

Dear Bar Code® Instructor/Proctor:

I am happy to send great news you can put to use as soon as you finish reading this letter! There are now two new services available for those who administer Bar Code Examinations. The National Restaurant Association Educational Foundation (NRAEF) has put the following conveniences in place to save you time, streamline the process, and enable you to quickly receive the most current information available.

**Faster Access to Score Information.** Now, within 3-4 business days of the NRAEF receiving your class' Examination Answer Sheets, you can access scores by logging on at [www.nraef.org/classes](http://www.nraef.org/classes).

**Examinations and Supplements printed directly from our Web site.** Now, visit [www.nraef.org](http://www.nraef.org) and print out these materials from the **Exams and Class Reports** area. Each time you administer an Examination, print the master copy directly from the Web site to receive the most current Examination and Supplement information.

NOTE: If you have never logged in, and want to gain access rights, email the Certification Department at [certification@foodtrain.org](mailto:certification@foodtrain.org), and in the subject line enter, "Request for Class and Exam Access Rights." In the message body include: Instructor/Proctor Name and Number, Title Organization, Address, City, State, ZIP Code, Phone, and Email address.

In addition, the *Proctor Envelope* is being replaced with the *Bar Code Examination Information Form*. This new form can be printed at any time from the Exams and Class Reports area of our Web site.

Future communications will refer to all persons who supervise Bar Code Examination administration as Proctors rather than Instructors, since the administration of the Bar Code Examination focuses on proctoring the examination, rather than the delivery of the training.

We at the NRAEF are delighted to offer these added capabilities to assist you in your responsible alcohol service training and testing.

Thank you for supporting the Bar Code program and the NRAEF.

Very truly yours,

Henry Winston Banks  
Director, Certification and Customer Service