

ServSafe® Registration

Registration deadline is **3 weeks prior** to the class date and/or as soon as the class is full.

Date of Class: _____ Location of Class: _____

Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____ E-mail: _____

Are you a member of the Iowa Restaurant Association (check one): Yes No

Iowa county where employed: _____

Mailing address to send book (if different than above): _____

Type of food establishment (check one):

Childcare (center, preschool, home) Commercial (food packaging, manufacturing)
 Healthcare (hospital, long-term care, assisted living) Education (K-12 school, college, university)
 Retail (restaurant, tavern, convenience store, etc.) Other (self-employed, city/state government)

Type of class (check one): Full class (\$150) Re-testing (\$50)
(\$160 after July 1, 2020) (\$60 after July 1, 2020)

Language of book needed:

Note: Books are written solely in the language indicated, they are not bilingual.

English Chinese Korean Spanish

Language of exam needed:

Note: All exams other than English are bilingual. This means the questions are written in both English and the selected foreign language.

English only Chinese/English French Canadian/English
 Instructor (in English only) Japanese/English Korean/English
 Large print (in English only) Spanish/English

Will participant be requesting any exam accommodations*? (check one) Yes No

Examples of Exam Accommodations: reader (have exam read to you), separate room/alternate exam location, scribe, extra time, sign language interpreter

Interpreter needed? (check one) Yes No

Will participant use a bilingual English-native language dictionary? (check one) Yes No

*See page three for information on exam accommodations.

ServSafe® Registration, cont.

Payment and Mailing Instructions

**** Registration is not complete until payment is received! **** Complete form and mail/fax with payment to:
Iowa State University, Registration Services, 1601 Golden Aspen Dr, Ste 110, Ames, Iowa 50010 | Fax: 515-294-6223

OPTION 1 - PAYMENT ENCLOSED

Check (payable to Iowa State University)

Credit Card: Visa MasterCard Discover

Card Number: _____

Exp. Date: _____ / _____ **CVV:** _____

Cardholder Name: _____

Signature: _____

OPTION 2 – SEND BILL/INVOICE TO EMPLOYER

Mail invoice to:

Name: _____

Company: _____

Address: _____

Release

Photo/Video

By signature to this form I acknowledge and agree that photos and/or video taken at this event may be used for promotional, commercial, educational and research purposes. Without any restriction, I hereby grant Iowa State University (ISU) Extension and Outreach permission to use, reuse, publish, and republish my name, photograph, image, or likeness, and/or a recording of my voice or the event in whole or in part. My submission of this form and participation in this event indicate my assent to these terms without further obligation on behalf of ISU. If you are the parent or legal guardian of the child being registered, by signature to this form you are granting permission as indicated in this form to ISU Extension and Outreach on their behalf. If you are registering a third party, your completion of the registration form represents and warrants that you are authorized to complete the registration on behalf of the organization/individual and grant the rights permitted therein. If you or a represented party prefer not to be photographed, please contact ISU Extension and Outreach prior to submission and notify the event photographer or videographer.

Signature: _____

Communication

I consent to receive related event communication via email from ISU Extension and Outreach.

If you leave the box unchecked, you will not receive email messages about future events.

IOWA STATE UNIVERSITY
Extension and Outreach

Fees for service will be used to offset direct expenses and to support the Human Sciences County Extension Program. This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext. February 2020

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Reasonable accommodations may be available upon request.

Allow **at least five weeks total** prior to the class date for the accommodation request and instructor notification process.

- All exam accommodation requests are handled exclusively through ServSafe®.
 - A link to accommodation request forms can be found below.
 - Allow **at least two weeks** for ServSafe® to process any accommodation request.
- ServSafe® will notify you via email of an approved or denied accommodation status. It is then YOUR responsibility to notify your instructor of an approved accommodation.
 - Instructors need to be notified **at least three weeks prior to the class date** of your **approved accommodation**.
 - If you do NOT let your instructor know of a confirmed and granted Accommodation Request at least 3 weeks prior to the class date, you will NOT be allowed to take the exam on the class date. This means you would need to take the exam on another date -- at your expense. Adequate time is needed to make arrangements for an additional room and proctor.
 - Contact information for your instructor is provided in your registration confirmation e-mail. You will receive this confirmation e-mail from Iowa State University Registration Services as soon as your registration is complete and payment is received.

Request Forms

If you are requesting an accommodation(s), you will need to submit the Accommodation Forms directly to ServSafe®.

1. To access the forms, go to www.servsafe.com/downloads/pdfs/handbooks/ssfs-exam-handbook
If you want more information on how to submit for an accommodation(s), first review these forms:
<https://iastate.box.com/s/xu3l1c828ozfhl9uzlzm10qnr0ovkb2j>
 - How to Request Exam Accommodations-*Guidelines and FAQs* - pages 26-27
 - How to Request Foreign Language Translations-*Guidelines and FAQs* - pages 28-29
2. If you decide to apply for an accommodation(s), you need to submit the corresponding form:
<https://iastate.box.com/s/p79fjnrpp9kt40r3jilt2uvy8so96brr>
 - Exam Accommodation Form (Appendix F) - pages 38-39
 - Request for Foreign Language Translation - page 40 **and** Translator Nondisclosure & Confidentiality Agreement - page 41

Dictionary Use

Note from ServSafe® handbook page 9: Examinees who want to take the Exam in English are permitted to use a printed bilingual English-native language dictionary (e.g., English-Spanish) during the exam. The use of a dictionary needs to be reported by proctor. English-language dictionaries are not allowed. Dictionary will be inspected by the proctor at check-in.

Tell Us About Yourself (optional)

What year were you born? _____

Are you of Hispanic, Latino or Spanish origin?

- Yes
- No

What is your racial background? (Check all that apply.)

- American Indian or Alaskan Native
- Asian
- Black or African-American
- Native Hawaiian or other Pacific Islander
- White
- Other

To which gender identity do you most identify?

- Female
- Male
- Prefer to self-identify
- Prefer not to respond

Have you ever served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

- Never served in the military
- Only on active duty training in the Reserves or National Guard
- Now on active duty
- On active duty in the past, but not now

How would you describe your disability/ability status? (Check all that apply.)

- I do not identify with a disability or impairment
- A sensory impairment (e.g., vision or hearing)
- A learning disability (e.g., ADHD, dyslexia)
- A long-term medical illness (e.g., epilepsy, cystic fibrosis)
- A mobility impairment
- A mental health disorder
- A temporary impairment due to illness or injury (e.g., broken leg, surgery)
- A disability or impairment not listed above
- Prefer not to respond