

## Instructor/Proctor Registration

### Submit the ManageFirst Program Instructor/Proctor Application

- Go to [ManageFirst.Restaurant.org](http://ManageFirst.Restaurant.org)
- Click “**Become a ManageFirst® Instructor**” in the upper right hand corner of the website.
- Download and read through the **ManageFirst Program Exam Administration Handbook**.
- Download, print out, and complete the **ManageFirst Program Instructor and Proctor Application**. Be sure to print legibly when completing the forms.
- After you have completed the application, you can fax (866-665-9570 or 312-583-9853) or mail to Service Center at:

National Restaurant Association  
Attn: Service Center  
233 S. Wacker Drive, Suite 3600  
Chicago, IL 60606-6383



### ManageFirst Program Instructor and Proctor Approval

- Applications are typically processed within five to seven business days of receipt.
- If a valid email address was provided on the application, upon acceptance, you will receive (via email) an approval letter along with an Instructor Number and user ID and password for **ManageFirst.Restaurant.org**. The user ID and password will allow you to access ManageFirst exams, instructor resources, and exam results online.
- If a valid email address was not provided, you will receive a letter via mail. You will need to submit an email with the subject line “Request for Access Rights” to [ServiceCenter@restaurant.org](mailto:ServiceCenter@restaurant.org) to obtain a user ID and password for [ManageFirst.Restaurant.org](http://ManageFirst.Restaurant.org). Please include your name, instructor/proctor number, title, organization, address, and phone/fax number.
- At the time you receive your confirmation email, or letter, you are approved to teach the ManageFirst Program courses and proctor ManageFirst Program exams.