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](http://www.servsafe.com) and enter your User ID and Password.

1. Click on the Instructors/Proctors tab
2. Choose “Learn About Becoming an Instructor/Proctor”
Scroll down the page and click on “Learn how to get dual role status”.

**SERVSAFE FOOD SAFETY ROLE DESCRIPTIONS**

**Dual Role (Certified Instructor and Registered Proctor)**

The dual role status means that you are both a Certified Instructor for the ServSafe Food Safety Manager training and a Registered Proctor for the certification exam.

Learn how to get dual role status.
Click on the orange “Get Started” button.

**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.
- Schedules online and print exams.
- Maintains confidentiality of exam content.
- Follows 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:

- 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 front/service operations environment for one year
  - Are employed by a health inspector or equivalent by a state or local regulatory authority
  - Work as a Registered Sanitarian, Registered Dietitian, 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
  - Ensuring 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 be 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.