

# SERVS SAFE ONLINE TRAINING & EXAM



- This exam meets the State of Maine requirement. Certification is valid for 5 years.
- Exam dates: **Jan 7, Feb 4, Mar 3, Apr 7, May 5, Jun 2, Jul 7, Aug 4, Sep 15, Oct 6, Nov 3, Dec 1**
- The exam is held at **10:00 am in Room 24, basement level of Portland City Hall.**
- Upon registering, you'll receive the book and practice test. **-Park for free at the Elm Street Parking Garage (across from the library). Bring the ticket to be validated.**
- Success on the exam requires reading the entire book, completing the practice quizzes and the study questions in each chapter.**
- Photo identification with a signature (e.g. driver's license) is **required** to take the exam. Please don't forget.
- The exam is available in **Spanish, Chinese, French, Japanese, and Korean** upon request. If you need an interpreter, please call 874-8772 asap. ServSafe needs to approve your interpreter at least 10 days before the exam. This service is at your expense.

**Participant Name (s)** \_\_\_\_\_

**E mail Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Date of Class:** \_\_\_/\_\_\_/\_\_\_      **Phone #** \_\_\_\_\_

**Number of Students attending** \_\_\_ **multiplied by the Option Price** \_\_\_ = **Amount enclosed \$** \_\_\_\_\_.  
**Option #1:** Book, Exam (\$80) **Option #2:** Exam only (\$45).

You may pick up the class text book or we can mail it. Please circle one: **PICK UP or MAIL.**

**Please make checks payable to:** City of Portland. You may also pay via credit card in room 307 of City Hall or by phone 207-874-8557. Please do not send cash. **No registrations will be accepted on the day of the class.**

## Send this registration and payment to:

City of Portland  
Permitting and Inspections Dept., Rm 307  
389 Congress St.  
Portland, Maine 04101

**If registering by mail and paying with a credit card, the following information is required:**

A "Convenience Fee" of 2.65% (\$3.00 Minimum) will be assessed on credit card payments.

**Print Name on Credit Card** \_\_\_\_\_ **Signature** \_\_\_\_\_

**CC#** \_\_\_\_\_ **Exp. Date** \_\_\_\_\_ **CID#** \_\_\_\_\_

# SERVSAFE ONLINE TRAINING & EXAM

- If you would prefer online training you can purchase the course at [www.servsafe.com](http://www.servsafe.com) and study at your own pace.
- Follow these steps to access the online course:
  - 1. Create new user profile
  - 2. Click “Start training today”
  - 3. Under Servsafe Food Manager click “Learn More”
  - 4. Scroll down to “Online Course” and click “Buy Now”
  - 5. Scroll down to Servsafe Manager Online Course for \$125.00 and click “Add to Cart”
  - 6. A notice will appear that you will need a proctor in order to take the exam. You can schedule to take the exam by calling 756-8365.
  - 7. View Cart
  - 8. Check Out.
- Your access code will be valid for 1 year from date of purchase.
- Once started you will have 90 days to complete the course.

## ServSafe Manager Online Exam

You can purchase an online exam voucher at [www.servsafe.com](http://www.servsafe.com)

Follow steps 1-3 above and then:

1. Scroll down to ServSafe Manager Online Voucher for \$36.00 and click “Add to Cart”
2. View Cart
3. Check Out.
4. Call 756-8365 to schedule online exam with a proctor.