

### STEP-BY-STEP INSTRUCTOR REGISTRATION AT SERVSAFE.COM

- Go to ServSafe.com and click "Instructors/Proctors"
- Click "Register/Renew as an Instructor or Proctor"
- Create an account or log in if you already have one
- Select your credential type:

*Select "Registered Proctor" for proctor only. Select "Certified Instructor and Registered Proctor" for the dual role (recommended).*

- Complete the required training for your selected role:

*Proctor only: complete the Exam Administration Handbook tutorial and quiz.*

- Dual Role / Instructor: pass the Instructor Advanced Test

*Open book. 90% required to pass. Up to 3 attempts allowed in a 12-month period.*

- Enter your ServSafe Manager Certification number when prompted

*This is on your certificate. ServSafe will verify it is current and valid.*

- Read and accept the Instructor/Proctor Agreement

*You are agreeing to follow the ServSafe Exam Administration Handbook procedures at every session.*

- Pay the registration fee

*Check ServSafe.com for current pricing — fees can change.*

- Save your confirmation and note your Registration Number

*You will need this number every time you schedule an exam session.*

- After registering, download and read the ServSafe Exam Administration Handbook immediately. You are required to keep a copy and follow it at every session. The Advanced Test is open book — the Handbook is the book.

### MY REGISTRATION DETAILS

**Instructor/Proctor Registration Number:** \_\_\_\_\_

**Registration Date:** \_\_\_\_\_

**Annual Renewal Due:** \_\_\_\_\_

**ServSafe.com Login Email:** \_\_\_\_\_

**Credential Type (circle):** Proctor Only / Instructor / Dual Role \_\_\_\_\_