



Verifying Training Hours with an Hours of Training Form

When to Complete an Hours of Training Form

- If you are in a state or within a local jurisdiction that requires the student to provide proof of training hours attended.



How to Find the Hours of Training Form

- Go to **ServSafe.com**. Click the **Customer Assistance** tab and select **Exam Forms and Help Documents**.
- Click *Hours of Training Form*.
- Print the form and complete the information. This form can be shown to health inspectors or your local health department to verify the number of classroom hours attended.