



Certified ServSafe  
Instructor and Proctor

## SERVSAFE CLASS REGISTRATION FORM -2023

This course is primarily to certify managers/staff and will require a written examination. A certificate will be issued upon satisfactory completion of the course and will be valid for (5) five years. Registration is complete when your form and fee are received by our office. Your textbook will be provided at registration and should be reviewed prior to class attendance. **Registration is completed at 1916 North Leg Rd, Building K, Augusta, GA, 30909.** No shows must reschedule within 10 days of the missed class or all fees are forfeited. **NO REFUNDS!!!** Should you have any questions, please feel free to call our office at (706) 667-4234.

NAME:		
FACILITY:		
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		PHONE:

- FEE(S): \_\_\_\_\_ Class: Includes Book & Exam - \$190  
 \_\_\_\_\_ Class & Exam Only: **\*No Book** - \$135  
                   **\*ServSafe Manager 7<sup>th</sup> Edition book is required for class**  
 \_\_\_\_\_ Book & Exam Only: No Class - \$135  
 \_\_\_\_\_ Book Only - \$75  
 \_\_\_\_\_ Exam Only: Day 2 at 1:00 PM - \$75  
 \_\_\_\_\_ Online Exam (Call for appt.) - \$75

**NOTE**  
**TESTS CAN ONLY BE TAKEN 2 TIMES  
 IN A 30 DAY PERIOD. THEN YOU  
 MUST WAIT 60 DAYS BEFORE A 3<sup>RD</sup>  
 ATTEMPT. NO MORE THAN 4  
 ATTEMPTS IN A 12 MONTH PERIOD.**

Textbook/Prettest Issued: Yes No      Initials: \_\_\_\_\_

- CLASSES:**
- |                                               |                                             |                                                |
|-----------------------------------------------|---------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> January 11-12, 2023  | <input type="checkbox"/> May 17-18, 2023    | <input type="checkbox"/> September 20-21, 2023 |
| <input type="checkbox"/> February 15-16, 2023 | <input type="checkbox"/> June 14-15, 2023   | <input type="checkbox"/> October 25-26, 2023   |
| <input type="checkbox"/> March 15-16, 2023    | <input type="checkbox"/> July 12-13, 2023   | <input type="checkbox"/> November 29-30, 2023  |
| <input type="checkbox"/> April 19-20, 2023    | <input type="checkbox"/> August 16-17, 2023 |                                                |

**LOCATION OF CLASS:** DPH – Richmond County  
1916 North Leg Rd - Building D  
Augusta, GA 30909

**TIME:** 9 AM TO 5 PM

Please make checks payable to: Richmond County Health Department (RCHD) and mail with your completed registration form to the address above or you may email or fax your registration form and make payment over the phone using a credit/debit card OR register and pay in our office. Credit card payments add a 5% fee. Cash must be correct amount.

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Signature Print Name Date