



## Memo

### ServSafe Information

#### Resources for Certification and Re-Certification

**Will the Georgia Department of Education's School Nutrition Program offer ServSafe® training this year?**

No. Due to budget revisions, GaDOE discontinued all face-to-face trainings through January 2021.

**Will any extensions be given for certificates that have recently expired?** Yes. ServSafe® Certifications that expired between 3/15/2020-5/15/2020 will be automatically extended for 60 days. The Georgia Department of Public Health is aware of this extension and has accepted this provision. Currently, no other extensions have been issued.

**As a Director or Manager/Supervisor, how can I provide training and administer the exam to my employees?** First, you need to obtain Dual Role Status (Instructor/Proctor) so that you are both a Certified ServSafe® Instructor and a Registered ServSafe® Proctor. It is important to note that the instructor role and the proctor role are distinct and separate. But, obtaining dual role status is a relatively fast and easy process that can be accomplished online. For instructions on how to obtain dual role status visit:

<https://www.servsafe.com/ss/instructors/ip/RoleDetail.aspx?Role=3&Opt=N&aliaspath=/Special-Pages/ssredirect>

**How do I access resources such as training materials and exams?** There are many online and printed options for both training materials and exams. To purchase any of these materials, you must have a ServSafe® account and have the required ServSafe® certifications. Some products are listed on page two of this memo. For a complete list of products, visit: <https://www.servsafe.com/ServSafe-Manager/Buy-Manager-Products>

**Wow! There are a lot of products to choose from. How do I know which products to order?** There are many factors you must consider *before* you start deciding which products to order. For instance, will you be conducting training and giving the exam in person? If so, printed materials are the way to go! Perhaps you want to provide face-to-face training, but you want students to take the exam on-line. ServSafe® has all the materials you need to accomplish any type of training or exam scenario. In fact, for motivated and independent students, ServSafe® just added the products necessary for these individuals to obtain certification on their own without the need to attend a class or find a proctor.

**What if I simply do not have the time to take this on. Are there any other options for helping my employees locate class and/or exam opportunities?** Yes! ServSafe® has a searchable database where you can locate instructors and proctors in your area: <https://www.servsafe.com/ss/search/trainingsearchip.aspx> Also, University of Georgia's Cooperative Extension Program offers ServSafe® training at different times and locations throughout the State. Use this link to see a schedule of classes:

<https://extension.uga.edu/calendar/browse.html?topicID=35&topic=Commercial+%26+Home+Food+Safety>

**This is a lot of information. Who can I call to help me with this?** You can call the National Restaurant Association's Customer Service Department at 800-765-2122. Or simply email our Food Safety Specialist, **Dr. Ellen Steinberg**, at [ESteinberg@doe.k12.ga.us](mailto:ESteinberg@doe.k12.ga.us)

## **ServSafe® Study and Exam Materials**

Not a complete list. For more products visit: <https://www.servsafe.com/ServSafe-Manager/Buy-Manager-Products>

- **ServSafe® Manager Book with Exam Answer Sheet - \$70.30\***
  - This allows students to study from a printed book.
  - The exam sheet comes with the book and the price covers the cost of the exam.
  - A proctor must schedule an exam date and order test booklets.
  - The exam must be given in a classroom setting with a proctor who administers, oversees, and sends the exams back to the National Restaurant Association.
  - This is less expensive option than ordering the book and exam sheet separately.
- **ServSafe® Manager Book - \$50.50\***
  - This is only the textbook with no exam sheet.
  - Exam sheet or online exam voucher sold separately.
- **ServSafe® Manager Online Course – \$ 125.00**
  - Interactive online training.
  - Exam sheet or online exam voucher sold separately.
  - Course is active for 90 days after purchase.
- **ServSafe® Manager Exam Answer Sheet - \$38.00\***
  - This covers the cost of the exam.
  - A proctor must schedule an exam date and order test booklets.
  - The exam must be given in a classroom setting with a proctor who administers, oversees, and sends the exams back to the National Restaurant Association.
- **ServSafe® Manager Online Exam Code - \$36.00**
  - This is a one-time user number which allows the examinee to access the online exam.
  - Requires a proctor be present while the student takes the exam.
- **ServSafe® Manager Online Exam with Proctoring Bundle - \$74.00**
  - This is a one-time online exam that includes an online proctoring service.
  - No other proctor needs to be present.

**\*These products are also sold in bulk. But no discounts are given for bulk purchases.**