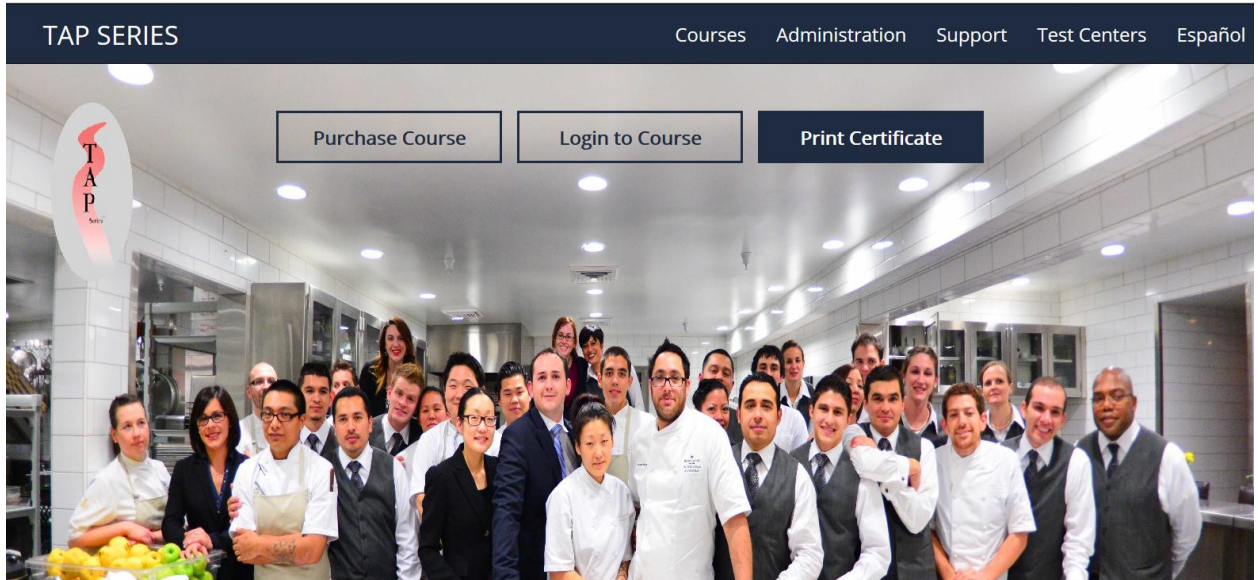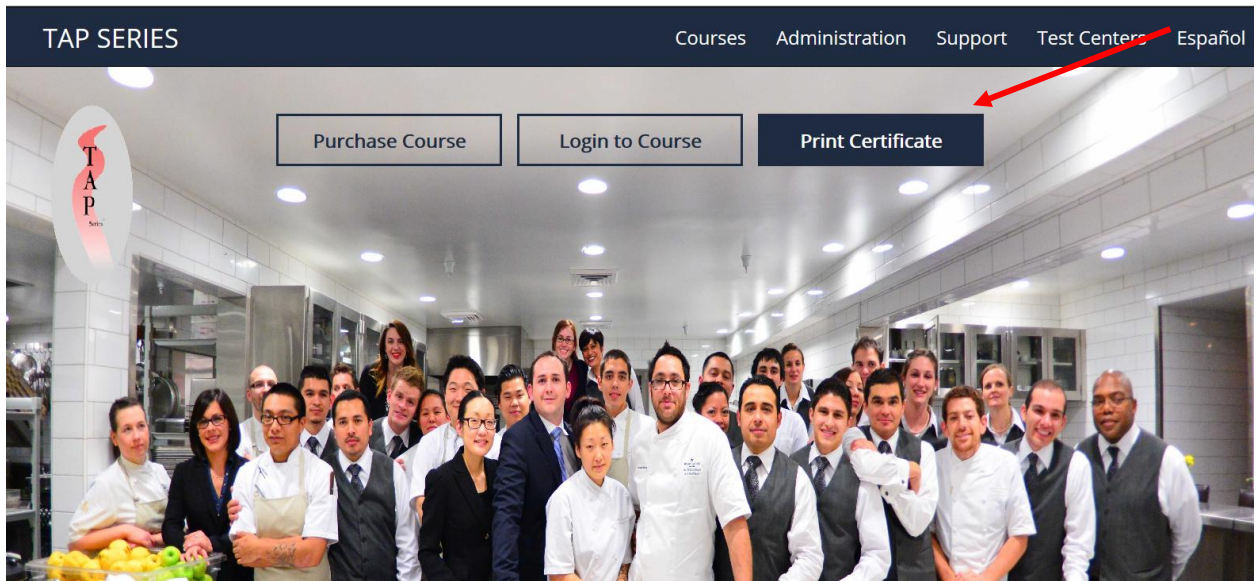# How to Print Certificate

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Safari)
2. Go to the page www.tapseries.com. The page looks as follows.

3. Go to "Print Certificate."

4. Click the name of the course that was taken.
   The **Food Handler** course takes around **1 or 2 hours** to complete. Click the **Food Handler** button if this was the course taken.
   The **Food Manager** course takes around **12 hours** to complete. Click the **Food Manager** button if this was the course taken.

The **Food Safety Re-certification** course takes around **8 hours** to complete. Click the **Food Safety Re-certification** button if this was the course taken.

5. Click the name of the state of the person who took the course.

6. Type the **Last Name** of the person who took the course into the **Last Name** box.
   If there are boxes for a **Date of Birth**, enter the **birth date** of the person who took the course. If there is a box for **Username**, enter the **course login username** of the person

who took the course. When all of the boxes on the screen are complete, click the **Submit and Print** button.

7. After clicking on "Submit & Print", the certificate should look as follows.
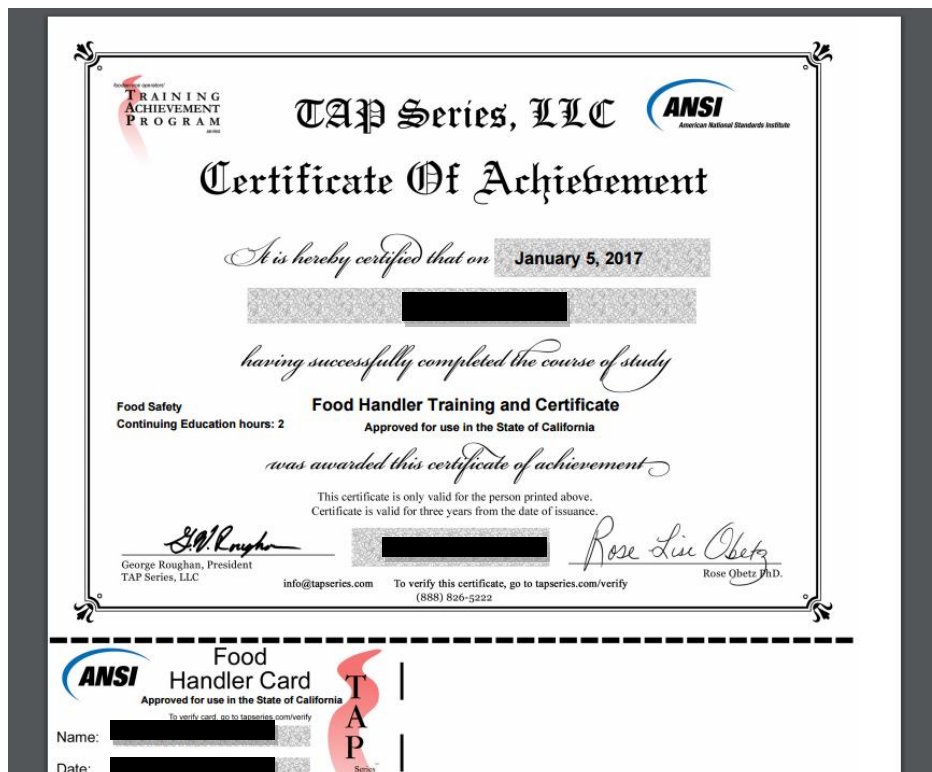
Notice To Food Managers:

This is not the final official certificate for the Food Manager course. To get a copy of the official Food Manager certificate, you need to contact the testing company at one of their numbers listed below.

ServSafe: 800-765-2122

National Registry: 800-446-0257

Prometric: 800-624-2736

If you have not taken a Food Manager examination, click here to locate a test center and schedule your final Food Manager exam.