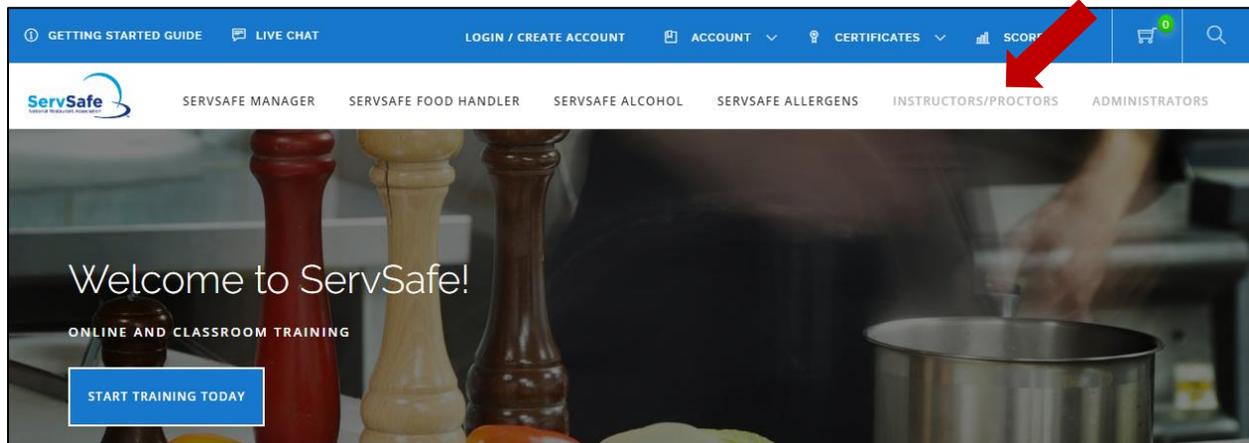


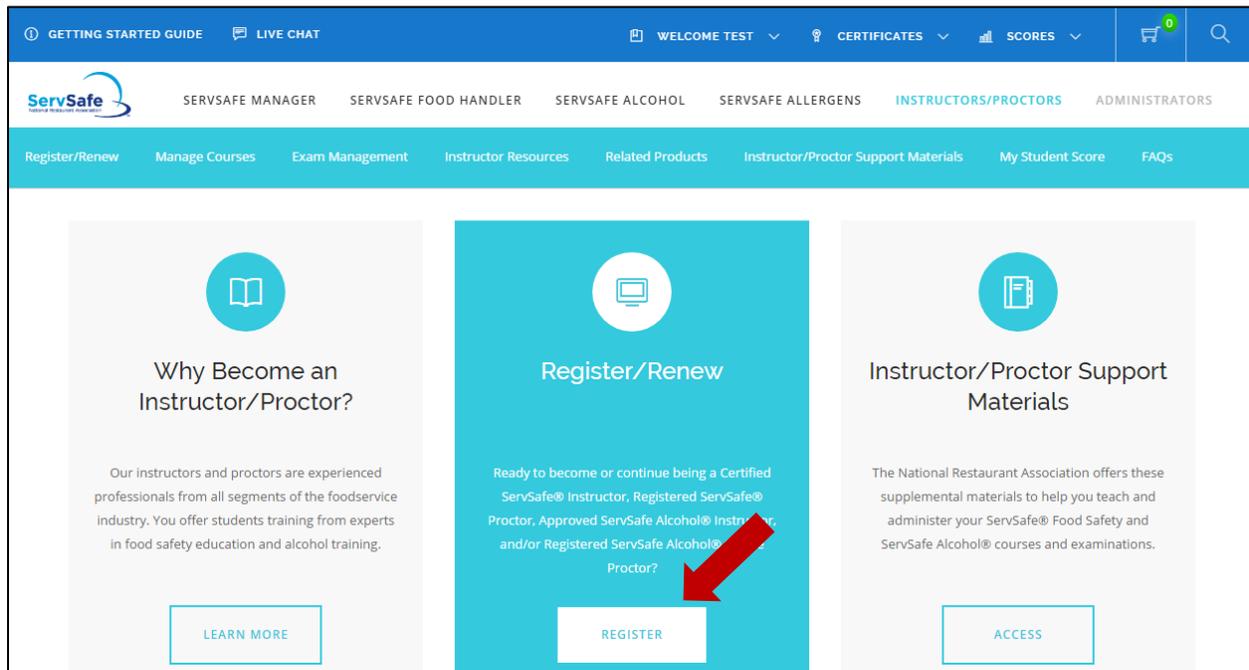
ServSafe[®] Food Safety

Becoming a Registered Proctor

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

The screenshot shows the ServSafe website navigation bar with links for ServSafe Manager, ServSafe Food Handler, ServSafe Alcohol, ServSafe Allergens, Instructors/Proctors, and Administrators. The main heading is "REGISTER OR RENEW AS AN INSTRUCTOR OR PROCTOR" with icons for Student and Instructor/Proctor. A blue button labeled "START THE INSTRUCTOR TUTORIAL" is present. Below is the "SERVSAFE® FOOD PROTECTION MANAGER" section with three role cards: "CERTIFIED INSTRUCTOR AND REGISTERED PROCTOR (DUAL ROLE)", "REGISTERED SERVSAFE PROCTOR", and "CERTIFIED SERVSAFE INSTRUCTOR". Each card shows "Not Started" and an "APPLY" button. A red arrow points to the "APPLY" button for the Registered ServSafe Proctor role.

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

The screenshot shows the "BECOME A SERVSAFE® REGISTERED PROCTOR" page. It includes a description of the role, a list of responsibilities (e.g., "Be responsible for the secure administration of the ServSafe Food Protection Manager Certification Exam"), and a note that "Proctors cannot teach or receive the instructor benefits." At the bottom, there are two buttons: "GET STARTED" and "CHOOSE A DIFFERENT ROLE". A red arrow points to the "GET STARTED" button.

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



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.