

To Complete ServSafe Alcohol Certification, follow the steps below....

This can be completed on a cell phone or tablet, but it is best to use a PC if available!
You may have to turn off "Pop Ups"

Go to www.servsafe.com and create a profile.

Click "Log In/Create Account" on the top blue menu bar.

Choose Create Account.

Enter the email address that you used to register with CDYC!

After your ServSafe account is set up, visit the CDYC Marketplace

https://cdyc-marketplace.myshopify.com/cart/44921611059477:1?channel=buy_button

Purchase the ServSafe Alcohol Training for \$21.50

DO NOT purchase the course and exam from the site, you will pay \$30.

Once CDYC receives your payment, we will assign you the Course. Please make sure you register under the email address you used for CDYC. Please do not create an account under your cell phone number. This makes it difficult for us to assign your course.

You will receive an email from ServSafe letting you know that your course has been assigned.

Please note - CDYC is not always able to immediately assign your course after purchase. It may take a few hours, or it may even be the next day before we get to it.

To begin your course, return to www.servsafe.com

Choose "Welcome _____" on the top blue menu bar.

Choose "Go To Dashboard"

Click the "Student" icon on the far right.

Click the "My Online Courses" box.

"ServSafe Alcohol Online Course 3rd Addition" should now appear in your course selection.

If it does not...

On the My Online Courses Page, scroll down to the "Redeem Course Key" section

Enter the Course Key you received via email into the box
Hit redeem.

Notes:

In person, this course is designed to be completed in 4 hours. If you stop and pause to take notes, the online course may also take this long.

You will be presented with lots of information, and must pass a 40 question exam at the end. We do not suggest simply skimming through.

After completing the training course, you will need to take the exam.

You may receive the "Take Exam" prompt immediately, asking you to "click the box" to take your exam.... This box is non-existent, and you must take a few extra steps to get to your exam.

First, you will need to email us at cdyc.rsvp@gmail.org. We will then give you your individual exam code.

Your Course Code is NOT the same as your Exam Code.

If you try to enter the course code, you will get a message that reads "this code is invalid"

Again, please note that this may not happen immediately after receiving your email.

Return to www.servsafe.com

Go to Certificates in the blue menu bar at the top, and choose "Earn My Certificate"

Scroll down to Alcohol and then Click "Learn More"

Scroll down to the picture of the bar. In the middle of this picture, you should see "Get Started Now" "Take My Exam". Click the box that says "Take it Now"

*There is a Facebook post from June 2nd that you can reference for the picture.

In the "Select One" drop down box, you will choose "Primary ServSafe Online Alcohol Exam" as there is not an exam specific to North Carolina.

You will be prompted to enter the exam code that you received from CDYC.

Good Luck! Please take your time and think carefully. There is another fee associated with retaking the exam if you do not pass the first time.

You should be able to access a copy of your certificate from your Student Dashboard immediately, but some notes are saying after 48 hours.

You will need to email the PDF copy to cdyc.rsvp@gmail.com This is what needs to be uploaded into the BOA database. We cannot accept a screenshot or picture.

More Notes:

This process does require some general knowledge of technology.

Unfortunately, volunteers will be responsible for troubleshooting the website themselves.

CDYC board members will do our best to assist when possible!