



## Office of the Madison City Clerk

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### **Beverage Server Training Requirement for Operators, Sole Proprietors, & Liquor Agents**

No Class A License, Class B License, or Operator's License can be issued until the applicant has successfully completed a Responsible Beverage Server Training Course. Sole proprietors, all members of a partnership, and the Liquor/Beer Agent for a Corporation or Limited Liability Company must complete Beverage Server Training before the liquor/beer license can be issued to the establishment.

An Operator's License is required for all individuals selling or serving alcohol beverages. Individuals without a valid license must work under the immediate supervision of the licensee, Liquor/Beer Agent, or someone with a valid Operator's License. The Liquor/Beer Agent for an establishment must meet the qualifications listed below, but is not required to hold an Operator's License because his/her name appears on the establishment's liquor license.

#### **New license applicants must meet the following qualifications:**

1. Must be 18 years of age or older.
2. May not have been convicted of a felony or be a habitual law offender.
3. Within the past two years, must have held a valid Operator's License in any Wisconsin municipality or completed one of the Responsible Beverage Server Training Courses that have been approved by the Wisconsin Department of Revenue. The following courses have been approved:

- ◆ Madison College (608-258-2300). *This four-hour course is offered at various Madison College campuses. Contact Madison College for class availability. Applicant must register in advance. Out-of-state students are required to pay out-of-state tuition. Applicant must have a Social Security Number.*
- ◆ Any other Wisconsin Technical College. *Northeast Technical College offers an online Beverage Server Training course at [www.online.nwtc.edu](http://www.online.nwtc.edu). The fee for this course is \$32.*
  - ◆ Online at [www.learn2serve.com](http://www.learn2serve.com). *The fee for this online course is \$25.*
  - ◆ Online at [www.icanbartend.com](http://www.icanbartend.com). *The fee for this Bartending College LLC course is \$25.*
  - ◆ Online at [www.servercertificationcorp.com](http://www.servercertificationcorp.com). *The fee for this Responsible Serving course is \$19.95.*
  - ◆ Online at <http://servingalcohol.com/content/view/29>. *The fee for this course is \$16.*
  - ◆ TIPS (1-800-GET-TIPS).

All Operator's Licenses expire June 30<sup>th</sup> of each even-numbered year, regardless of when they were first obtained. The fee for this license is \$75. A Provisional Operator's License can be obtained once in a licensing year for an additional \$15. Applicants for Provisional Licenses must show proof that they have signed up for or have taken the Beverage Server Training Course, and must be applying for an Operator's License as well.

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