



Alaska Alcoholic Beverage Control Board

Alcohol Server Education Course

Form AB-10: New Education Course Provider Application

What is this form?

This alcohol server education course provider application is required for all persons and entities seeking to have an alcohol server education course approved by the Alcoholic Beverage Control (ABC) Board. Prospective applicants should review and understand **AS 04.21.025** and **3 AAC 304.465** before applying. The course curriculum must cover the topics listed under 3 AAC 304.465(c).

This application must be completed and submitted with the following documents and items before any alcohol server education course provider application will be considered by the ABC Board, as required by 3 AAC 304.465(b):

- The course book to be provided to students
- Any video or audio presentations that will be used
- A copy of a written test that demonstrates that the student understands the course subjects
- Detailed lesson plans
- A sample alcohol server education course card that is issued to students who complete the course and pass the written test
- Fee for a new server education course provider is \$800. Renewal of a server education course is \$250.

Applicant Information

Enter information for the business seeking to be an approved alcohol server education course provider.

Applicant:	Alaska Cabaret, Hotel, Restaurant & Retailers Association (CHARR)				
Course Name:	Training for Alcohol Professionals (TAP)				
Mailing Address:	1503 W 31st Avenue, Suite 102				
City:	Anchorage	State:	AK	ZIP:	99503
Email Address:	soates@alaskacharr.com	Phone:	907-274-8133		

Identify the communities where the course will be presented and the frequency of the presentation:

The TAP program will be available via webinar/video teleconference to every community.

We held 270-450 in-person classes per year across the state over the last three years.

In-person classes have been held at least monthly in the following communities, with more classes if demand warrants. That will likely decline as more students choose webinar learning options.

1. Ketchikan 1 per month
2. Sitka 1 per month
3. Juneau 1 per month winter, 2-3 per month summer
4. Seward 1 per month winter, 2 per month summer
5. Kenai/Soldotna 1 per month
6. Homer 1 per month
7. Kodiak 1 per month
8. Anchorage 12-15 per month, with more in the summer
9. Mat-Su 2 per month
10. Fairbanks 2-3 per month



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Describe the qualifications of and training provided to course instructors:

Qualifications to be a TAP Instructor:

- Experience in the Industry serving customers and dealing with real life problems
- Current TAP Certification
- Over 21
- Have mastered basic educational skills
- Teaching or public speaking experience preferred
- Webinar instructors must be individual residents of Alaska

Training Program (approximately 3 days):

- Take the class and observe, even when someone has a certificate they see the class differently if they know they are going to teach it. A big eye-opener is the questions that come from any class about what sections of Title 04 mean.
- Study TAP course materials which include all 16 points required by ABC and additional information CHARR has included to make the program stronger.
- Work with instructor to learn how to answer common Title 04 questions.
(We teach that if you are not sure of the answer to say you are not sure but you will research it and get back to the student by email or phone)
- Prepare to make the presentation
- Teach with a supervisor who can assist with questions
- Learn to administer and score the test
- Provide passing students with TAP Card Certification
- Review record keeping needs including: TAP database, sign in sheets for each class, retention of test for three years.
(CHARR office reviews new instructors exams and records to ensure that things are being done right)
- After the three day training, the new instructor is encouraged to call the office after their first few classes to ask questions and get clarifications on interpretations of the law.



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Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Explain how rural premises will be served, as required by 3 AAC 304.465(e):

This section of regulation has been repealed, but rural premises will now be able to receive the same excellent-quality training that urban areas receive via the TAP webinar program.

I declare under penalty of perjury that this form, including all accompanying schedules and statements, is true, correct, and complete.

Kirsten Down

Signature of applicant

KIRSTEN DOWN, OPERATIONS & MARKETING DIRECTOR

Printed name of applicant

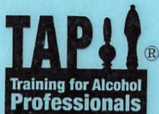


Subscribed and sworn to before me this 18th day of December, 2020.

Sdr
 Notary Public in and for the State of Alaska

My commission expires: Feb 26, 2023

OFFICE USE ONLY				
Board Meeting Date:		Approved Y/N?:	Course #:	



(not valid for use as identification)



800-478-2427 or
907-274-8133

www.alaskacharr.com

SELGIO INFANZON
Instructor

CERTIFICATE #

165854

Sarah Oates

Name

7-2-1986

Birthdate

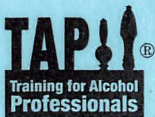
[Signature]

Signature

EXPIRES ON

9 / 9 / 2022

IS YOUR TAP® CERTIFICATION CURRENT?



Alaska CHARR
1503 West 31st Avenue
Suite 202
Anchorage, Alaska 99503



SERVE RESPONSIBLY • SELL RESPONSIBLY