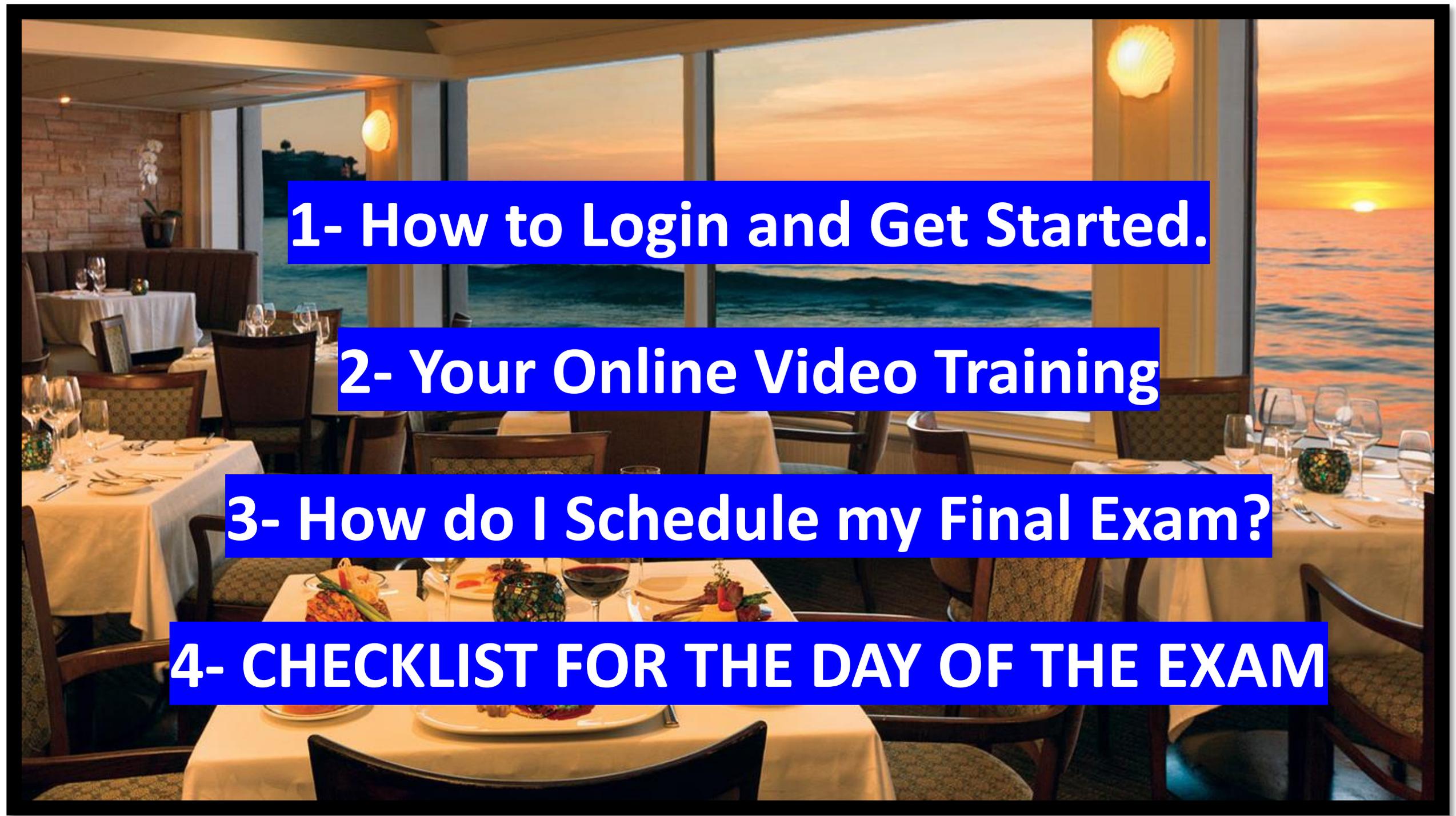


A restaurant interior with tables set for dining, overlooking a sunset over the ocean. The scene is warmly lit, with a large window on the right showing the sun setting over the water. The tables are covered with white cloths and set with glassware and plates. The text is overlaid on the image in three blue banners.

WELCOME!

FOOD MANAGER CERTIFICATION

“HOW TO GUIDE”



1- How to Login and Get Started.

2- Your Online Video Training

3- How do I Schedule my Final Exam?

4- CHECKLIST FOR THE DAY OF THE EXAM

A photograph of a restaurant interior. In the foreground, a table is set with white linens, plates of food, and wine glasses. The table is surrounded by wooden chairs with patterned upholstery. In the background, large windows offer a view of the ocean and a sunset. The sky is a mix of orange, red, and blue, with the sun low on the horizon. The water is dark blue with white-capped waves. The restaurant has a warm, inviting atmosphere with soft lighting from wall sconces.

1- How to Login and Get Started.

START AT WEBSITE:

www.alwaysfoodsafety.com

Always Food Safe

FOOD HANDLERS CARD FOOD MANAGER CERTIFICATION ALLERGEN AWARENESS TRAINING **LOG IN**

FOOD MANAGER CERTIFICATION – FOOD HANDLER – ALLERGEN AWARENESS
100% VIDEO BASED FOOD SAFETY TRAINING

We Offer 3 Food Safety Video Courses and Certificates

Food Handlers Card
VIEW PRODUCTS

Food Manager Certification
VIEW PRODUCTS

Allergen Awareness Training
VIEW PRODUCTS

LOGIN OR CREATE AN ACCOUNT

Online, Video Based & ANSI Accredited

We are on a mission – To make Food Manager Certification, Food Handler

FORGOT PASSWORD? CLICK HERE:

<https://login.ncco.com/ForgotPassword>

ALREADY A MEMBER? LOGIN!

IF NOT, JUST CREATE A NEW ACCOUNT

Login Portal

ALREADY A MEMBER? LOGIN!



OR CREATE A NEW ACCOUNT

UserName

Password [Forgot Password?](#)

Remember My Login

Login

New User?

Login Portal

CREATE A NEW ACCOUNT



Please enter the details below to register your account.
If you already have an account please go to login [here](#).

Email

First Name

Last Name

Password

Must be at least six characters long and include 2 of the following:
lowercase, uppercase, number, or special character.

Confirm Password

Create Account

**FROM HOME PAGE:
GO TO YOUR COURSES**

**FROM POP-UP WINDOW:
"CONTINUE TRAINING"**

The screenshot shows the top navigation bar with a green button labeled "GO TO YOUR COURSES" circled in red. Below the navigation bar, there is a main heading "100% VIDEO BASED FOOD SAFETY TRAINING" and a sub-heading "We Offer 3 Video Courses In Food Safety Training". Three course cards are displayed: "Food Protection Manager", "Food Handler", and "Allergen Awareness". A yellow callout box with the text "CLICK ON 'GO TO YOUR COURSES'" has a red arrow pointing to the circled button. Below the course cards, there is a green bar with "GO TO YOUR COURSES" and a large image of three people in a kitchen. To the right of the image, there is text about being "Online, Video Based & ANSI Accredited" and a mission statement: "We are on a mission – To make Food Safety engaging for everyone!".

The screenshot shows a pop-up window with the heading "Welcome". A red arrow points from the top left to a green button labeled "CONTINUE TRAINING / VIEW CERTIFICATE". Below this button are three more green buttons: "BUY COURSES", "ACTIVATE COURSE CODE", and "PROCTOR AN EXAM".



2- Your Online Video Training

IMPORTANT:

IF YOU ARE NOT TAKING THE LESSONS BUT ONLY THE EXAM,

CONTINUE TO SECTION 3: HOW TO SCHEDULE MY FINAL EXAM?

GET STARTED WITH YOUR LESSONS!

Activated Courses

Food Protection Manager - All counties, AL

[VIEW LEARNER MATERIAL](#)

[VIEW INTRO MATERIAL](#)

[GO TO COURSE →](#)

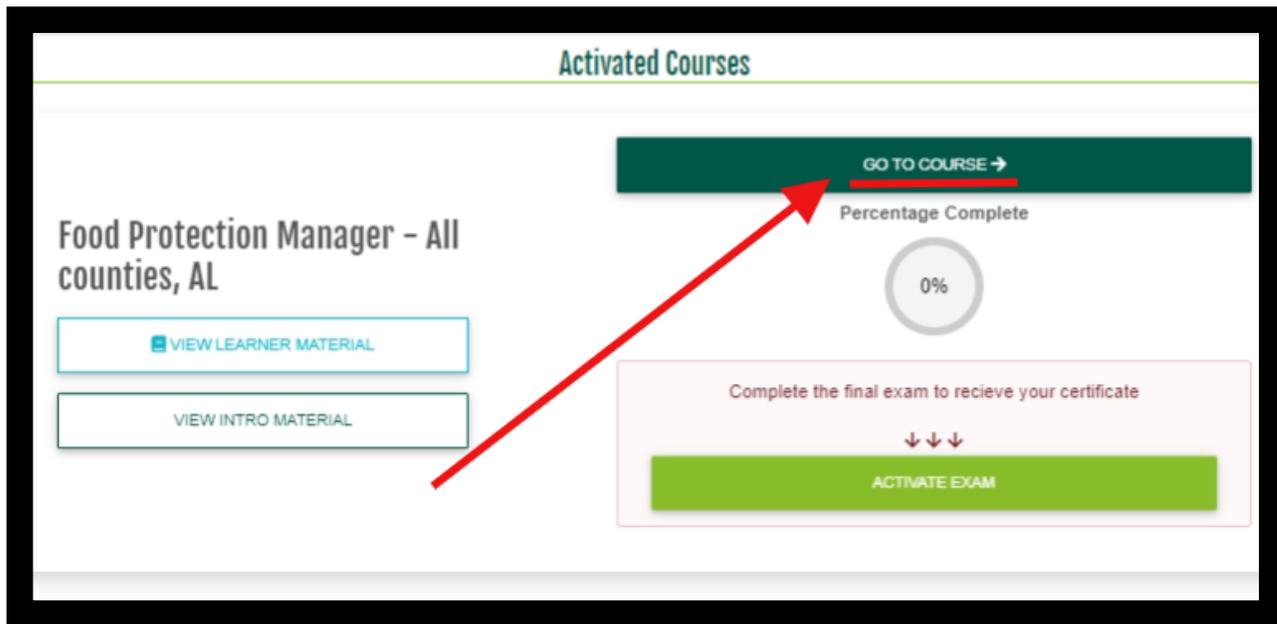
Percentage Complete

0%

Complete the final exam to receive your certificate

↓↓↓

[ACTIVATE EXAM](#)



Always Food & Safe

MY COURSES STORE English

PROFILE LOGOUT

Chapter One

Segment One:
The Journey of Food,
A Manager's Tale

30:46

*Upon video completion click on 'Complete Lesson' above the video, this will take you to the next section.

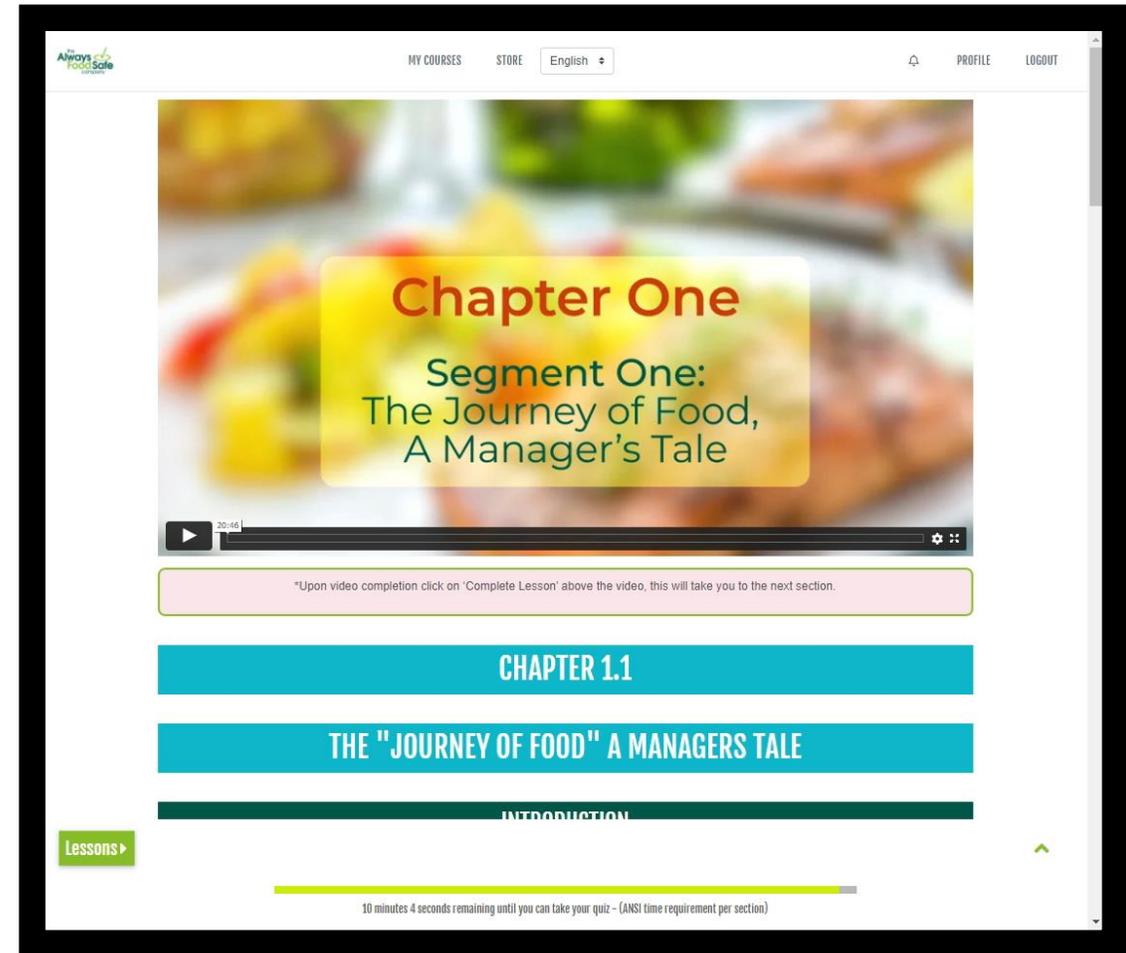
CHAPTER 1.1

THE "JOURNEY OF FOOD" A MANAGERS TALE

INTRODUCTION

Lessons ▶

10 minutes 4 seconds remaining until you can take your quiz - (ANSI time requirement per section)



EACH CHAPTER HAS A MANDATORY MINIMUM TIMER

Chapter 1 - Foodborne Illness

beginning of our Food Handler course – let's get started! Over the next few chapters we will detail the six main threats to food safety and the

8 minutes 33 seconds remaining until you can take your quiz - (ANSI time requirement per section)

WHEN TIMER REACHES 0:00 THE QUIZ QUESTIONS WILL APPEAR

The training video timer has completed.

Please complete the quiz at the bottom of the page and click "Complete Lesson" at the bottom of the page!

GO TO QUIZ

CLOSE

GO TO QUIZ

AND A QUIZ.

Page 1 of 3

NEXT

A photograph of a restaurant interior. In the foreground, a table is set with white linens, plates of food, and wine glasses. The table is surrounded by wooden chairs with patterned upholstery. In the background, large windows offer a view of the ocean and a sunset. The sky is a mix of orange, pink, and blue, with the sun low on the horizon. The water is dark blue with white-capped waves. The restaurant has a warm, inviting atmosphere with soft lighting from wall sconces.

3- How to Schedule my Final Exam ?

IMPORTANT: PREMIUM SCHEDULING FEES

ProctorU charges additional fees for **Same Day** and **Next Day Exams** as listed below:

Same Day Exams:	\$12 Premium Fee.
Next Day Exams:	\$8 Premium Fee.
Exams 48hrs – 72hrs:	\$4 Premium Fee.

These fees are paid directly to ProctorU at time of scheduling, not to Always Food Safe.

NO ADDITIONAL CHARGES WHEN YOU SCHEDULE YOUR EXAM THREE DAYS IN ADVANCE

Please plan and schedule your exam at least three days in advance!

FIRST STEP: ACTIVATE THE FINAL EXAM

Activated Courses

od Protection Manager - All
unties, LA

VIEW LEARNER MATERIAL

VIEW INTRO MATERIAL

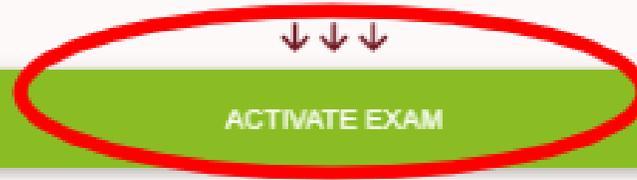
ACTIVATE COURSE

Complete the final exam to receive your certificate



ACTIVATE EXAM

ACTIVATE
EXAM



AGREE TO TERMS AND CONDITIONS, AND FILL IN YOUR INFORMATION.

Exam Activation

Please review and agree to the important information below about your proctor method choice.

You have chosen: Remote proctoring

How it works: At your scheduled exam time, you will log into ProctorU to connect with a proctor. Once connected, they will verify your identity by checking your photo ID, and make sure your computer, microphone, and webcam are ready for the examination. Your proctor will stay with you throughout the duration of the exam, monitoring exam conditions to ensure you have a smooth testing experience and to ensure no cheating occurs. You will not be allowed breaks during the exam, including going to the restroom.

Approximate wait: 0 - 4 days
Standard scheduling is included at no additional cost and allows you to book your exam session as soon as 72 hours in advance. If you wish, the following [premium scheduling options can be purchased at the time of scheduling](#), subject to availability:

- Additional fee for sessions 24 - 72 hours in the future: **\$8**
- Additional fee for sessions less than 24 hours in the future: **\$12**

If you require accommodations such as translators or extra time to take the exam, please contact Always Food Safe at least 10 days before your scheduled session for review and approval.

Location: You can choose any place you like, as long as it meets the following guidelines:

The test room must be quiet and free of interruptions, with no one else present, free of objects that a test-taker might use for assistance on the exam (such as phones, another computer, a second display, tablets, notebooks, and pens/pencils).

When you connect with the proctor, they will ask you to pan your webcam around the room to make sure all prohibited items are removed prior to starting your exam.

Enter Course Code Here

SUBMIT

Exam Activation

Language: English

Name On Certificate: Lisa

Phone Number: 1112223333

Address Confirmation

Line 1: Address Line 1

Line 2: Address Line 2

City: City

State: Alabama

Zip Code: Zip Code

YES

CREATE AN ACCOUNT WITH "ProctorU"

My Sessions My Cart **0** My Orders Support [Support](#)

Are you an EEA citizen and/or a current EEA resident?

Yes No

[Submit](#)

My Account

- [Account Settings](#)
- [Password Settings](#)
- [Notification Settings](#)

Enrollments

- [Always Food Safe](#)

ProctorU

- [ProctorU](#)
- [© Copyri](#)

proctorU

Balance: \$0.00 My Sessions My Cart **0** My Orders Support [Support](#)

Terms & Conditions

Terms & Conditions

These Terms of Service ("Terms") govern your access to and use of ProctorU Inc.'s ("ProctorU", "We", or "Our") website(s), browser extensions, platforms, applications, and other services (collectively, our "Services"). These Terms also apply to any information, text, audio, video, images, graphics, code, extensions, or other materials created uploaded, downloaded, transferred or otherwise appearing on or connected with the Services when you interact with ProctorU, including recordings of any test sessions (collectively referred to as "Content").

1. Using ProctorU's Services

By checking this box, you agree to ProctorU's [Terms of Service](#) and [Privacy Policy](#)

[Accept Terms](#)

ProctorU

- [About](#)
- [Support](#)
- [Privacy Policy](#)
- [Terms of Service](#)

My Account

- [Account Settings](#)
- [Password Settings](#)
- [Notification Settings](#)

Enrollments

- [Always Food Safe](#)

proctorU

Balance: \$0.00 My Sessions My Cart **0** My Orders Support [Support](#)

Reset your password

Password *

- Must be between 8 and 16 characters long
- Must include 1 lowercase, 1 uppercase character, and 1 digit
- Must not be equal to username, email, phone number, first name, or last name
- Must not have the same character repeat more than 2 times

Password confirmation *

[Update Password](#)

ProctorU

- [About](#)
- [Support](#)
- [Privacy Policy](#)
- [Terms of Service](#)

My Account

- [Account Settings](#)
- [Password Settings](#)
- [Notification Settings](#)

Enrollments

- [Always Food Safe](#)

COMPLETE YOUR INFORMATION AND SCHEDULE YOUR EXAM

proctor

Balance: \$0.00 My Sessions My Cart My Orders Support

Please complete your profile before continuing.

Home / Account Settings

Account Settings

My Account

General Settings

Username *

Email *

First name *

Last name *

Phone mobile

Phone home

Phone work

* At least one phone number is required.

Country *

Street 1 *

Street 2

City *

State/ Province/

Paulo Homem

Support

Equipment

Schedule New Session

	STATUS	ACTIONS
Pending		Schedule

CLICK TO SCHEDULE EXAM

proctor

Balance: \$0.00 My Sessions My Cart My Orders Support

Schedule Session

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

September 2020

S	M	T	W	T	Fr	Sa
u	o	u	e	h		
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Select a Time

12 : 10 PM

12:30PM CDT	Friday, September 11, 2020	Food Protection Manager 526770	SELECT
12:50PM CDT	Friday, September 11, 2020	Food Protection Manager 526770	SELECT
1:20PM CDT	Friday, September 11, 2020	Food Protection Manager 526770	SELECT
1:40PM CDT	Friday, September 11, 2020	Food Protection Manager 526770	SELECT

FOR SUPPORT 24/7 CLICK ON "Need Help? Chat Now!"

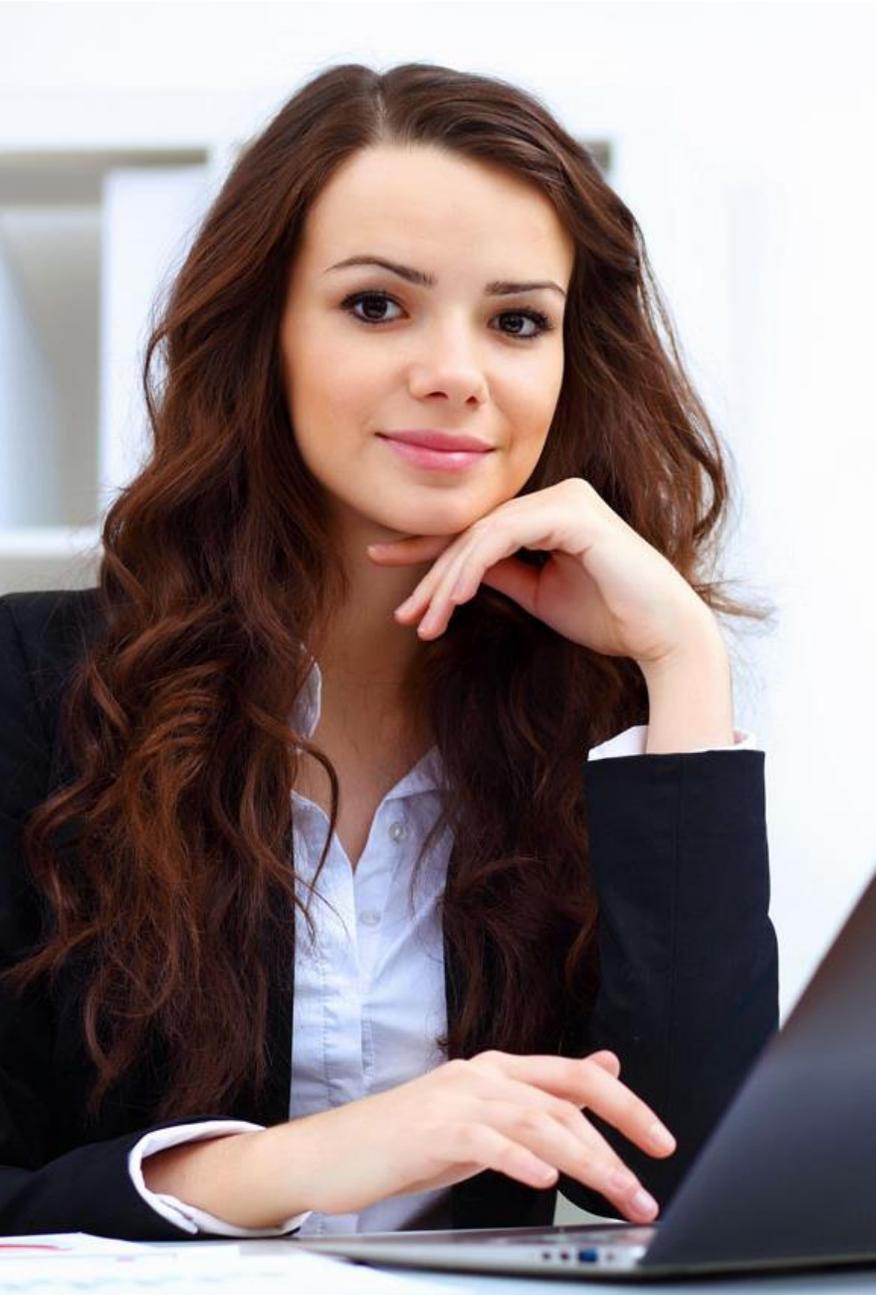
The screenshot shows a user interface with three main navigation buttons at the top: "Have Questions?" (with a question mark icon), "Test Your Equipment" (with a laptop icon), and "Schedule New Session" (with a calendar icon). Below these is a table with columns for "ACTIVE EXAMS", "DATE & TIME", "STATUS", and "ACTIONS". A yellow callout box with the text "Click for Support Available 24/7" has a red arrow pointing to a "Need Help? Chat Now!" button in the bottom right corner, which is circled in red. The table contains one row with the text "Food 525 Always" and a "Schedule" button.

ACTIVE EXAMS	DATE & TIME	STATUS	ACTIONS
Food 525 Always			Schedule

Need Help? Chat Now!



4- CHECKLIST AND STEPS FOR THE DAY OF THE EXAM



THE DAY OF THE EXAM

Checklist for Taking your Exam.

- ✓ To take your Practice Exam click on this [LINK](#).
- ✓ Have your Government-Issue I.D. ready to show the Proctor.
- ✓ Make sure you are in a private room with no distractions.
- ✓ Login 10 – 15 minutes before your scheduled time and “TEST YOUR EQUIPMENT”.
- ✓ Have a clean desk, no headphones, no smart watches and no notes or documents on your desk. Cell phone is not allowed.
- ✓ [Watch this short video about your Pre-Exam Checklist.](#)
- ✓ Mark every answer, and when the exam is completed, just click on the “Submit” button.
- ✓ **GOOD LUCK !!!**



THE DAY OF THE EXAM STEPS

STEP 1: LOGIN TO ALWAYS FOOD SAFE

**STEP 2: CONNECT WITH A PROCTOR
AND SET UP YOUR COMPUTER**

STEP 3: GET STARTED WITH YOUR EXAM

STEP 4: YOUR CERTIFICATE.

A photograph of a restaurant interior. In the foreground, a table is set with white linens, plates of food, and wine glasses. The table is surrounded by dark wood chairs with patterned upholstery. In the background, large windows offer a view of the ocean and a sunset. The sky is a mix of orange, yellow, and blue, with the sun low on the horizon. The water is calm with gentle waves. The restaurant has a warm, inviting atmosphere with soft lighting from wall sconces.

STEP 1: LOGIN TO “ALWAYS FOOD SAFE”

FIRST STEP IS TO LOGIN AT "ALWAYS FOOD SAFE"

www.alwaysfoodsafecom.com

FOOD PROTECTION MANAGER FOOD HANDLER ALLERGEN AWARENESS **LOG IN**

100% VIDEO BASED FOOD SAFETY TRAINING
We Offer 3 Video Courses In Food Safety Training

LOGIN - SIGN UP

Food Protection Manager
VIEW PRODUCTS

Food Handler
VIEW PRODUCTS

Allergen A
VIEW PR

Online, Video Base
Accredited
We are on a mission
Safety engaging for e

Always Food Safe is an ANS
web-based e-learning prov
sectors.
We pioneered the use of fu

Login Portal

LOGIN TO YOUR ACCOUNT

Always Food Safe

Email
Enter email

Continue

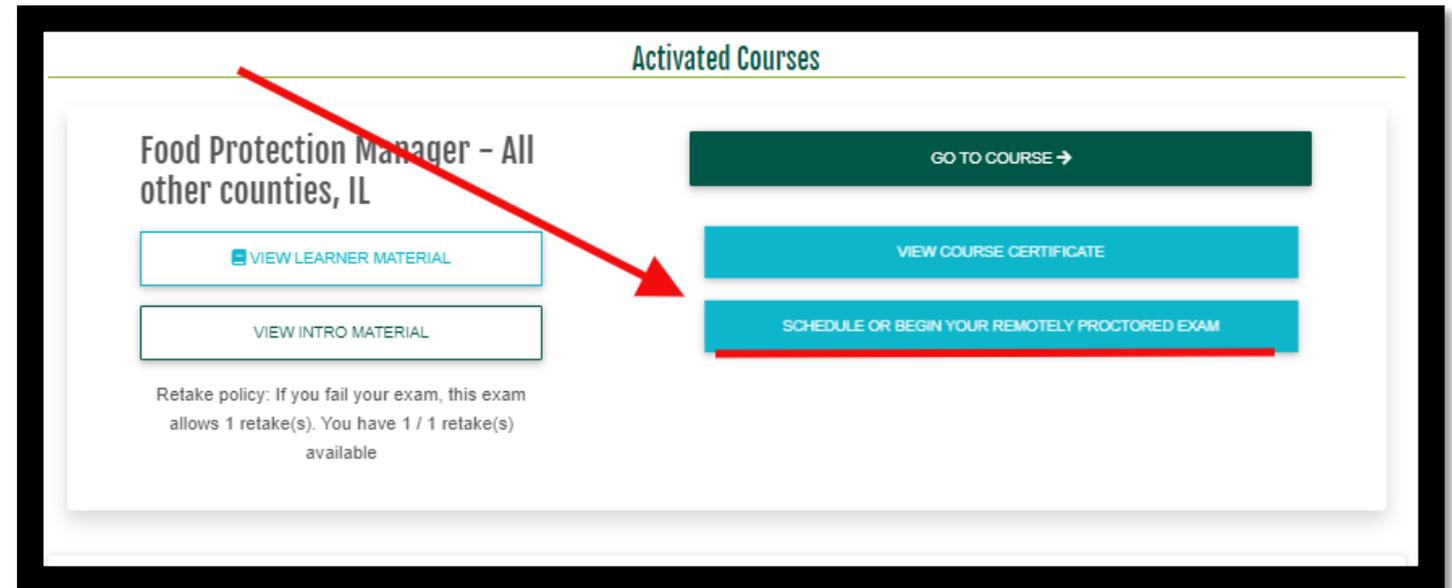
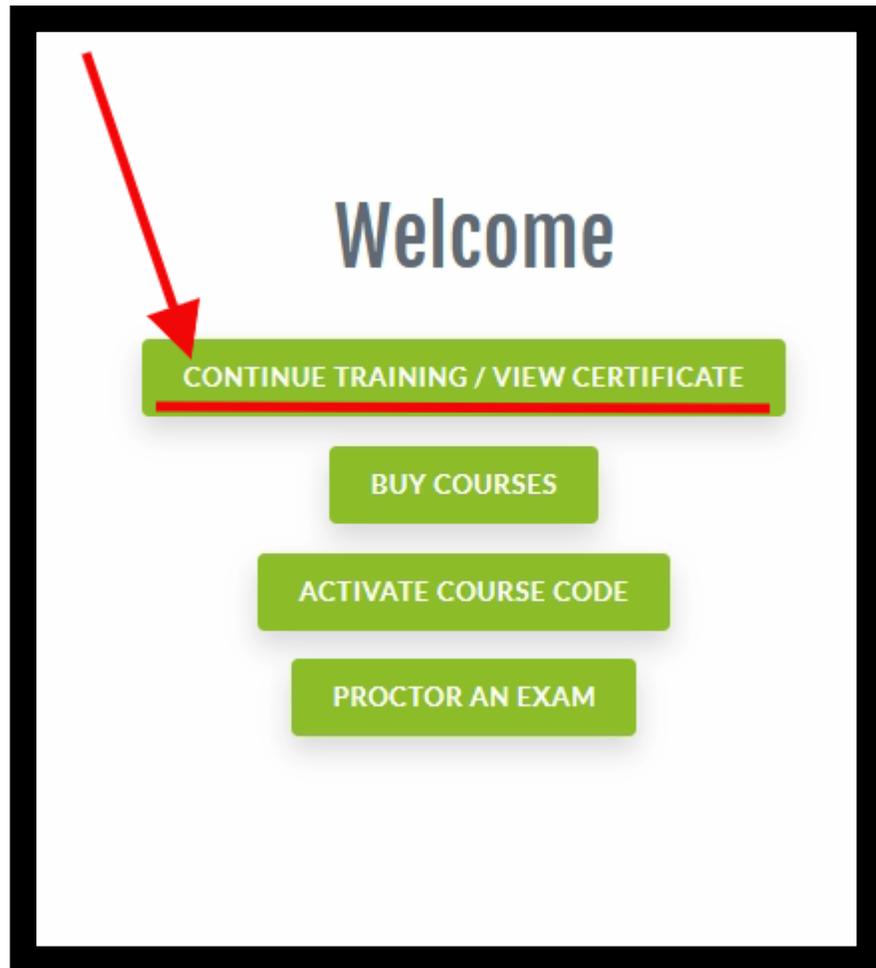
If you do not have an account please register [here](#).

YOUR USERNAME IS YOUR EMAIL ADDRESS

FORGOT PASSWORD? CLICK BELOW

<https://login.ncco.com/ForgotPassword>

GO TO YOUR ACCOUNT AND CLICK ON “SCHEDULE OR BEGIN YOUR REMOTELY PROCTORED EXAM”



THIS WILL TAKE YOU AUTOMATICALLY TO “Proctor-U” WHERE YOU WILL TAKE YOUR EXAM



**STEP 2: CONNECT WITH A PROCTOR
AND SET UP YOUR COMPUTER**

REMEMBER TO TEST YOUR EQUIPMENT AND WAIT FOR THE PROCTOR TO CONNECT

Have Questions?

Test Your Equipment

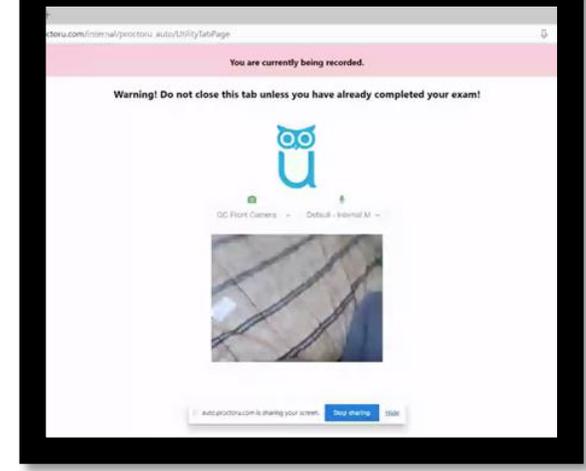
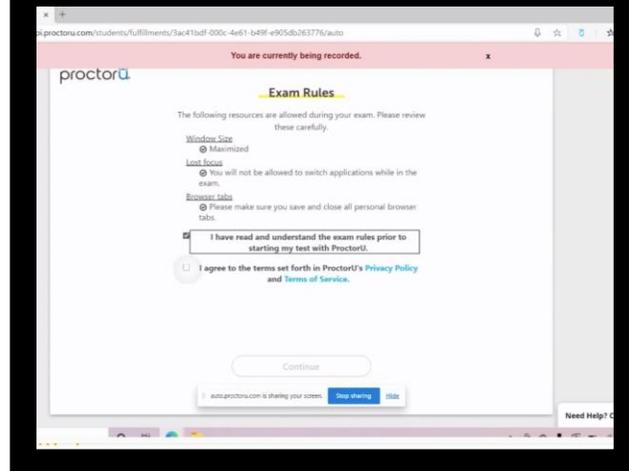
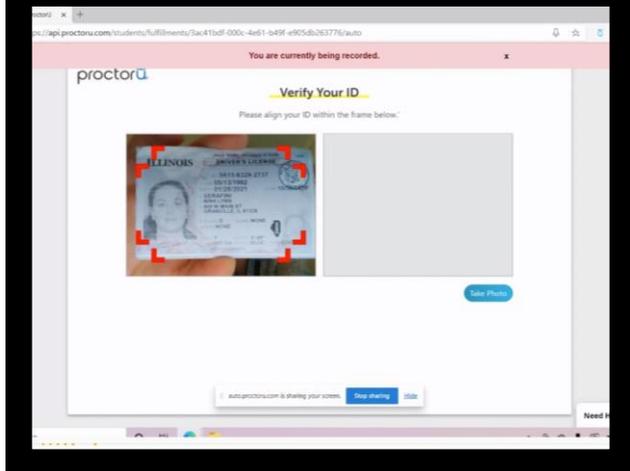
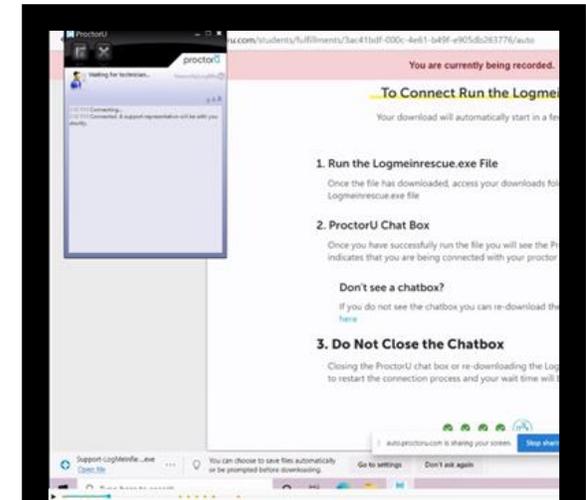
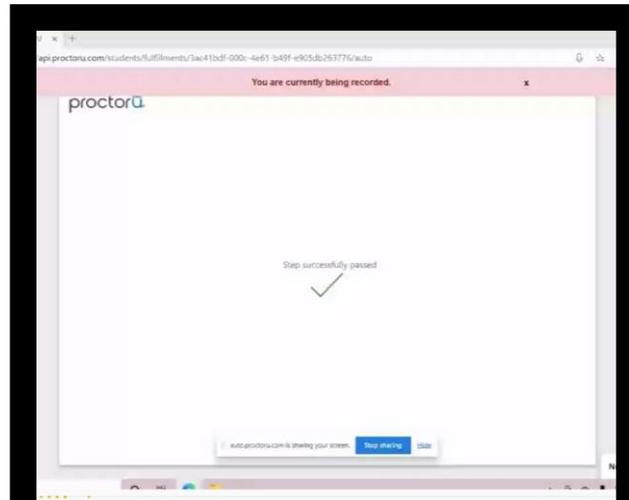
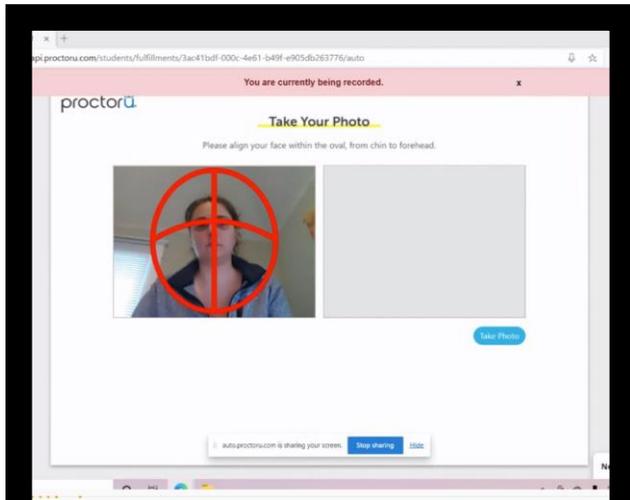
Schedule New Session

Time to hit the books!
Your next exam begins in:

TEST YOUR EQUIPMENT

ACTIVE EXAMS	DATE & TIME	STATUS	ACTIONS
Food Protection Manager 618851 Always Food Safe	01/18/2021 4:40PM EST	Scheduled	Reschedule Premium Reschedule Cancel

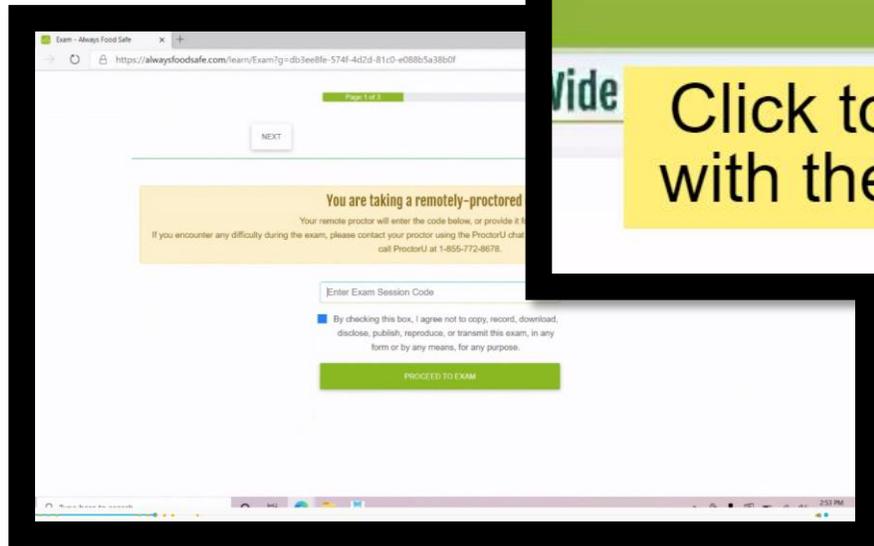
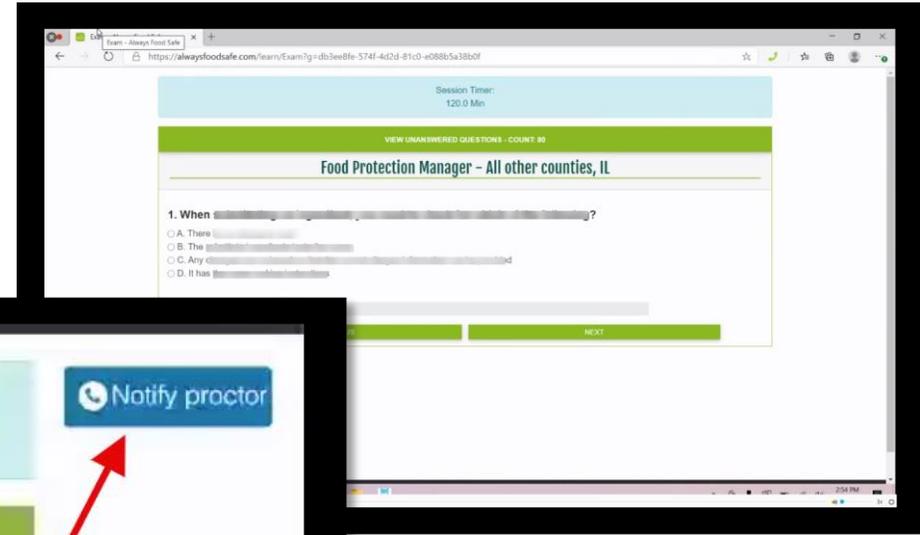
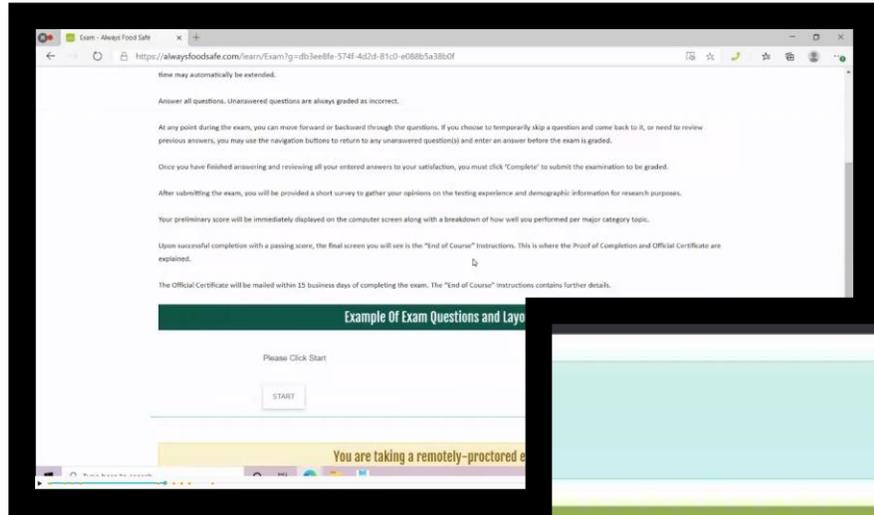
A PROCTOR WILL CONNECT VIA CHATBOX, CHECK YOUR I.D. AND SET UP YOUR COMPUTER





STEP 3: GET STARTED WITH YOUR EXAM

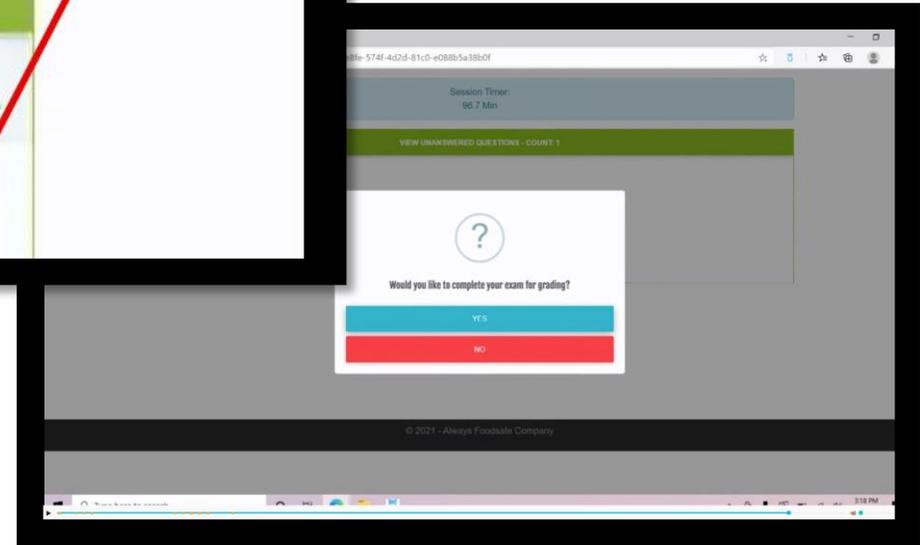
ONCE SET UP, THE EXAM WILL START!



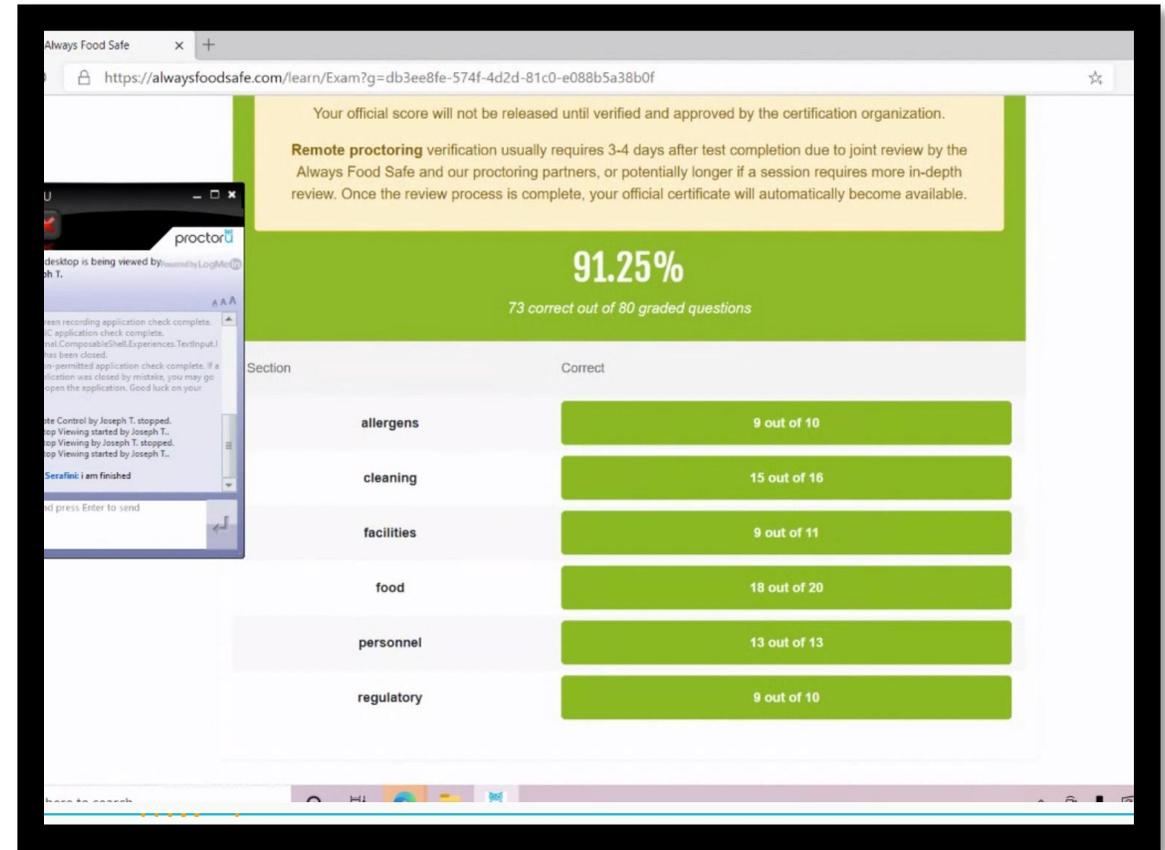
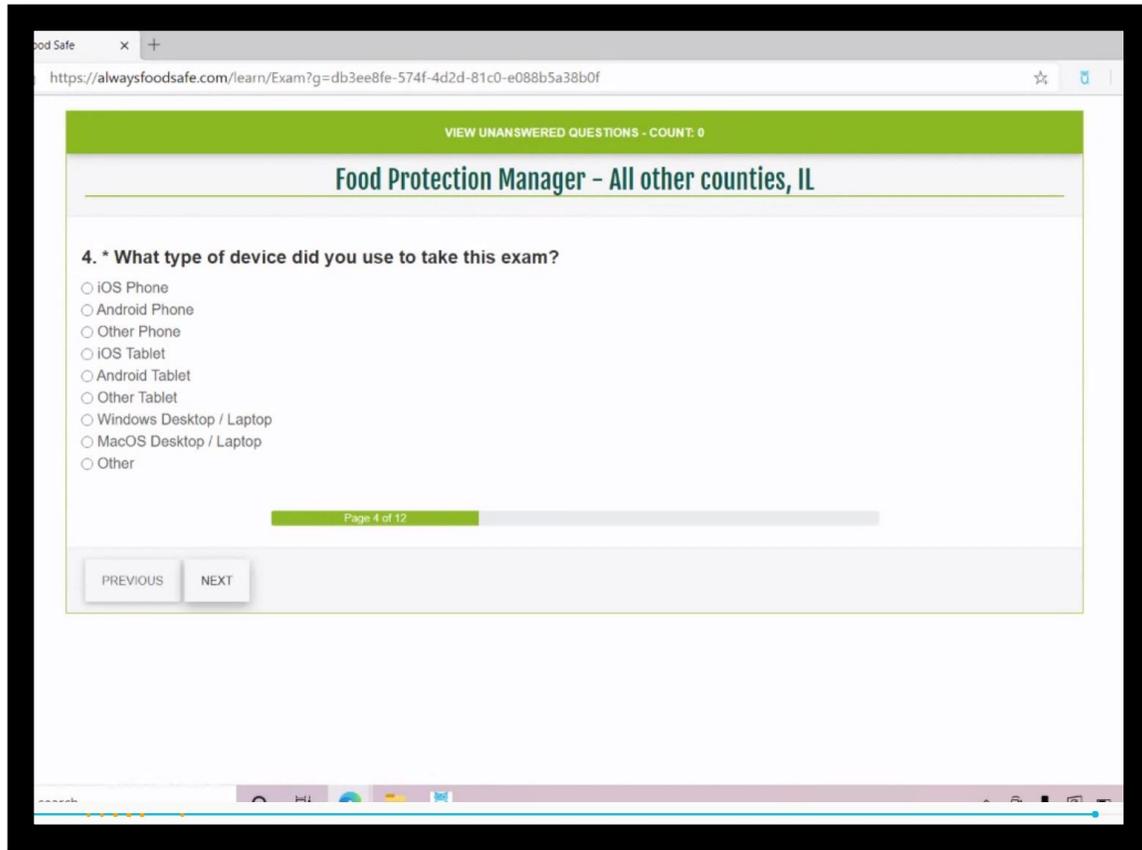
Wide

Click to Speak with the Proctor

Notify proctor



WHEN THE EXAM IS COMPLETED, YOU WILL ANSWER A FINAL QUESTIONNAIRE AND SEE YOUR RESULTS



A photograph of a restaurant interior. In the foreground, a table is set with white linens, plates of food, and wine glasses. The table is surrounded by wooden chairs with patterned upholstery. In the background, large windows offer a view of the ocean and a sunset. The sky is a mix of orange, yellow, and blue, with the sun low on the horizon. The water is dark blue with white-capped waves. The restaurant has a warm, inviting atmosphere with soft lighting from wall sconces.

AFTER THE EXAM: YOUR CERTIFICATE !

PROVISIONAL RESULTS ARE IMMEDIATELY AVAILABLE AFTER COMPLETING YOUR EXAM.

MY COURSES STORE English ▾

Activating Courses

Manager - All

GO TO COURSE →

VIEW COURSE CERTIFICATE

VIEW PROVISIONAL RESULT

exam, this exam
e 1 / 1 retake(s)

SUBMIT

Exam Results
11/23/2020

BACK TO HOME

Provisional Score

Your official score will not be released until verified and approved by the certification organization.

Remote proctoring verification usually requires 3-4 days after test completion due to joint review by the Always Food Safe and our proctoring partners, or potentially longer if a session requires more in-depth review. Once the review process is complete, your official certificate will automatically become available.

91.25%
73 correct out of 80 graded questions

Section	Correct
allergens	8 out of 10
cleaning	16 out of 16
facilities	10 out of 11
food	19 out of 20
personnel	12 out of 13
regulatory	8 out of 10

DOWNLOAD
YOUR
CERTIFICATE!

Your Certificate will
be available for
Download three
business days after
completing your
Exam

CERTIFICATE
of
COMPLETION

Aaron Hickerson
for successfully completing the standards set forth for the
Food Protection Manager
which is accredited by the American National Standards Institute (ANSI) - Certificate for Food Protection (CFP)

ANSI
ACCREDITED
#1203

the
Always Food Safe
company

The Always Food Safe Company
899 Montreal Circle, St. Paul, 55102
www.alwaysfoodsafecompany.com

Date Completed:	[REDACTED]	Valid through:	[REDACTED]
Learner reference:	[REDACTED]	Course Reference:	[REDACTED]
Certificate #:	[REDACTED]	Exam Form #:	[REDACTED]
Instructor Name:	[REDACTED]	Exam Form Name:	[REDACTED]
Exam Location:	[REDACTED]	Status:	[REDACTED]


Nick Eastwood
President
The Always Food Safe Company



CONGRATULATIONS!

QUESTIONS OR COMMENTS?

help@alwaysfoodsafecompany.com

the
Always 
Food Safe
company