



Registering as a ServSafe Alcohol® Instructor

- Prior to instructing ServSafe Alcohol® review the State Regulations section on <https://www.ServSafe.com/Alcohol/regulatory/>
- Instructors in Wisconsin or Michigan must contact their State Restaurant Association before conducting a ServSafe Alcohol course or Exam.

Take the ServSafe Alcohol Advanced Course and Exam

- Score an 80 percent or above on the Advanced Exam within the last three years.
- To take the Advanced Course and Exam:
 - Purchase the ServSafe Alcohol® Online Course and Advanced Exam and utilize an Online Proctor (see Registering as an Online ServSafe Alcohol Proctor).
 - Contact an approved ServSafe Alcohol Instructor through the “Class Locator” portion of www.ServSafe.com or contact your State Restaurant Association.



Attend the ServSafe Alcohol Train-the-Trainer Online Course/Webinar

- Go to www.ServSafe.com. Under “**ServSafe Alcohol**” click on “**For Instructors/Proctors.**” Click “**Become an Approved Alcohol Instructor.**” Under “**Step 2: Attend the ServSafe Alcohol Train-the-Trainer Online Course and Assessment,**” click “**Access the ServSafe Alcohol Train-the-Trainer Course.**”



Take the ServSafe Alcohol Train-the-Trainer Assessment

- Before taking the ServSafe Alcohol Online Train-the-Trainer Assessment if you do not have a User ID and Password, go to www.ServSafe.com under “**Access My Account**” and select “**New User? Register Here**” to create one.
- Once you have completed the ServSafe Alcohol Train-the-Trainer Course click “**Click here to take the ServSafe Alcohol Train-the-Trainer Assessment Now,**” and enter your User ID and Password.
- If you do not take the ServSafe Alcohol Train-the-Trainer Assessment immediately after completing the ServSafe Alcohol Train-the-Trainer Course, you may access it by going to www.ServSafe.com. Under “**Access My Account**” enter your User ID and Password.
- Under “**ServSafe Alcohol**” click on “**For Instructors/Proctors.**” Click “**Become an Approved Alcohol Instructor.**” Under “**Step 2: Attend the ServSafe Alcohol Train-the-Trainer Online Course and Assessment**” click “**Access the ServSafe Alcohol Train-the-Trainer Assessment.**”



Submit the ServSafe Alcohol® Instructor Application

- Upon passing the ServSafe Alcohol® Train-the-Trainer Assessment, download the ServSafe Alcohol® Instructor Application.
- Applicants must submit the completed application, non-refundable \$50 application fee, the Mutual Non-Disclosure and Confidentiality Agreement, and Performance Agreement.



ServSafe Alcohol Instructor Approval

- You will receive a confirmation email within three to five business days of receipt of the ServSafe Alcohol Instructor Application. At this time, you will be able to download and print the *Approved ServSafe Alcohol Instructor Certificate*.
- At the time you receive your confirmation email, you are approved to teach the ServSafe Alcohol Course and proctor the Advanced Print-Based, Advanced Online, and Primary Exams (please see the corresponding documents for further instruction).