



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