



How to Print Certificates for a Completed Course

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." You will only be given the option of printing a certificate for a course marked as complete.
4. Click the name of the course that was taken. This tutorial uses the Food Handler Course as an example, but you should choose your specific course.
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.

TAP SERIES®

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Print Certificate

| | |
|---------------------------------------|------------------------|
| Food Handler | Food Safety Manager |
| Food Safety Re-certification (MN, RI) | Allergen Friendly® |
| Small Operator Training (WI) | Alcohol Training |
| HACCP | Earn More with Service |
| Strategies for Increasing Sales | Chef Fundamentals |
| Cooking Basics | Sexual Harrasment |



5. Enter in the username you used for the specific course and then select Print Certificate. If you want a copy of your certificate emailed to you, enter your course username and email address, then select Email Certificate.

Some courses will require both a last name and username to print the certificate. You will need to type in the last name and username of the person who took the course, then click Print Certificate or Email Certificate.

Food Handler Training Certificate

Username

Email Address

Print CertificateEmail Certificate

[Forgot Username?](#)

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.

