



Instructor and Exam Proctor Application

To administer the ServSafe International™ Food Safety Course and Exam you must apply to receive the ServSafe International™ Instructor and Exam Proctor designation by completing this application. This application will be kept on file permanently by NRA.

- Please type or print the information requested below, confirm your acceptance of the Performance Agreement, then forward this application to us via e-mail, fax, or mail.
- Incomplete applications will not be processed.
- Please allow three business days for processing

Email: ServSafeInternational@restaurant.org.

Please put the words "International Application" and your country in the subject line

Applicants must meet the following minimum requirements:

1. Have passed the *ServSafe Exam* within the past five years.
2. Have previous training experience, or have been hired into a position required to perform training.
3. Be at least 19 years of age.

Applicants must first receive approval from their Employer or Sponsor Organization to be considered for Instructor and/or Proctor Status. The following individual has authorized my application for this role.

Approved by

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Contact Phone Number (Including Country Code)

Title

E-mail address



Instructor and Exam Proctor Application

APPLICANT INFORMATION

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Name

Title

<input type="text"/>

Company

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Address

Suite/Floor #

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Postal Code

City/Town/Locality

<input type="text"/>	<input type="text"/>
----------------------	----------------------

State/Province/Region

Country

<input type="text"/>

E-mail Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------

Contact Phone Number (Including Country Code)

Fax Number (Including Country Code)

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Birthdate (dd/mm/yyyy)

You must be at least 19 years of age to proctor exams.

On behalf of myself and my company, I consent to the inclusion and use of my name (including my company's name and trademark) and contact information on a listing of ServSafe International proctors available to proctor exams. Should I chose to revoke this consent, I must do so in writing addressed to ServSafeInternational@restaurant.org and allow ninety (90) days for the information to be removed. This list will be available on ServSafeInternational.com and may be provided to potential exam takers.



Instructor and Exam Proctor Application

Instructor and Exam Proctor Performance Agreement

By the acknowledgement on this application, I agree to all of the following:

- When providing classroom instruction, to use the most current version of ServSafe materials published by National Restaurant Association Solutions (NRA Solutions), and remain current when notified of updates in the course materials.
- I agree and understand that NRA Solutions may communicate updates and other information to me by electronic mail or other means. I will abide by all copyright guidelines set forth in NRA Solutions materials. I will not portray NRA Solutions content or materials with my own logo.
- I am at least 19 years of age.
- I am aware of and will follow the policies established by NRA Solutions that ensure the confidentiality of the exam contents and of secure exam administration. These exam policies and procedures are outlined in the ServSafe International Exam Administration Handbook. I have read the handbook and understand the penalties for violating the standards. I will comply with the procedures regarding handling any breaches of security that might occur before, during, and after an exam and understand that NRA will investigate any allegations of exam security violations. I will not administer the exam to anyone which may result in a conflict of interest. I will not review nor reveal the contents of any exam at any time, for any and all purposes without the express written permission of the NRA Solutions.
- I understand that I am responsible for conducting classes and/or administering the exam in accordance with guidelines set by the local regulatory agency. I understand that NRA has the right to audit any courses I instruct and/or exams I administer for quality assurance purposes with or without any advance notice to me. I am aware that the penalties for violating standards may include, but are not limited to: warning, probation, temporary suspension of course instruction and/or proctoring privileges, revocation of course instruction and/or proctoring privileges at will, civil or criminal action, other action NRA Solutions considers appropriate.
- I understand that NRA Solutions may notify third parties of penalty actions, with or without prior notice to me. These parties include: educational institutions, government, health and regulatory agencies, employers, law enforcement agencies. I understand that information concerning my status as a ServSafe International Course Instructor and/or Exam Proctor may be shared with NRA Solutions or affiliates, transferees and assignees.
- I understand that the only individuals authorized by NRA Solutions to distribute scores and ServSafe International™ Certificates to examinees are as follows: NRA Solutions or their designee, the examinees' registered instructor/ proctor, the examinees' employer, appropriate health/regulatory agencies.
- I understand that score reports are considered privileged and strictly confidential information. I agree to maintain score reports in strictest confidentiality and will not divulge the score of any candidate to anyone other than the candidate, the representative of the sponsoring organization, or a health department official in the jurisdiction of the individual candidate. I also agree to maintain all information with reference to any candidate with special needs, or any individual assisting a special-needs candidate as strictly confidential and privileged information. I understand that I may be held liable for damages resulting from any breach of confidentiality.
- I agree that this Performance Agreement shall be governed by and construed in accordance with U.S. law, and specifically the laws in the state of Illinois, USA. I also agree that any claim or action relating to this Performance Agreement shall be commenced in an appropriate court in the state of Illinois or in the country in which my instruction occurs, at my discretion, and I hereby waive any objection to jurisdiction (personal or otherwise) that I may have as to my choice where action is commenced. Failure by me to identify in writing for any reason where the action should occur (state of Illinois or the country in which the instruction occurs) once notified that NRA Solutions intends to bring an action waives any objection I may otherwise have to the location.

If you accept the terms and conditions of the Performance Agreement above, please enter or sign your name in the box below:

Date of Acceptance