

## ServSafe Alcohol Alabama Course Instructor Instructions

1. To provide ServSafe Alcohol in the state of Alabama you must be [registered as an approved ServSafe Alcohol instructor](#)
  - a. Have a current ServSafe Alcohol certificate
  - b. Take the ServSafe Alcohol Instructor Tutorial
  - c. Pass the ServSafe Alcohol Instructor Assessment
  - d. Submit an application, sign the performance agreement and provide references
2. Download the "[ServSafe Alcohol Course 3<sup>rd</sup> Edition – Alabama PPT](#)"
3. Student(s) must purchase the [3rd Edition ServSafe Alcohol Guide with Exam Answer Sheet](#) and review the guide prior to arriving for class.
4. Using the ServSafe Alcohol Alabama PowerPoint and the ServSafe Alcohol Guide, proceed with training the student(s) in your class.
5. After completing the course training, have the students complete the ServSafe Alcohol Alabama exam. Once they have completed the exam, use the answer key provided to grade each exam. All students must receive an 80% or higher in order to receive a passing score. ***(40 out of 50 correct answers is a passing score)***
6. If an examinee does not pass the exam, review the incorrect questions and answers with them. Both the instructor and the examinee must initial that the correct answer has been provided and discussed. One exam retest is allowed. If after the retest, an 80% exam score is not attained, the student must be retrained.
7. Instructors must send the [Alabama Course of Instruction Form](#) to the Alabama Alcoholic Beverage Control Board for each student. This form provides the student's personal information, their score and who provided the training to them. The student's information and scores will be invalid if the form is not submitted. The state does not provide certificates. They will verify the scores they received and compare it to the students/employee names during inspections.
8. Follow steps in the [ServSafe Alcohol Examination Administration Handbook](#) to return the exams and answer sheets to the National Restaurant Association. Please be sure to provide information to your students on how they can obtain their ServSafe Alcohol exam score and certificate online as indicated on page 23 in the ServSafe Alcohol Examination Administration Handbook .