



ServSafe® Examination Request Form & Agreement

- I (Proctor name printed) _____ acknowledge that I have read, understand, and have been trained to follow the examination policies and procedures in the National Restaurant Association Exam Administration Handbook. I will be accountable for performing within these guidelines. I understand that Exam request forms will not be processed without both pages of this document signed and completed.
- I will comply with procedures for handling any breaches of security that might occur and will not reveal the content of the examination, answers to examination questions, or administer the examination to anyone with a conflict of interest.

I have confirmed that the Physical Exam Facility meets the following minimum requirements:

- Permits all examinees to perform to their highest level of ability.**
- Adheres to fire, safety, building (including codes regarding smoking), and occupancy in the local jurisdiction.**
- Meets all state and/or local regulatory requirements for exam administration.**
- Offers adequate lighting, heating, cooling, ventilation, writing surfaces, and seating.**
- Acoustics allow examinees to hear instructions.**
- Allows efficient spacing between each examinee in actual testing area, or other appropriate and effective methods to prevent any examinee from viewing another's responses.**
- Offers ability to monitor the examinees and the Exam Booklets at all times.**
- Accessible for examinees with disabilities (e.g., wheelchair accessibility).**
- Location is private to Proctor and examinees only during Exam administration.**
- Online Exam Only: A computer with Internet access, mouse and keyboard is available for each examinee. Not required but recommended is a printer connection for providing printed pass/fail information upon exam completion.**

I understand if my location does not meet any of these standards that I should not administer the exam at this locale. The Association reserves the right to require documentation of the exam location (i.e. digital photograph) before or after exam administration. I understand that answer sheets may not be processed (or initial requests approved) if I'm unable to provide documentation. I understand the Association conducts announced and unannounced audits of ServSafe exam administrations. Any allegation or violation of any guidelines in the Exam Administration Handbook can lead to investigation, suspension and/or revocation of Instructor/Proctor status or Examinee results/certification.

Signature of Proctor

Date



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The most current version of this Form is available at www.ServSafe.com.

Please verify you are using the current Request Form prior to submitting your request. Last revised, February 2010.

PLEASE PRINT CLEARLY

- To order Examinations, you must be a Registered Instructor or Proctor. Please fax your request toll-free to 866.665.9570 (312.583.9853 local direct fax number), then call the National Restaurant Association Service Center at 800.765.2122 (312.715.1010) ext. 6703, to verify that it has been received. *Please do not mail your request after faxing it!*
- Examinations may be ordered through www.ServSafe.com up to four business days prior to Examination Date by going to the Instructor Resource Center, then clicking "Order Print-Based Exam." A User ID and Password are required.
- The Instructor Resource Center contains all forms and applications needed.

Section 1 – Class Information

Date Request Sent to the Association		Organization Name		(If franchisee, provide parent company)	
Organization Address					
Exam Date/Time			Location of Examination Administration Site (e.g., State, Province, or Country)		
Proctor Name and Identification Number (Required Field)			Contact Name (if different from Instructor/Proctor)		
Email			Email		
Work Telephone		Fax		Work Telephone	
Home Telephone		Home Telephone			

Section 2 – Mailing Address and Person for Examinations

Mailing Address and Person for Certificates

Name	Name
Mailing Address (no P.O. boxes, APO, AE, etc.)/Suite #	Mailing Address
City/State/ZIP	City/State/ZIP
Telephone	Telephone

Section 3 – Shipping Information

Shipping is free when Examinations are ordered nine business days or earlier to the exam date. Any orders placed eight business days or less of the exam date require a credit card for the cost of shipping. The Association ships via UPS and a signature is required for delivery. Note: Business days refer to Monday–Friday and do not include any federal holidays. Orders shipped UPS Next Day or 2nd Day Air may not be delivered until 7:00 p.m.

Credit Card Number	Security Code	Type of Credit Card	Exp. Date
Name on Credit Card (please print)		Cardholder's Signature	

Section 4 – Examination Request

Please indicate the language and number of **ServSafe Examinations** you need (foreign language examinations are bilingual):

<input type="checkbox"/> English _____	<input type="checkbox"/> Spanish _____	<input type="checkbox"/> Korean _____	<input type="checkbox"/> Chinese _____
<input type="checkbox"/> Instructor _____	<input type="checkbox"/> Japanese _____	<input type="checkbox"/> Large Print _____	<input type="checkbox"/> French Canadian _____

Reminder: Examination Answer Sheets do not accompany the Exam Booklets. Examination Answer Sheets or textbooks with Examination Answer Sheets must be purchased prior to testing by contacting the Association's Service Center at 800.765.2122, ext. 6703. All examinees must have Examination Answer Sheets.

