



How To Register

Pre-Scheduled Sanitation Manager's Class

Step 1: Visit www.believers1.com and tap the training page tab. Click the registration form button at the top of the training page, fill out and return the registration form to believersctp@gmail.com.

Step 2: Make your online payment by revisiting the training page. Go to the drop-down menu under ServSafe Sanitation Manager's Class with the area to which you would like to attend (Downtown, Arlington Heights, Evanston or Tinley Park) and make your selection under the drop down menu.

Step 3: Click the BUY NOW button to be taken to our secure online PayPal payment page. If you would like to pay by check or money order follow the instructions at the bottom of your registration form. A confirmation email will be sent within 24 hours after registration is complete.

Note: If you would like to register for one of our classes located at Prairie State College contact enrollment services in room 1160 at enrollment@prairiestate.edu or call 708-709-3516. To register for our classes held at Morton College contact Irina Cline at Irina.cline@morton.edu or call 708-656-8000 Ext. 2383

Private Sanitation Manager's Class

Note: You may complete registration with Believers staff over the phone and be invoiced for the total class amount. Registering over the phone will save you time in registering online on your own. If you choose to register online or a Believers staff member is not available to register you over the phone, please follow the instructions below to register for a private class.

Step 1: Visit www.believers1.com and tap the training page tab. Click the registration form button at the top of the training page, have all students attending fill out and return the registration form to believersctp@gmail.com.

Step 2: Make your online payment by revisiting the training page. Go to the drop-down menu under **ServSafe Sanitation Manager's Private Classes** and make your selection. Click the BUY NOW button to be taken to our secure online PayPal payment page. To change the number attending enter that number on the first PayPal payment page that appears under quantity. You may pay by check or money order by following the instructions at the bottom of your registration form. A confirmation email will be sent within 24 hours after registration is complete.



Step 3: You will need to pay an onsite location fee based on your selected class location. You can pay this fee by clicking the **Onsite Location Fee** option which lists fees based on mileage from our P.O. Box Address on this page. Click the buy now button to proceed to the PayPal page to pay your onsite location fee.

Note: Invoices are available. If paying by invoice, click the link inside the invoice sent to your email and it will take you directly to the PayPal payment page where you can easily pay your invoiced bill amount.

Proctored Sanitation Manager's Exam

Step 1: Visit www.believers1.com and tap the training page tab. Click the registration form button at the top of the training page, fill out and return the registration form to believersctp@gmail.com.

Step 2: Make your online payment by revisiting the training page. Go to the drop-down menu under Exam Proctoring Service and select the option that applies.

Step 3: If you are not taking your exam at a pre-scheduled class location you will need to pay a Onsite Location Fee based on location. If so, please follow STEP 3 under the Private Class registration instructions.

Food Handler's Class

Note: We offer food handler's classes online and in person. To take the class online just scroll down to the bottom of our training page and click the TAP SERIES Start button to begin your online class for only \$10. If you would like to take the class live (In Person) please follow the instructions below.

Step 1: Fill out and return the registration form. Click the Registration form button located towards the top of the training page to download.

Step 2: Make your online payment by revisiting the training page. Go to the drop-down menu under **Food Handler's Classes** and make your selection.

Step 3: Click the BUY NOW button to be taken to our secure online PayPal payment page. You may pay by check or money order by following the instructions at the bottom of your registration form. A confirmation email will be sent within 24 hours after registration is complete.

Step 3: You will need to pay an onsite location fee based on your selected class location. You can pay this fee by clicking the **Onsite Location Fee** option which lists fees based on mileage from our P.O. Box Address on this page. Click the buy now button to proceed to the PayPal page to pay your onsite location fee.

Note: Invoices are available. If paying by invoice, click the link inside the invoice sent to your email and it will take you directly to the PayPal payment page where you can easily pay your invoiced bill amount.



Allergen Awareness Training

Step 1: We offer Allergen Training classes online only. To take the class online just scroll down to the bottom of our training page and click the TAP SERIES start button to begin your online class for only \$20.

Chicago Summer Festival Class

Note: We offer Chicago Summer Festival classes online and in person.

Step 1: Fill out and return the registration form. Click the Registration form button located towards the top of our training page to download. To take the class online please contact us to select an available day and time for your online instruction then proceed to STEP 2.

Step 2: Scroll down to the bottom of our training page and click the option that applies in the drop-down menu under **Chicago Summer Festival Class**. Click the BUY NOW button to be taken to our secure online PayPal payment page. You may pay by check or money order by following the instructions at the bottom of your registration form. A confirmation email will be sent within 24 hours after registration is complete.

Step 3: If you are taking your Chicago Summer Festival Class online please be ready at the time and date selected. Have your phone on and computer connected to the internet before the class begins. A link will be sent out to your email 10 minutes before class begins. You will be called on the number provided on the registration form. If you are taking the live class (In person) proceed to step 4.

Note: Invoices are available. If paying by invoice, click the link inside the invoice sent to your email and it will take you directly to the PayPal payment page where you can easily pay your invoiced bill amount.

Step 4: If you are taking a live class (In Person) You will need to pay an onsite location fee based on your selected class location. You can pay this fee by clicking the **Onsite Location Fee** option which lists fees based on mileage from our P.O. Box Address on this page. Click the buy now button to proceed to the PayPal page to pay your onsite location fee.

Note: If you have any problems registering online give us a call or text or email us with the following information: Full Name, Phone Number (Please indicate if the number is a Cell, Business or Home number), Email address, Home address, Business name (If available), preferred Class or Exam location. If you have not chosen a time, location and date for private classes or proctored exams please do so before registering.

Thank you for registering and we look forward to your training!