

End of Exam Instructions for Learn2Serve Food Protection Manager Certificate

Congratulations!

You are now a Certified Food Protection Manager accredited by the American National Standards Institute. Your **Official ANSI Food Manager Certificate** will be mailed to the address you provided when you registered, within 15 business days.

Very Important! 360training must have a complete and accurate address in order to mail **your Official Certificate**. Please check now to confirm your mailing address. **Here's how to check:**

1. Login to your LMS account at <https://lms.360training.com/lms/login.do?brand=FMOC> with your username and password.
2. Continue past the GUIDED TOUR by clicking the BLUE Continue Button on the Lower Right
3. Select the MY PROFILE Button on Upper Right
4. Read all of the Personal information to make sure the Name and Address are accurate for mailing the **Official Certificate**

Very Important! If your Personal information needs to be corrected, you Must Call Customer Support at 1 (877) 881-2235 to make corrections. **Do Not Edit the Personal Information Yourself!** Once the exam has been taken, Only Customer Support must make any changes to personal Information.

Proof of Completion

You may download and print a **Proof of Completion** document for yourself or employer. **Here's how:**

1. Login to your LMS account at <https://lms.360training.com/lms/login.do?brand=FMOC> with your username and password.
2. Continue past the GUIDED TOUR by clicking the Blue CONTINUE Button on Lower Right
3. On the MY COURSES page, under the exam listing Learn2Serve Food Protection Manager Certification Exam, click the PRINT CERTIFICATE link.

Very Important! The **Proof of Completion** document is **Not** your **Official Certificate**

Official Certificate

Your **Official Certificate** will be mailed within 15 business days of completing the exam. The **Official Certificate** will be sent to the name and address provided in the Personal Information section under the MY PROFILE tab in the LMS. Login to your LMS account to confirm the Personal Information is accurate. (see directions above)

Please contact Customer Support at 1 (877) 881-2235 if you need help to:

- Make changes to your mailing address AFTER exam completion to insure your **Official Certificate** is mailed to the correct address
- Order an additional or replacement **Official Certificate** for \$15.00
- Request the status of your **Official Certificate** if you did not receive it.

<https://foodmanageronline.com>