



City Clerk's Office

210 Martin Luther King, Jr. Boulevard, Room 103, Madison, WI 53703-3342
voting@cityofmadison.com ▲ licensing@cityofmadison.com ▲ clerk@cityofmadison.com
www.cityofmadison.com/clerk ▲ www.cityofmadison.com/election
Phone: 608 266 4601 ▲ Fax: 608 266 4666

We exist to assist.

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:

Classroom instruction providers:

[Wisconsin Technical Colleges](#)
[RBSLearn.com](#)
[Serving Alcohol Inc. - Wisconsin Alcohol Seller/Server Course](#)
[ServSafe Alcohol](#) (WRAEF/NRAEF)
[TIPS](#)

Online instruction providers:

[Affordable Alcohol Training dba LIQUORexam.com](#)
[EduClasses.org](#)
[Learn2Serve](#)
[My Food & Bev Training](#)
[Rservng.com](#) (Professional Server Certification Corporation)
[ServerLicense.com](#)
[Serving Alcohol Inc. - Wisconsin Alcohol Seller/Server Course](#)
[ServSafe Alcohol](#) (WRAEF/NRAEF)
[TIPS](#) ("eTIPS On Premise" only)
[Wisconsin-Bartending.com](#)

All Operator's Licenses expire June 30th of each even-numbered year, regardless of when they were first

obtained. The fee for this license is \$80. 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.