SERVSAFE CLASS REGISTRATION FORM -2025

Certified ServSafe Instructor and Proctor

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 7th 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

Textbook/Pretest Issued: ☐Yes ☐No   **Initials:** _____

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

CLASSES:

☐January 15-16, 2025	☐ May 14-15, 2025	☐ September 17-18, 2025
☐ February 12-13, 2025	☐ June 25-26, 2025	☐ October 15-16, 2025
☐ March 12-13, 2025	☐ July 16-17, 2025	☐ November 19-20, 2025
☐ April 16-17, 2025	☐ August 13-14, 2025	

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**