

ServSafe Certifying Your Students



☐ Step 1: Teacher - Register for ServSafe Training

TRAEF offers ServSafe certification via the following:

- Training each year at the Tri-Cluster State Professional Development Conference for Education & Training, Hospitality & Tourism, and Human Services Clusters
- Training at select Education Service Center regions (check with your local ESC for information)
- Proctored exams in Dallas, Houston, San Antonio, or Austin-take ServSafe Online at www.restaurantville.com / certifications / Foodguard (if you take ServSafe Online, you will need to find an Instructor or Proctor that will administer the exam for you). TRA proctors the ServSafe test once a month in Houston, Dallas, San Antonio, and Austin (see www.restaurantville.com / certifications / ServSafe Proctored Exams). The Online Foodguard test is not a ServSafe exam and is only valid in Texas but it does satisfy state requirements.
- Classroom training at any Acemart Restaurant Supply store, In partnership with Acemart Restaurant Supply. Find dates and sign up at www.restaurantville.com / certifications / ServSafe

☐ Step 2: Become a Certified Servsafe Instructor. **New for 2008!**

As of December 2007, there are two Servsafe exams available: a standard Servsafe exam and an Instructor exam. The instructor exam is for those participants wishing to **teach** Servsafe. No waiting period is required when applying for *instructor* status if the *instructor* exam is taken. If the participant takes the standard exam, he/she will be required to wait 90 days to apply for instructor status and will still be required to score a 90 or above on the exam.

Note to Instructors: **New** Servsafe instructors will be required to take an un-proctored open book online exam in order to obtain instructor status. **Existing** instructors are required to take the online open book exam between March 1 and September 1 in order to maintain teaching credentials. Deadline date for existing instructors to take the online quiz and tutorial is 9/30/08. Go to www.servsafe.com to complete the online process.

- **Score a 75 or above on the Instructor ServSafe Exam.**
Be sure the person administering your exam is aware they need to order the instructor exam version.
Note: if the participant takes the standard exam, he/she must score a 90 or above.
- **Apply to be a ServSafe Instructor.**
 - Go to www.servsafe.com
 - Register for the site: see "access my account" / "New User? "Register here"
 - On the front page of www.servsafe.com, see "Instructor Resource Center" / "ServSafe Food Safety"/ "For Instructors-Proctors" / "Become a Food Safety Instructor or Proctor
 - Read information on "Dual Role (Instructor & Proctor)", then click on "Apply"
 - Log in
- **ServSafe Instructor Online Advanced Test.**
Incoming instructors are now required to complete an online, open book, non-proctored exam designed to help ensure Instructors better understand the rationale behind food safety, so they are able to demonstrate more well-rounded food safety knowledge and answer questions frequently asked by students. Remember to review not only what was learned in the classroom but also the history and the reasons for Food Safety training before taking the exam.

About Instructor "Dual Role" Tutorial.

All Dual Instructor/Proctor applicants will receive training on how to deliver ServSafe training through a 90-minute online training tutorial

Please Note:

All Instructors/Dual Roles must maintain a current ServSafe Food Protection Manager Certification. When your ServSafe Certification expires, you will be required to re-take the ServSafe Food Protection Manager Certification Examination as well as the Instructor Advanced Test. (All current ServSafe instructors will be required to take the new online open book test beginning March 1, 2008 to keep your Instructor status).

- ❑ **Step 3: Order Servsafe Instructor training materials from the National Restaurant Association (800/765-2122).** For complete price list, go to www.servsafe.com



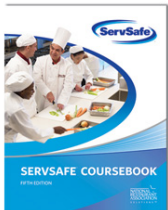
ServSafe® Essentials with Exam Answer Sheet

Perfect for one- or two-day classroom training and certification. Content is presented in a simplified and user-friendly way with fresh learning activities and segment-specific, real-world case scenarios. Special features include expanded information on produce management, HACCP, and employee training; "Take It Back" exercises designed to help managers transfer their food safety knowledge back in the operation; and "How This Relates to Me" sections help managers note the requirements for their jurisdiction. A simplified microbiology chapter makes complicated foodborne pathogen information easier to understand. Includes answer sheet for the ServSafe Food Protection Manager Certification Examination.

Also available in [Spanish](#), [Chinese](#), and Korean

Individual cost \$69.30

Note to Instructor: If ordering textbooks for the first time, it is advisable and cost effective to order textbooks with the exam answer sheet. Once textbooks are received, simply tear out the exam answer sheets and put them in a safe place until you are ready to test your students. Sold individually or in cases of 16. Servsafe Essentials and Exam Answer Sheets can be sold individually. See Servsafe Price List on page 2-7.



ServSafe® Coursebook 5th Ed

Perfect for multiple-day or for advanced food safety training. Offers greater depth on many food safety concepts found in *ServSafe Essentials, Fifth Edition* plus additional information on emerging pathogens, active managerial control, crisis management, and produce management. Incorporates segment specific, real-world case scenarios and fresh classroom activities. Special features include expanded information on employee training; "Take It Back" exercises designed to help managers transfer their food safety knowledge to their employees back in the operation; and "How This Relates To Me" sections that help managers note the requirements for their jurisdiction. Makes an excellent reference tool for the operation.

Note to Instructor: *This textbook offers in-depth information on the coursework needed to become certified and is a great reference tool for instructors. Could be used as the student textbook but is more costly than the Essentials Textbook.*

Individual cost \$85.00

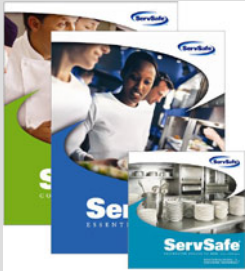


ServSafe® Instr Deluxe CD 5th Ed

Teaching tools at your fingertips! With a new auto-launch menu to make materials easy-to-navigate, this toolkit includes two Microsoft® PowerPoint® presentations tailored to length of class, our popular Food Safety Showdown! game, and a new electronic version of the former ServSafe Instructor Guide, featuring agendas, lesson plans, practice exams and answers. Plus, the new Deluxe CD-ROM features more tools than ever before including six real-world case studies and real-world stories, 12 downloadable posters, 14 classroom activities, 14 fact sheets, and-by popular demand-a comprehensive list of fifth edition content changes and FDA Food Code updates to help you manage your transition from the third edition.

Individual cost \$150.00

OR ORDER (see page 3)



ServSafe® Instructor Complete Toolkit 5th Edition

This is every instructor's best option! This kit contains everything an instructor needs to teach-and much more! Each kit includes our new all-inclusive ServSafe Instructor Deluxe CD-ROM, one ServSafe Essentials, Fifth Edition and one ServSafe Coursebook, Fifth Edition. The Deluxe CD-ROM is a unique resource that centralizes all the must-have tools for teaching effectively. It includes a comprehensive Microsoft® PowerPoint® presentation and our popular Food Safety Showdown! game, plus a new electronic version of the former ServSafe Instructor Guide.

Individual cost \$204.00

Additional Training Materials



ServSafe® Complete Food Safety DVD

-- Topics covered include:

- Introduction to Food Safety
- Overview of Foodborne Microorganisms and Allergens
- Personal Hygiene
- Purchasing, Receiving, and Storage
- Preparation, Cooking, and Serving
- Facilities, Cleaning and Sanitizing, and Pest Management
- Real-world scenarios bring students inside operation without need for actual equipment
- An engaging mix of visual and audio learning appeals to all learning styles
- Developed by industry experts to deliver practical, relevant information
- Designed to deliver a consistent message on very complex tasks
- Helps instructors decrease lecture time and add interest to classes

Individual cost \$575.00

***Note to Instructor:** Video's also come in VHS format (same price). DVD's and VHS tapes are also sold individually. See Servsafe Price List on page 2-7.*

❑ Step 4: Begin Training. Train students on all course materials.

- Length of training may vary based on instructor. On average, Texas High School instructors teach Servsafe at the very beginning of the semester and may take between 2-8 weeks to complete entire training program.

❑ Step 5: Order Exam SHEETS (if not already ordered).

- Contact the TRA Education Foundation to order EXAM ANSWER SHEETS
- Shipping is Free and should be ordered more than nine days prior to the exam date to avoid rush shipping fees.
- Have exams shipped to a physical address as NRAEF ships via UPS and a signature is required upon delivery.
- If desired, the exam can be administered Online if you have the facility.

Individual cost: \$37.00



□ Step 6: Ready to Administer Exam? Order Exam BOOKLETS

- Ordering Print Based Exams, log on to www.servsafe.com and go to section titled “For Instructor/Proctor” and click on “Administer Classes and Exams”.
- Click on “Order Print Based Exams” (if you prefer to give the exam to your students and have adequate facilities to have all students in one room with enough computers, click on “Create an Online Class”
- Log On using the log in user name and password you established when applying for Instructor status and click on “create class”.
- Fill out all required information including how many exams in which language you need. Feel free to order extra exams “just in case” as you can always send these back unused.
- Note: If you apply for the exams at least 9 *business days* before your class, shipping is free. If not, you will be asked for a credit card and pay expedited shipping
- If examination booklets are not received at least three business days prior to exam, contact the NRAEF Exam Administration department.

□ Step 7: Receiving Exams

- Download the ServSafe Examination Administration Handbook for COMPLETE instructions on how to administer the Servsafe Exam. Specific instructions will also be provided in the package mailed by the NRAEF. *Failure to read, understand and follow testing procedures in the Handbook can result in delays and cancellation of classes!*
- Check to verify the contents of the package matches the information provided on the Exam Information Form and “Dear Proctor” Letter. Contact Exam Administration with any discrepancies.
- Place exam booklets in a secure place that only the proctor can access until the exam date. No one may review, discuss or copy the examination booklet or administer the exam themselves, or anyone that might pose a conflict of interest.