



## **Exam Proctor Application**

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

**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.**

E-mail: [ServSafeInternational@restaurant.org](mailto:ServSafeInternational@restaurant.org). Please put the words "International Exam Proctor Application" and your country in the subject line. Please allow at least three business days to process the application



## Exam Proctor Application

### APPLICANT INFORMATION

ServSafe International User ID

Name Title

Company

Address Suite/Floor #

Postal Code City/Town/Locality

State/Province/Region Country

E-mail Address

Contact Phone Number (Including Country Code) Fax Number (Including Country Code)

**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](mailto:ServSafeInternational@restaurant.org) and allow ninety (90) days for the information to be removed. This list will be available on [ServSafeInternational.com](http://ServSafeInternational.com) and may be provided to potential exam takers.



## Exam Proctor Application

### Exam Proctor Performance Agreement

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

- I am aware of and will follow the policies established by National Restaurant Association Solutions (NRA Solutions) that ensure the confidentiality of the exam contents and of secure exam administration. 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 am at least 19 years of age.
- 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 will comply with the procedures regarding handling any breaches of security before, during, and after an exam and understand that NRA Solutions will investigate any allegations of exam security violations. 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 NRA Solutions. I will not administer the exam to anyone which may result in a conflict of interest.
- I understand that I am responsible for administering the exam in accordance with guidelines set by the local regulatory agency. Additionally, I will comply with all current policies implemented by NRA Solutions and NRA. I understand that NRA has the right to audit any 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 proctoring privileges, revocation of proctoring privileges at will, civil or criminal action, other action NRA Solutions or NRA considers appropriate.
- I authorize any references named in this application, to provide NRA Solutions or NRA with any information that may be requested to arrive at an approval decision. I release all such persons, entities and NRA Solutions or NRA from all liability that may arise from such investigation and release of information.
- I understand that NRA Solutions or NRA 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 Exam Proctor may be shared with NRA Solutions or NRA 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, NRA 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 or NRA intends to bring an action waives any objection I may otherwise have to the location.

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

Date of Acceptance