



Dear Prometric Food Safety Proctor,

Thank you for choosing to proctor the Prometric Food Safety exams. We value your business and appreciate your conformance to the Prometric policies and security procedures. Prior to each exam administration, please visit www.prometric.com/foodsafety to review the most up-to-date policies and procedures. The purpose of the Exam Return Acknowledgment Form is to ensure that you understand the most current Food Safety Program policies and procedures. Any changes to program policies will be posted to the Prometric Food Safety website. We ask that you review the website 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 for your exams to be processed:

- Exams
- Answer Sheets
- Seating Chart
- Sign In Sheet
- This Acknowledgment Letter with Signature

When returning used materials, make sure all the used answer sheets are filled out completely and correctly. Any incomplete or damaged answer sheets may not be able to be scored and processed. An examinee will need to retake the examination if the score sheet is unable to be read and processed and the cost will be at the examinee's expense.

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

Prometric
Attn: Food Safety Program
7941 Corporate Drive
Nottingham, Maryland 21236

Failure to adhere to the guidelines presented to you in both the acknowledgment letter and the Proctor's Manual (located at www.prometric.com/foodsafety) 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 # _____

Name _____ Date _____

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

Orders can be placed via the online form at www.prometric.com/foodsafety
Thank you for your business!