Partner Proctor Program

Terms & Conditions · Food Safety Made Easy · Effective October 15, 2026

The short version: we do all the legwork. We find the students, collect their payment and provide the exam code. You only schedule and proctor the exam at a place you both agree on, confirm it with a code on our website, and we pay you **$50 per student**. No fees, no minimums, and you can leave anytime.

1. Who can be a partner

- You hold a current ServSafe Proctor (or Instructor/Proctor) certification and are in good standing with ServSafe.
- Your free listing on Find a Proctor is claimed and shows the **Verified** badge (your ServSafe certificate number is on file with us).
- You agree to these terms by opting in on our partner page or replying "I agree" to our invitation email.

2. How referrals work

- We do the legwork of finding students: marketing, our website, search and our directory. You don't advertise, sell or collect anything.
- Students on FoodSafetyMadeEasy.com can choose an in-person ServSafe Manager exam instead of online proctoring. When a student near you does, we send you their name, contact information and preferred timing.
- We collect the student's payment and buy the ServSafe exam access code. **You never front the exam cost.**
- You contact the student within **one business day** and schedule the exam, ideally within 7 days. If you can't take a referral, tell us right away and we'll send it to another partner.
- You and the student agree on where to meet: your office, their workplace, a library, or another suitable quiet place.

3. Giving the exam

- Follow all ServSafe proctoring rules and your ServSafe proctor agreement, including checking a government-issued photo ID and keeping the exam secure.
- The student brings the device and connection needed for the online exam unless you agree to provide one.
- When the exam is done, confirm it on our website: each referral email includes a link to our partner confirmation page, where you enter the student's confirmation code. That code is what releases your payment.

4. Pay

- **$50 per student** whose exam you proctor. Pay is per exam sitting, including retakes purchased through us.
- Payments go out weekly, on the Monday after you confirm the exam with the student's code, by the payment method you give us (for example Zelle, PayPal or Venmo).
- If a student tells us the exam did not happen, we hold that payment until it's sorted out with you and the student.
- If a student doesn't show up and gives no notice, let us know. We'll rebook them with you and pay once the exam happens.
- We may change the pay rate in the future. We'll give you at least 30 days' notice by email, and the change won't affect students already referred to you.

5. Referred students

- Don't charge referred students any extra fee for the exam or proctoring. They have already paid us.
- You're welcome to offer referred students your other services (classes, group training) separately, with their agreement.
- Treat student information as private. Use it only to schedule and give their exam.

6. Your listing

- Partners appear on our pages by name and town as a local in-person option (for example, "Jane Smith, ServSafe proctor serving San Diego"). No distances or home addresses are shown.
- Being a partner doesn't change your free listing or its place in search results. Preferred placement is a separate paid option.

7. Independent business

- You work as an independent contractor, not an employee or agent of Food Safety Made Easy or Novern Management. You're responsible for your own taxes, and we'll issue tax forms when the law requires it.
- Food Safety Made Easy is not affiliated with or endorsed by the National Restaurant Association. ServSafe® is a registered trademark of the National Restaurant Association Educational Foundation.

8. Leaving or ending the partnership

- You can stop being a partner anytime by emailing us. We'll pay for any exams you've already given.
- We may end a partnership if a partner repeatedly misses referrals, receives serious student complaints, or doesn't follow ServSafe rules.

9. Changes and contact

- We may update these terms. We'll email partners at least 30 days before any change takes effect.
- Questions: **info@foodsafetymadeeasy.com** · Food Safety Made Easy (Novern Management) · 3605 Tulip St · Anderson, IN 46011

These terms describe how the Partner Proctor Program works. They are not legal advice.