

Here are a few simple steps you can take to becoming a Certified Instructor and Registered Proctor – Dual Role:

Log In at www.servsafe.com and enter your User ID and Password.

The screenshot shows the ServSafe website's user login interface. At the top, there is a navigation bar with links for 'CREATE AN ACCOUNT', 'LOG IN', 'MY ACCOUNT', and a shopping cart icon. A search bar is also present. Below the navigation bar, there are several menu items: 'Students', 'Instructors/Proctors', 'Administrators', 'Purchase', 'Regulatory Information', 'Resources', and 'Customer Assistance'. The 'Instructors/Proctors' menu item is highlighted. The main content area is titled 'USER LOGIN' and is divided into two sections: 'EXISTING USER' and 'NEW USER'. The 'EXISTING USER' section has a heading and a sub-heading, followed by a text prompt: 'If you have logged into this site before, you can enter your login information below.' Below this are two input fields: 'USER ID*' and 'PASSWORD*', each with a 'Forgot your [User ID/Password]?' link. A 'LOGIN' button is at the bottom right of this section. The 'NEW USER' section has a heading and a sub-heading, followed by a text prompt: 'If you have never logged in to this site, please take a few moments to register as a ServSafe.com user. Your User ID and password are important, because they validate who you are when you visit the site, and allow you to access many valuable features of ServSafe.com (i.e. exam scores and product order information).' Below this is another text prompt: 'After you create your new User ID and password, you will be taken directly to the page you are trying to reach.' A 'CREATE NEW PROFILE' button is at the bottom right of this section.

1. Click on the Instructors/Proctors tab
2. Choose “Learn About Becoming an Instructor/Proctor”

The screenshot shows the ServSafe website's 'Instructors/Proctors' section. At the top, there is a navigation bar with links for 'WELCOME JACLYN SANFORD', 'LOG OUT', 'MY ACCOUNT', and a shopping cart icon. A search bar is also present. Below the navigation bar, there are several menu items: 'Students', 'Instructors/Proctors', 'Administrators', 'Purchase', 'Regulatory Information', 'Resources', and 'Customer Assistance'. The 'Instructors/Proctors' menu item is highlighted. The main content area is titled 'Instructors Proctors' and has a sub-heading: 'Register or Renew as an Instructor or Proctor'. Below this are several links: 'EXAM ACTIVITIES', 'SERVSAFE FOOD SAFETY INSTRUCTOR RESOURCES', 'SERVSAFE FOOD HANDLER INSTRUCTOR RESOURCES', 'SERVSAFE ALCOHOL INSTRUCTOR RESOURCES', 'MARKET YOUR SERVICES', and 'INSTRUCTOR AND PROCTOR SUPPORT MATERIALS'. A large banner image shows a woman presenting to a group of people, with the text 'INSTRUCTORS/PROCTORS' overlaid. Below the banner is a text block: 'Certified ServSafe® Instructors and Registered ServSafe® Proctors and Approved ServSafe Alcohol® Instructors and Registered ServSafe Alcohol® Online Proctors are experienced professionals from all segments of the foodservice industry. You offer students training from experts in food safety education and alcohol training. The National Restaurant Association makes sure you have the most current and relevant materials and tools to complement your expertise and promote your services.' Below the text block are three images: a man writing on a whiteboard, a man in a suit holding a document, and a woman holding a document. Below the images are three links: 'Learn About Becoming an Instructor/Proctor', 'Market Your Services', and 'Instructor/Proctor Support Materials'. On the right side of the page, there is a banner with the text 'We've got a new look. ServSafe.com/Brand' and another banner with the text 'Renew Your Status! INSTRUCTORS AND PROCTORS: LEARN MORE!'.

Scroll down the page and click on “Learn how to get dual role status”.

The screenshot shows the ServSafe website interface. At the top, there is a header with the ServSafe logo (National Restaurant Association), a search bar, and user information: "WELCOME JACLYN SANFORD", "LOG OUT", and "MY ACCOUNT". Below the header is a navigation bar with several menu items: "Students", "Instructors/Proctors", "Administrators", "Purchase", "Regulatory Information", "Resources", and "Customer Assistance". Each menu item has a brief description of its content.

The main content area features a sidebar on the left with the following items:

- Instructors Proctors**
 - Register or Renew as an Instructor or Proctor
 - EXAM ACTIVITIES +
 - SERVSAFE FOOD SAFETY INSTRUCTOR RESOURCES +
 - SERVSAFE FOOD HANDLER INSTRUCTOR RESOURCES +
 - SERVSAFE ALCOHOL INSTRUCTOR RESOURCES +
 - MARKET YOUR SERVICES +
 - INSTRUCTOR AND PROCTOR SUPPORT MATERIALS +

The main content area has a blue banner that reads "LEARN ABOUT BECOMING AN INSTRUCTOR AND PROCTOR". Below this banner, there is a paragraph of text explaining the importance of well-qualified instructors and proctors. This is followed by a section titled "SERVSAFE FOOD SAFETY ROLE DESCRIPTIONS" which includes a sub-section for "Dual Role (Certified Instructor and Registered Proctor)". A red arrow points to a blue link that says "Learn how to get dual role status." located at the bottom of the "Dual Role" section.

Click on the orange “Get Started” button.

Instructors/Proctors
Register or Renew as an Instructor or Proctor

- EXAM ACTIVITIES +
- SERVSAFE FOOD SAFETY INSTRUCTOR RESOURCES +
- SERVSAFE FOOD HANDLER INSTRUCTOR RESOURCES +
- SERVSAFE ALCOHOL INSTRUCTOR RESOURCES +
- MARKET YOUR SERVICES +
- INSTRUCTOR AND PROCTOR SUPPORT MATERIALS +

EARN YOUR DUAL ROLE STATUS

Earning your dual role status means that you are both a Certified ServSafe® Instructor for the ServSafe Food Safety Manager training and a Registered ServSafe Proctor for print and online certification exams. Here is a brief overview of what these roles can do.

CERTIFIED INSTRUCTOR

- Teach ServSafe Food Safety Manager training.
- Access online instructor resources and information.

REGISTERED PROCTOR

- Responsible for the secure administration of the ServSafe Food Protection Manager Certification Exam.
- Schedule online and print exams.
- Maintain confidentiality of exam content.
- Follow the standards outlined in the [ServSafe Examination Administration Handbook](#) and the [Performance Agreement](#).

For those who have dual role status, it is important to remember that the instructor role and the proctor role are distinct and separate. While the instructor role focuses on training, a proctor's only focus is to ensure secure administration of the exam.

[GET STARTED ►](#) [CHOOSE A DIFFERENT ROLE ►](#)

DUAL ROLE STATUS REQUIREMENTS

To earn your dual role status, you must:

- Have a high school diploma or GED
- Meet *one* of the following professional experience or advanced education requirements:
 - Professional experience
 - Have taught or trained for at least six months
 - Are in a training role (e.g., training at a trade school, at a state restaurant association or in a corporate setting)
 - Have worked in a foodservice operations environment for one year
 - Are employed as a health inspector or equivalent by a state or local regulatory authority
 - Work as a Registered Sanitarian, Registered Dietician, or equivalent
 - Advanced education
 - Have earned a Bachelor of Science degree from an accredited university or college in one of the following subjects:
 - Food Science
 - Food Technology
 - Epidemiology
 - Environmental Health
 - Public Health
- Meet your state's food safety training requirements.
[Know your state's requirements.](#)
- Maintain high testing standards by:
 - Protecting the confidentiality of exam content
 - Excusing yourself in situations that may present a conflict of interest (e.g., proctoring the exam of a relative)
 - Following the standards and ethics outlined in the [ServSafe Examination Administration Handbook](#) and the [Performance Agreement](#)

Please note: You must provide contact information for a reference. We will verify your current employment status, as well as work and education history.

STEPS TO EARN YOUR DUAL ROLE STATUS

STEP 1
GET SERVSAFE FOOD PROTECTION MANAGER CERTIFICATION.
You must pass the [Instructor Version](#) of the certification exam. If you did not take the Instructor Version of the ServSafe Food Protection Manager Certification Exam, then you will need to wait 90 days before you can teach a ServSafe class. [Get certified.](#)

STEP 2
LOGIN TO SERVSAFE.COM.
Login with your User ID that is associated with your most recent ServSafe Food Protection Manager Certification Exam.

NOTE: If you do not have a User ID, create a User ID and the application process will help you tie your ServSafe exam record to your User ID.

STEP 3
TAKE THE DUAL ROLE TUTORIAL AND QUIZZES.
[Learn more about the tutorial and quizzes.](#)

STEP 4
PASS THE SERVSAFE ONLINE ADVANCED TEST.
[Learn about the ServSafe Online Advanced Test.](#)

STEP 5
COMPLETE THE APPLICATION.
Agree to the terms of the [Performance Agreement](#).

This screen will take you through the application process. To begin, Click on the highlighted “Step 1. ServSafe Food Protection Manager Certification”. Note: In order to get your Dual Role Status, you must have your ServSafe Food Protection Manager Certification.

Complete Steps 1 – 4 listed in the screenshot. Once you’ve passed all the tests, agree to the terms of the Application and Performance Agreement and submit.

The screenshot shows the ServSafe website interface. At the top, there is a header with the ServSafe logo, user information (WELCOME WENDY KUTZ, ARBYS), and navigation links (LOG OUT, MY ACCOUNT, a shopping cart icon, and a search bar). Below the header is a main navigation bar with several menu items: Students, Instructors/Proctors (highlighted), Administrators, Purchase, Regulatory Information, Resources, and Customer Assistance. Each menu item has a brief description of its function.

The main content area is titled "SERVSAFE CERTIFIED INSTRUCTOR & REGISTERED PROCTOR APPLICATION PROCESS". It contains the following text:

This screen will take you through the application process and show your progress toward becoming a ServSafe Certified Instructor & Registered Proctor .

To begin, please click on the highlighted step below:

Step 1. ServSafe® Food Protection Manager Certification
Step 2. Take the Instructor and Proctor Training and Quiz
Step 3. ServSafe Online Advanced Test
Step 4. Application and Performance Agreement

On the right side of the main content area, there is a progress bar and a box containing the following information:

0% Complete

certification process started
01/03/2013

next step: ServSafe® Food Protection
Manager Certification

The sidebar on the left contains a list of exam activities and resources, each with a plus sign to expand it:

- EXAM ACTIVITIES
- SERVSAFE FOOD SAFETY INSTRUCTOR RESOURCES
- SERVSAFE FOOD HANDLER INSTRUCTOR RESOURCES
- SERVSAFE ALCOHOL INSTRUCTOR RESOURCES
- MARKET YOUR SERVICES
- INSTRUCTOR AND PROCTOR SUPPORT MATERIALS