



ONLINE EXAMINATION REQUEST FORM

- EXAMINATIONS SHOULD BE ORDERED 7 DAYS BEFORE THE EXAM DATE.
- NOTE THAT OUR OFFICE HOURS ARE MONDAY – FRIDAY, 8:00 – 4:00 EST.
 - LIVE SUPPORT IS AVAILABLE DURING OFFICE HOURS
- USE SEPARATE REQUEST FORMS FOR ADVANCED.fst® AND BASICS.fst®.

EXAMINATION REQUEST – TYPE OF EXAM

ADVANCED.fst **BASICS.fst**

SECTION 1 - EXAM INFORMATION

DATE EXAMS REQUESTED	EXAMINATION DATE & TIME	LOCATION OF EXAM (CITY, PROVINCE)
PROCTOR OR TRAINER NAME	PROCTOR OR TRAINER ID	COMPANY
SIGNATURE OF PROCTOR (<i>verification that all details on this request form are accurate</i>)		EMAIL ADDRESS

SECTION 2 – EXAM LOCATION DETAILS

CONTACT NAME _____

ADDRESS _____

CITY, PROVINCE, POSTAL CODE _____

PHONE NUMBER _____

Select the box to the left if the exam will be a virtual remote proctoring session.

Certification Documents

After completing the exam, successful students will receive a digital wallet card and certificate in their account where they studied the course.

This can be saved and/or printed for validation of the students Food Handler’s Certification.

SECTION 3 – STUDENT PIN VERIFICATION

IMPORTANT: You will NOT be able to access the examination if the student has not completed the online course, or if you have not provided complete details on in class training dates and times. If you need more space than provided below, please include a list along with this request.

STUDENT NAME	PIN	OR	IN-CLASS TRAINING DATE & TIME	RETEST (Y/N)

PLEASE EMAIL THE COMPLETED FORM TO ORDERDESK@TRAINCAN.COM

TrainCan, Inc. 1840 Clements Road, Suite 100 Pickering, ON L1W 3R8
Phone: 905-420-4222 Toll Free: 1-888-687-8796 Fax: 905-420-8884

FOR TRAINCAN USE ONLY:

EXAM REQUEST RECEIVED: _____	EXAM REPORT GENERATED: _____
INSTRUCTIONS EMAILED: _____	CERTIFICATION TYPE: Digital WC & Certificate

INVIGILATOR USERNAME: _____ PORTAL: _____

INVIGILATOR PASSWORD: _____ EXAM ACCESS PINS?: YES NO