

SERVSAFE BOOK AND WRITTEN EXAM



- This exam meets the State of Maine requirement. Certification is valid for 5 years.
- Exam dates: **July 10th, Aug 14th, Sept 11th, Oct 16th, Nov 6th, Dec 11th**
- 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 207-874-8783. 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 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

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.

Please contact 874-8783 with questions about this form. Thank you.

For office use only: Rcv'd by ____ Check # _____ Book M/P Receipt ____ Roster ____
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