



Candidate Roster

Food Safety Programs

By signing this form you are authorizing Prometric to release your test results to the organization administering this exam.

Exam Date: _____ Exam City: _____ Proctor Name: _____ Proctor Number: _____

Social Security Number	Candidate Name	Address	Candidate Signature



Proctor: _____ Exam City: _____ Exam Date: _____

Indicate the seating arrangement of the candidates by name or Social Security number.

Proctor Station

* Chart based upon two candidates sitting at a 6' table, totaling 56 candidates.



Exam Return Form

Food Safety Programs

* Areas marked with a star are required.

* Exam Information

Exam date: _____ City/State: _____ Company/Organization _____

* Proctor Information

Proctor name: _____ Proctor number: _____ Phone number: _____

Location information

Store number _____ Choose one: Corporate Franchise

* Exam Inventory

See Back of Page For Booklet Number Entry ** *This is REQUIRED***

* Results reporting

* Mail certificates and fail letters to (choose one): Address below Candidates

* Send score reports to (choose one):

Fax to: _____ Email to: _____

Mail to company/organization: _____

ATTN: _____

Address _____

City: _____ State: _____ ZIP: _____

* Payment option (choose one):

Check/money order enclosed ****Personal checks not accepted**** Purchase Order Attached
Only for 10 exams or more

Credit card (Please provide credit card information below)
 MasterCard Visa American Express

Card number: _____ Expiration (MM/YY): _____

Cardholder name (printed): _____ Cardholder signature: _____

By signing, you acknowledge that you are the card holder and authorize Prometric to charge your credit card.

* Please Read and Sign:

This test was administered on the date listed above, at the location listed above, by the Proctor and in accordance with the instructions described in the Policy and Procedures Manual for the Food Safety Program. Fees for any exams submitted that did not adhere to the proctor manual policies and procedures are non refundable.

Print Proctor Name

Proctor Signature

Date

Please Use This Section to Record the Returned Exam Booklets

* Exam Inventory	Quantity	Test Code/Form	Serial Numbers
Exams Received	_____	_____	_____ to _____
	_____	_____	_____ to _____
	_____	_____	_____ to _____
	_____	_____	_____ to _____
Used Exams	_____	_____	_____ to _____
	_____	_____	_____ to _____
	_____	_____	_____ to _____
	_____	_____	_____ to _____
	_____	_____	_____ to _____
	_____	_____	_____ to _____
	_____	_____	_____ to _____
	_____	_____	_____ to _____
Unused Exams	_____	_____	_____ to _____
	_____	_____	_____ to _____
	_____	_____	_____ to _____
	_____	_____	_____ to _____
	_____	_____	_____ to _____
	_____	_____	_____ to _____
Defective exams	_____	_____	_____ to _____
Total Exams returned	_____		



Exam Return Acknowledgement Food Safety Programs

Dear Test Administrator/Proctor:

Thank you for choosing to proctor the Prometric Food Safety Program. The purpose of this Exam Return Acknowledgment is to ensure that you have received and understand the most current Food Safety Program policies and procedures proctor manual. Any changes to the CPFM exam process or proctor manual will be communicated below through this form with each exam shipment to you. We ask that you read this letter and acknowledge the standard operating procedures that you must follow to ensure a successful testing event. This form must be completed, signed and returned with all required administrative materials listed below before your exams will be processed.

As a Food Safety Program Proctor I confirm that I have completed the following:

- Read and understand the food safety program's Proctor Manual and agree to adhere to all policy requirements.
- Agree to have all exam forms used and unused received by Prometric by the date stamped on each exam booklet.

As a Prometric approved proctor, your first priority is to ensure the security of the exam content provided to you at all times. This includes ensuring the administration of current exam forms, alternating exam forms among candidates and all materials in the checklist below are returned by a traceable means. Exam packets will be identified as returned by a traceable means when the carriers tracking number/shipping label is on the outside of the package.

In order for exams to be scored, you must return the following documentation to:

Prometric
Attn: Food Safety Program
1260 Energy Lane
St. Paul, MN 55108

- Exams
- Answer Sheets
- Exam Return Form
- Seating Chart
- Sign in Sheet
- This Acknowledgement Letter with Signature

Proctor Manual and Forms Updates: Most Current Proctor Manual is Dated: **01/06/2012**

This manual can be referenced at <http://www.prometric.com/foodsafety/CPFM.htm>.

Manual and Form Changes	Page #
Change was made on 01/06/2012	16, 3e
Change was made on 01/06/2012	17, #L
Cover was changed on 01/06/2012	cover

Failure to adhere to the guidelines presented to you in both the acknowledgement letter and the Proctor's Manual may result in the exams being invalidated. Payment will not be refunded and it is your responsibility to conduct an alternate testing event adhering to all Prometric policies on a future date. In addition, any process or security violations will be reviewed and may result in your immediate termination as an approved Prometric Proctor for the Food Safety Program. As a result, you will no longer be eligible to purchase or send for processing any examinations for the Food Safety Program.

Signature _____ **Proctor#** _____ **Date** _____

If you have any questions or concerns, please contact us by email at: examorders@prometric.com



These instructions must be read aloud verbatim during the administration of this examination. When all candidates have been checked in and seated, read the following candidate briefing slowly and exactly. When you come to a blank line, fill in the blank with the appropriate information (i.e. your name, exam name, examination site, etc.). ***Throughout the reading, proctors should observe candidates to make sure that they understand and are complying with the instructions.***

Read the following:

Good _____ (morning/afternoon). My name is _____ (state your name). On behalf of Prometric, I would like to welcome you to the **(Certified Professional Food Manager (CPFM)/Certified HACCP Manager/Certified Alcohol Handler(CAH))** Examination.

Each of you should have an exam envelope at this time. Do not open this envelope until you are instructed to do so. If at any time during the following instructions and procedures you have a question, please raise your hand and I will assist you. This is a closed book examination; no reference materials or notes will be permitted. No talking or comparing materials between candidates will be permitted.

All exam questions are the copyrighted property of Prometric. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without Prometric's written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

The only items allowed with you during the exam are the exam envelope, the contents of the envelope and No. 2 pencils that are provided. If you have a briefcase, purse or other personal items, they must be left outside of the exam administration area until you are excused by the proctor upon the completion of your exam.

The following procedures will be observed at all times during the examination session. No smoking, eating or drinking is permitted. If you need to use the restroom during this session, please raise your hand. I will collect your examination materials when you leave and return them to you when you come back. Only one person at a time will be permitted to leave the room, so please return as quickly as possible. Restrooms are located _____ **(state location of restrooms)**.

You may now open your envelope by breaking the seal on the backside of the envelope. Do not remove the adhesive strip from the envelope flap. Next, take all the items out of the envelope. The following items should be enclosed:

1. Examination answer sheet
2. Examination booklet (CPFM, HACCP or CAH)