

How to enroll in the NRFSP Test Administrator/Proctor Training



1. Log in to www.myvlp.com/nrfsptraining
2. Click on New Users – Enroll Now

Powered by **Diversys Learning Inc.**
Custom e-Learning Solutions

Home Enroll Now Support

NEW USERS - ENROLL NOW

Returning Users - Log In

Enter your login information:

Email Address: [Forgot?](#) #

Password: [Forgot?](#) #

LOGIN

Welcome

National Registry of Food Safety Professionals (National Registry) is an American National Standards Institute/Conference for Food Protection (ANSI-CFP) accredited certification program that produces and administers the Food Safety Manager Certification Examination (FSMCE). National Registry's certification program has been developed to assess the knowledge of entry-level Food Safety Managers in the retail food industry.

National Registry offers the Certified Food Safety Manager program worldwide, enabling competent individuals to demonstrate that their knowledge and skills meet specific, measurable food safety management competencies. In doing so, the National Registry advances its mission of promoting food safety and consumer protection.

This training course will prepare you to properly and effectively administer and or proctor the official Food Safety Manager Certification Examination (FSMCE). To begin, click the Enroll Now button.

Learning Portal Home
Support
Enroll now
Privacy Policy
Terms & Conditions

1101 Arrow Point Dr, Suite 302, Cedar Park, TX 78613

© 2013 Diversys Learning, Inc. All rights reserved.

3. Select the course name “NRFSP Test Administrator-Proctor Training” by clicking Add then click Enroll Now

Powered by **Diversys Learning Inc.**
Custom e-Learning Solutions

Home Enroll Now Support

Secure Checkout

Returning User? [Login here](#)

Select Course Review Cart Create Account Submit Order

Enroll in a Course

Class Name	Class Info	Hours	Add
NRFSP Test Administrator - Proctor Training	Learn More	2	<input type="checkbox"/>

ENROLL NOW

Learning Portal Home
Support
Enroll now
Privacy Policy
Terms & Conditions

1101 Arrow Point Dr, Suite 302, Cedar Park, TX 78613

© 2013 Diversys Learning, Inc. All rights reserved.

How to enroll in the NRFSP Test Administrator/Proctor Training



4. The screen now says “Confirm Your Order” then click Sign up Now

Item	Item Info	Remove?
NRFSP Test Administrator - Proctor Training	Learn More	<input type="checkbox"/>

5. Enter your information then click Create Account

****IMPORTANT: if you are an approved Test Administrator/Proctor, enter your admin code**

Student Information

First Name

Last Name

Email Address

Phone Number

Admin Code # (optional)

Password

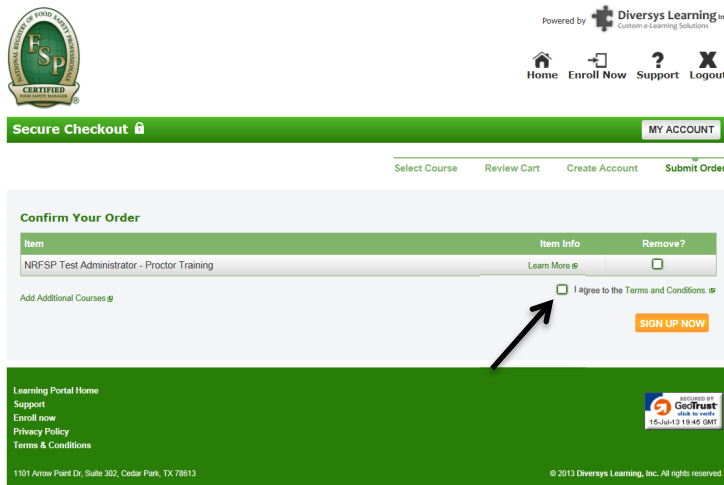
Password Confirm Again

[CREATE ACCOUNT](#)

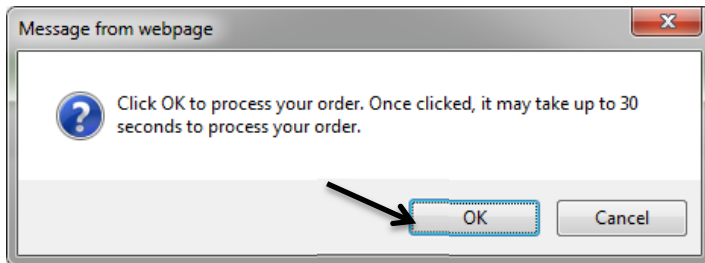
How to enroll in the NRFSP Test Administrator/Proctor Training



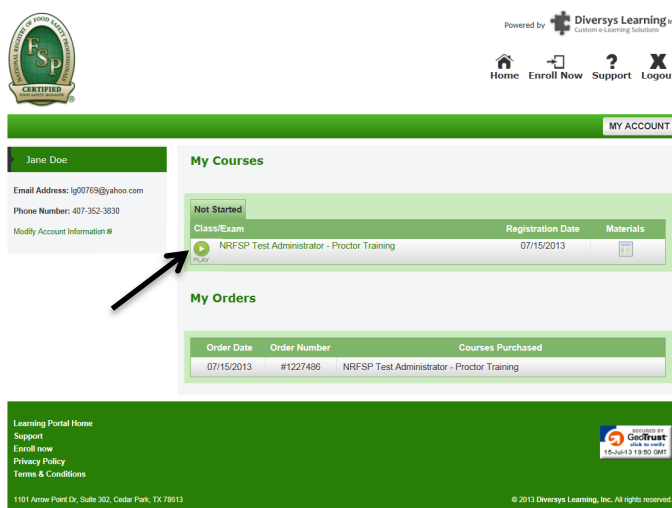
6. The screen will go back to Confirm your order but now click on “I agree to the Terms and Conditions” after you have read them and click Sign Up Now



7. A pop up Message from webpage will pop up, click OK



8. You now have completed your enrollment and you are ready to take the course. Click on Play to start



How to enroll in the NRFSP Test Administrator/Proctor Training



9. You can click on Materials to print sections of the Test Administrator/Proctor Manual or print your certificate of completion when you finish the course

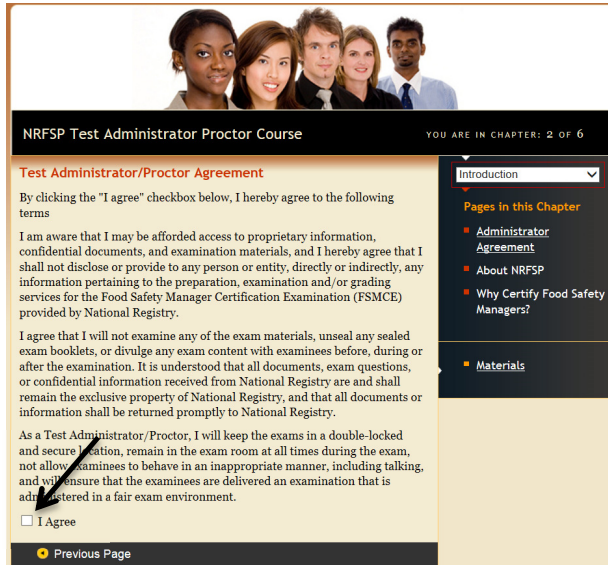
10. The course now begins, please read through the introduction for a short lesson how to use the interactive course.

11. At the end of the course, there are 46 questions; you will need to score 100% in order to complete the course. The Final Exam is set up to not allow you to continue to the next question until you have chosen the correct answer, see below:

How to enroll in the NRFSP Test Administrator/Proctor Training



12. After you read the instructions on how to use the online course, you will be asked to agree to the Test Administrator/Proctor Agreement



14. When you complete the exam, click on “click here to print your certificate of completion”



15. In order to view certificate you will need Adobe or Image File. An email with the certificate of completion will be sent to the email on the account.



NRFSP Test Administrator - Proctor Training

Your certificate of completion for NRFSP Test Administrator - Proctor Training has been generated in Adobe Acrobat (PDF) format, as well as an image file (JPG).

View your certificate:

- [Adobe Acrobat Format \(PDF\)](#)
- [Image File \(JPG\)](#)

To view the PDF version of your certificate, you must have [Adobe Acrobat Reader](#) installed on your computer. [Adobe Acrobat Reader](#) is a free browser plug-in and is available for download [here](#). It is also available on the Help page of this web site, under the "Downloads" section. If you do not have Adobe Acrobat Reader installed or are having trouble viewing the certificate, you can save the image version of your certificate to your computer.

If you need to print this certificate again, you can return to your completed course and click on the link to print your certificate.

How to enroll in the NRFSP Test Administrator/Proctor Training



16. Certificate of Completion. For new applicants, please use the certificate of completion number on the website to fill out the New Test Administrator/Proctor Agreement Form.

- For current Test Administrator/Proctors, your account will automatically update with your certificate of completion.

