

A ServSafe class is not a walk-in event. The difference between a class that runs smoothly and one that struggles almost always comes down to preparation — yours and your students'.

## DETERMINE YOUR CLASS FORMAT

- Identify whether this is a Ground Zero class or a Refresh

*Ground Zero: students have little or no food safety knowledge — allow 3–4 hours of class plus mandatory pre-work. Refresh: recertifying students who know the material — allow 1–1.5 hours.*

- Be honest with the client — no amount of class time replaces pre-work

*A student walking in cold has a poor chance of passing, regardless of how good the class is. Set that expectation up front.*

■ **SafePrep** — The Smart Pre-Work Tool SafePrep replaces the \$70 ServSafe Manager Book. Students download it for as little as \$9.99 and study on their phone — anywhere, anytime. Students who complete SafePrep pre-work before class arrive prepared, cover material faster, and pass at higher rates. No books to order. No editions going out of date. Just better results. Available on the App Store: SafePrep by Novern Management

## SIX WEEKS BEFORE CLASS

- Secure a facility — quiet, adequate lighting, enough seating, ADA accessible

*If the exam will follow the class in the same room, the facility must also meet ServSafe exam location standards. No food safety reference materials visible.*

- Confirm there is a projector or screen available for your presentation
- Advertise the class or confirm enrollment with the client
- Determine class size and confirm number of students with the client

## FOUR WEEKS BEFORE CLASS

- Ask about any special needs — disabilities, language barriers, accommodations

*Accommodations must be submitted to ServSafe at least 15 business days before the exam date.*

- Confirm all students will complete SafePrep pre-work before class day

*Direct students to download SafePrep from the App Store. Ground Zero students should score 70%+ on the practice exam before arriving.*

- Send students their SafePrep download instructions

## ONE TO TWO WEEKS BEFORE CLASS

- Confirm facility reservation
- Prepare your presentation materials — slides, activities, case studies
- Gather supplies: extension cords, laptop, projector, clicker, markers
- If exam follows class same day: log into ServSafe.com and create the exam session

*Enter the number of students and generate your Proctor Access Code. Keep it private.*

- Confirm students have purchased their exam access codes through ServSafe.com

*Students purchase their own online exam access code at ServSafe.com. They will need it the day of the exam.*

- If any accommodations were requested, confirm they have been approved by ServSafe

## DAY BEFORE CLASS

- Create your class list and seating chart
- Confirm all students have completed SafePrep pre-work

*Follow up with anyone who has not. A student who skips pre-work is unlikely to pass and will slow the class down.*

- Charge your laptop and test your presentation
- Pack your supplies — laptop, clicker, extension cord, surge protector, markers, printed materials

■■ Your pass rate is your reputation. Students who do the SafePrep pre-work pass at significantly higher rates. Make it a firm requirement — not a suggestion.

## CLASS DETAILS

Client / Employer:

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Class Date:

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Class Format:

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Number of Students:

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Facility Address:

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Exam Same Day? ■ Yes ■ No

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