



# National Registry of Food Safety Professionals

*Ensuring Safety Through Quality Testing & Certification*

1/13/2010

Liz J. Lebrón  
Jess! Excellent Service Consulting  
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Dear Liz J.:

Thank you for registering as a new administrator and welcome to The National Registry of Food Safety Professionals.

As a new administrator with us there are important things you need to know as you begin to offer our certification exams to candidates.

Our website, [www.nrfsp.com](http://www.nrfsp.com), provides all of the information you need to be a successful and effective test administrator.

Online ordering is easy. On the website click on the login key to start the process. Your account name is [lizlebron8@msn.com](mailto:lizlebron8@msn.com). To retrieve your preset password, select *Login* and then *Forgot Password?* Your password will then be emailed to you. Once you login, select *My Account* and change the preset password to one that you will easily remember. This will enable you to place exam and study material orders online at your convenience.

The website also provides updated information on food safety with our e-zine, you will also find all of the forms you will need for ordering exams and training materials.

Your satisfaction is our utmost concern. If you have any questions or concerns, please call our customer service department 1-800-446-0257. Our phones are open from 8:30 A.M. to 6:00 P.M. Eastern Time, Monday through Friday. You can also fax your questions or forms to us at 407-352-3603 or email our customer service team at [customerservice@nrfsp.com](mailto:customerservice@nrfsp.com).

For future reference your Administrator/ Trainer code is 10281. Please keep this number handy as you will need it for your orders.

Thank you again and we look forward to serving you.

Sincerely,

Lawrence J. Lynch, CAE  
President