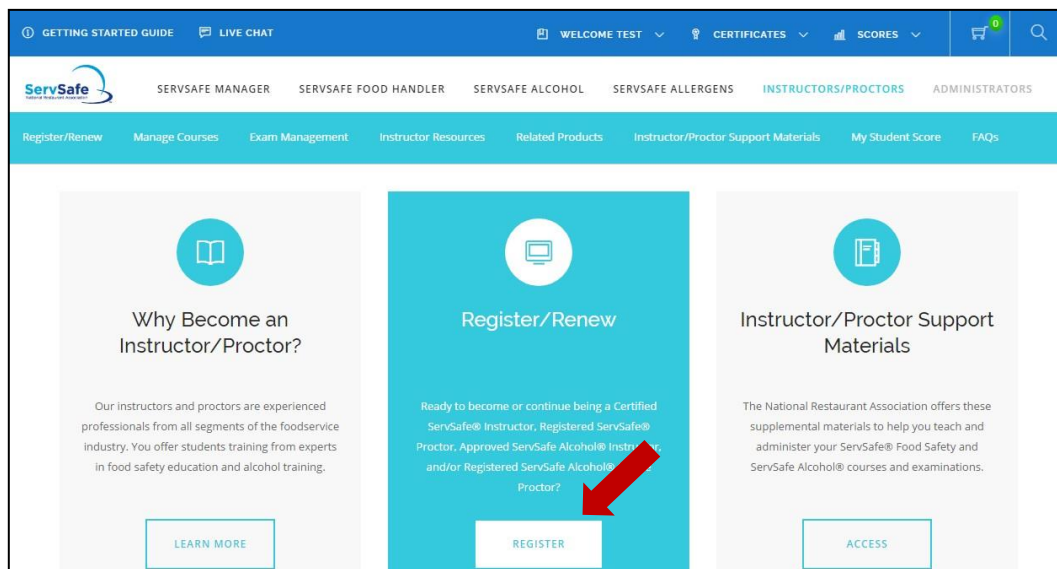


The image shows the ServSafe login page. At the top is the ServSafe logo. Below it is a 'Log In' section with a form containing fields for 'Email' and 'Password'. There are links for 'Reset Password' and 'Remember my email'. A 'Log In' button is at the bottom of the form. To the right of the form is a 'Create Account' button. Below the 'Log In' button is a link: 'Are you having trouble logging in? Click here.' At the bottom right, there is a link: 'Important Information for Tax Exempt Entities and Exempt Users with Credit Terms'.

Click the “Instructors/Proctors” tab.



Select “Register” under the Register/Renew instruction box.



Scroll down to ServSafe Food Protection Manager. Select **“Apply”** under the instruction box for Registered ServSafe Proctor.

ServSafe

SERVSAFE MANAGER SERVSAFE FOOD HANDLER SERVSAFE ALCOHOL SERVSAFE ALLERGENS INSTRUCTORS/PROCTORS ADMINISTRATORS

REGISTER OR RENEW AS AN INSTRUCTOR OR PROCTOR

STUDENT INSTRUCTOR / PROCTOR

If you have questions regarding the standards of the application process, please visit the CFP Standards page for additional information. If you're in the process of applying, you can view the Instructor Tutorial to help prepare for the Advanced Test portion of the application. If you have any questions, please contact the NRA Service Center.

[START THE INSTRUCTOR TUTORIAL](#)

SERVSAFE® FOOD PROTECTION MANAGER

CERTIFIED INSTRUCTOR AND REGISTERED PROCTOR (DUAL ROLE)

Not Started

[APPLY](#)

[Learn More](#)

REGISTERED SERVSAFE PROCTOR

Not Started

[APPLY](#)

[Learn More](#)

CERTIFIED SERVSAFE INSTRUCTOR

Not Started

[APPLY](#)

[Learn More](#)

To get started, scroll down and read the requirements. Select **“Get Started”** once you are ready to start the application process.

BECOME A SERVSAFE® REGISTERED PROCTOR

The ServSafe® Registered Proctor administers the ServSafe Food Safety Manager Certification Exam in both online and print formats. Serve a critical role in the food safety certification process by becoming a Registered Proctor.

As a Registered Proctor, you can:

- Be responsible for the secure administration of the ServSafe Food Protection Manager Certification Exam.
- Schedule online and print exams.
- Maintain a secure test environment.

Proctors cannot teach or receive the instructor benefits.

[GET STARTED](#) [CHOOSE A DIFFERENT ROLE](#)

Select **“Yes-I Want To Order And Proctor The Exam Only”**.

Confirm Role Selection


This role allows you to order and proctor the exam only. You will not be authorized to instruct the course. Please confirm role selection:

YES- I WANT TO ORDER AND PROCTOR THE EXAM ONLY.

NO- I WANT TO PROVIDE BOTH COURSE INSTRUCTION AND EXAM PROCTORING.

Complete the steps to become a Registered ServSafe Proctor.

REGISTERED SERVSAFE PROCTOR
APPLICATION PROCESS

STUDENT

THIS SCREEN WILL TAKE YOU THROUGH THE APPLICATION PROCESS AND SHOW YOUR PROGRESS TOWARD BECOMING A REGISTERED SERVSAFE PROCTOR.

TO BEGIN, PLEASE CLICK ON THE HIGHLIGHTED STEP BELOW:

☒ Step 1. Take Proctor Training and Quiz

☒ Step 2. Application and Performance Agreement

CURRENT STATUS AND NEXT STEPS:

CERTIFICATION PROCESS STARTED: 05/18/2017
NEXT STEP: Take Proctor Training and Quiz

IF YOU NEED TO STOP AT ANY POINT, PLEASE LOG OFF OR CLOSE YOUR BROWSER. YOUR PROGRESS WILL BE SAVED. THE NEXT TIME YOU ACCESS

If you need further assistance, please contact the National Restaurant Association's Service Center at ServiceCenter@restaurant.org or 800-765-2122.