

End of Course Instructions

Congratulations!

You are now a Certified Food Protection Manager! Your **Official Certificate** will be mailed within 15 business days to the address provided when you were registered for the exam.

IMPORTANT! 360training must have a complete and accurate address in order to mail your **Official Certificate**. Please check now to confirm that the address provided is accurate. Here's how:

- Login to your LMS account at <https://lms.360training.com/lms/login.do> with your username and password.
- Continue past the GUIDED TOUR by clicking the blue CONTINUE button (lower right).
- Select the MY PROFILE button (upper right).
- Read all the Personal Information to make sure the name and address are accurate for mailing the **Official Certificate**

IMPORTANT! if your Personal Information needs to be corrected, you must call Customer Support at 855-796-3525 to make the correction. Do not edit the Personal Information yourself – once you have taken the exam, Customer Support must make any changes to Personal Information for the **Official Certificate** mailing.

Proof of Completion

You may download and print a **Proof of Completion** document for yourself, your employer, or your instructor. Here's how:

- Login to your LMS account at <https://lms.360training.com/lms/login.do> with your username and password.
- Continue past the GUIDED TOUR by clicking the blue CONTINUE button (lower right).
- On the MY COURSES page, under the exam listing Learn2Serve Food Protection Manager Certification Exam click the PRINT CERTIFICATE link.

IMPORTANT! the **Proof of Completion** document is not your **Official Certificate**.

Official Certificate

Your **Official Certificate** will be mailed within 15 business days of completing the exam. The **Official Certificate** will be sent to the name and address provided in the Personal Information section under the MY PROFILE tab in the LMS. Login to your LMS account to confirm that the Personal Information is accurate (see directions above.)

Please contact **Customer Support** at **855-796-3525** if you need help to:

- Make changes to mailing address AFTER exam completion to insure your **Official Certificate** is mailed to the correct address
- Order an additional or replacement **Official Certificate** for \$15.00
- Request the status of your **Official Certificate**, if you did not receive it.