

# National Registry of Food Safety Professionals

6751 Forum Dr.; Ste 220  
Tel: 800-446-0257  
ExamSecurity@nrfsp.com

Orlando, FL 32821  
Fax: 407-226-3500  
www.nrfsp.com

Approved By: Mark Conley  
Contact Person: Tiffany Vowell  
Revision: 02-21-2025



## FOREIGN LANGUAGE TRANSLATION REQUEST FORM

### Foreign Language Translation requested for the Food Safety Manager Certification Examination

If you have limited proficiency in English that requires a Translator/Interpreter for the examination, please complete this form and have an appropriate **Translator professional** verify their credibility.

The information requested below and documentation regarding your request for Foreign Language Translation for the exam will be considered strictly confidential and will not be shared with any outside source without your express written permission.

#### \*REQUIRED FIELD: Please type or print clearly:

Examinee Name: \_\_\_\_\_

Examinee Email Address: \_\_\_\_\_

Examinee Phone: \_\_\_\_\_ Translation Language Requested: \_\_\_\_\_

Exam Proctor Name (If known): \_\_\_\_\_ Exam Date: \_\_\_\_\_

#### \*REQUIRED FIELD: (MUST SELECT ONE) WHICH TYPE OF EXAM:

Paper and Pencil

Diversys Exam (in-person Proctor) **\*\*Examinee MUST create profile on Diversys website and purchase exam\*\***

Pearson VUE Testing Center **\*\*Examinee MUST complete the Pearson VUE Exam Accommodation Request Form instead of this form\*\***

Proctor U (Online-Remote Proctoring) **\*\* Examinee MUST create profile on Proctor U website\*\***

#### \*REQUIRED: TRANSLATOR GUIDELINES

You are at least 18 years of age.

You have no personal relationship with the examinee.

You will not be eligible to take the Certified Food Safety Manager Exam for one calendar year after serving as a Translator.

You will not provide cues to the examinee(s) or answer questions during the administration of the exam.

You will administer the exam in a separate room, free from distractions.

You have read and signed the *Translator Nondisclosure & Confidentiality Agreement*

You will maintain the security of the examination(s) before, during, and after the exam administration

You have provided references of other proof verifying your translation experience

**\*\* Forward all required paperwork with this document at least 30 days prior to my exam date in order to be processed.**

Please see the Examinee Handbook for complete instructions. Return completed form to Exam Security (ExamSecurity@nrfsp.com)

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## Translator Nondisclosure and Confidentiality Agreement

This Translator Nondisclosure and Confidentiality Agreement (hereafter "Agreement") is made on this date, as listed below, by the Translator and between the National Registry of Food Safety Professionals (National Registry).

This Agreement shall affirm that the Translator understands the responsibilities of a Translator are critical to the Food Safety Manager Certification Examination (Exam) Program. The content reviewed is considered privileged and strictly confidential information. All information, documents, and examination materials will be considered proprietary and confidential information and will be held in the strictest confidentiality and by all participants who will be held liable for any breach of this Agreement.

The Translator hereby agrees that I shall not disclose or provide to any person or entity, directly or indirectly, any information or documents pertaining to the preparation, testing, and/or grading services for the Exam. Translator agrees they will not examine any examination materials, unseal and/or seal examination booklets, or divulge any examination content with examinees before, during, or after the Exam except for the purpose of reading the examination questions.

It is understood that all documents, examination questions, or confidential information received from National Registry are and shall remain the exclusive property of National Registry, and that all documents or information shall be returned promptly to National Registry. Reader agrees to assist Test Administrator/Proctor as assigned by remaining in the examination room at all times during the Exam unless otherwise directed by Test Administrator/Proctor, by not allowing examinees to behave in an inappropriate manner, including talking, and ensuring examinee(s) are delivered an Exam administered in a fair test environment.

Translator understands that failure to follow the standards set forth by National Registry, or the procedures provided by the Test Administrator/Proctor, their privilege as a Translator will be revoked.

### **\*REQUIRED FIELD: MUST BE FILLED OUT BY TRANSLATOR PROFESSIONAL**

Translator's Name:	
Business/Employer's Name:	
Title:	
Phone:	
Email:	
Translator's Signature:	Date:

Test Administrator/Proctor Name: \_\_\_\_\_ Exam Date: \_\_\_\_\_

I understand that I must forward all required paperwork with this document at least 30 days prior to my exam date in order to be processed.

**Please see the Examinee Handbook for complete instructions. Return completed form to Exam Security (ExamSecurity@nrfsp.com)**