

## ServSafe Alcohol Program Roll-Out Guidelines:



### Washington

In Washington, responsible alcohol service training is mandatory. Employees must successfully complete an approved alcohol server training program and obtain the proper Mandatory Alcohol Server Training (MAST) permit within 60 days from their date of hire. MAST permits are issued by the approved program provider and are valid for 5 years.

A Washington specific version of ServSafe Alcohol is a Washington State Liquor Control Board (LCB) approved program in Washington. The Washington Restaurant Association Education Foundation (WRAEF) is the only LCB approved provider of the ServSafe Alcohol program in the state. In addition to the MAST permit, Washington state ServSafe Alcohol certificates are also issued upon successful completion of the program. These are available for the employee to print from the ServSafe website, are valid for 5 years and are not accepted as proof of training in Washington. Only the state's MAST permits (Class 12 or Class 13) are accepted.

Washington's liquor laws are the strictest in the nation. It is imperative that instructors abide by the rules and regulations.

#### **Facts About MAST Permits**

There are two types of MAST permits:

Class 12 Mixologist Permit (must be at least 21 years old) is required for persons who:

- Manage persons who serve alcohol
- Work as a bartender
- Draw beer or wine from a tap
- Mix drinks

Class 13 Servers Permit (must be at least 18 years old) is required for persons who:

- Take orders for beer, wine or spirits
- Deliver drinks to a customer
- Pour beer or wine at a customer's table

#### **Becoming a LCB and WRAEF Approved ServSafe Alcohol Instructor**

In order to provide the Washington specific version of ServSafe Alcohol, you must become an approved instructor through the WRAEF and the LCB. To become approved, follow the below guidelines:

- Attend a ServSafe Alcohol Train-the Trainer seminar through the WRAEF.
  - This class will give you the tools to become an approved instructor through the LB as well as meeting the LCB's continuing education requirement.
  - The class will also include the ServSafe Alcohol instructor.
- Successfully obtain your advanced ServSafe Alcohol certificate and become an Approved ServSafe Alcohol instructor through ServSafe.com.
- Complete all of the required LCB and WRAEF documents (received at the Train-the – Trainer seminar through the WRAEF) and submit them to the WRAEF with proof of ServSafe Alcohol Instructor approval.
- The LCB and WRAEF will contact you with final approval.

**WASHINGTON STATE LIQUOR CONTROL BOARD:**

3000 Pacific Avenue, S.E.

Olympia, Washington 98504-3080

**Phone:** 360-664-1600

**Email:** [wslcb@liq.wa.gov](mailto:wslcb@liq.wa.gov)

**Website:** [www.lcb.wa.gov](http://www.lcb.wa.gov)

**Resource:** <http://www.liq.wa.gov/laws/current-laws-and-rules>

The state's and WRAEF's required forms, submitting class information and help in administering ServSafe Alcohol classes can be found at [www.wahospitality.org](http://www.wahospitality.org) or by calling the WRAEF at 877.695.9733 x135.

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Washington State Liquor Control Board  
 Licensing and Regulation Division  
 • PO Box 43098 • Olympia WA 98504-3098 • (360) 664-1727 [www.liq.wa.gov](http://www.liq.wa.gov)

**DO NOT SUBMIT THIS FORM UNLESS YOU MEET ALL REQUIREMENTS.**  
*Incomplete Form will be returned for completion.*

<b>TRAINER INFORMATION</b>					
Please print clearly in dark ink. Complete all spaces or print N/A in spaces that do not apply. If more space is needed, attach additional sheet(s)					
<b>Name of Program or Provider:</b> _____					
As appears on your driver's license. Last Name: _____ First Name: _____ M.I.: _____					
Social Security Number: _____			Date of Birth: (m) ____ (d) ____ (y) _____		
Driver's License No: _____			Email Address: _____		
Mailing Address: _____					
City: _____			State: _____	Zip +4: _____	
Contact Phone: ( ) - _____			Alternate Phone: _____		
<b>TRAINING</b>					
Training available to the general public: Yes _____ No _____		Are you an in-house trainer? Yes _____ No _____		If yes, name of business: _____	
Were you planning on providing training in other languages? If yes, please list language (s): _____					
<b>REQUIREMENT AND QUALIFICATIONS (use additional sheet if necessary)</b>					
You must have a minimum of two years of post-secondary education in one, or a combination of experience in: education, training, law, law enforcement, substance abuse rehabilitation or sale and service of alcoholic beverages. List your qualifications including <b>years</b> which qualify you as a trainer:  _____					
You must hold a current Class 12 Permit. Permit number: _____			Expiration date: _____		
List how you meet the continuing education requirements specified in WAC 314-17-080:  _____					
<b>CRIMINAL HISTORY STATEMENT</b> Have you ever forfeited bail or paid a fine over \$25.00 (*incl. traffic fines) or been convicted, jailed or placed on probation in the last five years? Circle one please : <b>Yes</b> <b>No</b>					
<b>OFFENSE DATE</b>	<b>OFFENSE</b>	<b>CITY</b>	<b>COUNTY</b>	<b>STATE</b>	<b>DISPOSITION AND DATE</b>
<b>CERTIFICATION</b>					
I certify under penalty of perjury that all answers and statements are true, correct and complete. I understand that untruthful or misleading answers are cause for rejection of my application and/or revocation of any certification granted.					
Signature: _____			Date: _____		

Mail this form proof of meeting, Acknowledgment of Understanding and the continuing education requirement to your provider  
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STATE OF WASHINGTON  
WASHINGTON STATE LIQUOR CONTROL BOARD  
3000 Pacific Ave SE PO Box 43098 Olympia Washington 98504-3098 (360) 664-1727

## Acknowledgment of Understanding

As a Certified Trainer, I will:

1. Conduct the class in its entirety as outlined by my provider and refrain from making any changes to the course content or the method of presentation.
2. Hold a valid Class 12 permit at all times (if my permit has expired, any classes I give will be invalidated by the WSLCB).
3. Meet the continuing education requirements specified in WAC 314-17-050 (8).
4. Issue appropriate permits to individuals within 30 days of the class. The permit expires on the first day of the month, five years following the month the class was taken. If my provider scores the exam, I must first receive written confirmation from my provider that class participant have successfully passed the exam prior to issuing the permits.
  - 4.1. Class 12 mixologist permits are only issued to persons twenty-one years of age or older.
  - 4.2. Class 13 server permits are only issued to persons eighteen years of age and older.
5. Mail the top portion of the permit form to the Liquor Control Board within 30 days of the date of the class. In addition, if required by my provider, permit information will be sent to WSLCB via email using the Excel spreadsheet template provided to me.
6. Send all training records to my providers within the timeline specified by my provider. Training records include, but are not limited to: all course presentation information, location, date, and time of every class given, carbon copy of each permit issued, together with the names of the trainer, names of students that attended each class and student course evaluation questionnaires.
7. Notify my provider or WSLCB of any change to my contact information.
8. Submit the required information to the WSLCB and my provider within the allotted timelines.

I understand that failure to comply with the above conditions is cause for my trainer certification to be suspended or revoked and a possible monetary penalty of \$500.00 assessed per RCW 66.20.340.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Send your completed form to your provider 7/2010***