



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.

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



Alaska Alcoholic Beverage Control Board

## Alcohol Server Education Course

# Form AB-10: New Education Course Provider Application

Alcohol and Marijuana Control Office

550 W 7<sup>th</sup> Avenue, Suite 1600

Anchorage, AK 99501

[alcohol.licensing@alaska.gov](mailto: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.

Signature of applicant

**KIRSTEN DOWNUM, OPERATIONS & MARKETING DIRECTOR**

Printed name of applicant



Subscribed and sworn to before me this 18<sup>th</sup> day of December, 2020.

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 #:	
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<u>Class Date</u>	<u>Location</u>	<u>Instructor</u>
1/3/2020	Anchorage	Ed Canfield
1/4/2020	Anchorage	Ed Canfield
1/6/2020	Anchorage	Ed Canfield
1/7/2020	Kodiak	Sandi Coash
1/7/2020	Anchorage	Ed Canfield
1/8/2020	Soldotna	David Ahlberg
1/8/2020	Wasilla	Michele Shapiro
1/10/2020	Anchorage	Ed Canfield
1/10/2020	Wasilla	Michele Shapiro
1/11/2020	Ketchikan	Russell Beal
1/14/2020	Homer	David Ahlberg
1/14/2020	Wasilla	Michele Shapiro
1/14/2020	Anchorage	Ed Canfield
1/15/2020	Ketchikan	Kantor
1/15/2020	Anchorage	Ed Canfield
1/16/2020	Anchorage	Ed Canfield
1/19/2020	Juneau	Bonilyn Parker
1/20/2020	Fairbanks	Gretchen Nolan
1/21/2020	Girdwood	Michael Jackson
1/22/2020	Anchorage	Ed Canfield
1/23/2020	Anchorage	Ed Canfield
1/23/2020	Talkeetna	Michele Shapiro
1/23/2020	Ketchikan	Joni Bates
1/24/2020	Anchorage	Ed Canfield
1/27/2020	Anchorage	Ed Canfield
1/30/2020	Anchorage	Ed Canfield
2/1/2020	Ketchikan	Russell Beal
2/3/2020	Fairbanks	Gretchen Nolan
2/4/2020	Anchorage	Ed Canfield
2/4/2020	Kodiak	Sandi Coash
2/5/2020	Wasilla	Michele Shapiro
2/5/2020	Girdwood	Michael Jackson
2/6/2020	Palmer	Michele Shapiro
2/9/2020	Girdwood	Michael Jackson
2/10/2020	Fairbanks	Terry Shepard
2/11/2020	Anchorage	Ed Canfield
2/11/2020	Homer	David Ahlberg
2/12/2020	Soldotna	David Ahlberg
2/12/2020	Anchorage	Ed Canfield
2/13/2020	Palmer	Michele Shapiro
2/13/2020	Bar Stars	Emily Craver
2/15/2020	Anchorage	Ed Canfield
2/16/2020	Juneau	Bonilyn Parker
2/17/2020	Fairbanks	Terry Shepard
2/18/2020	Wasilla	Michele Shapiro
2/18/2020	Anchorage	Ed Canfield

2/20/2020 Anchorage	Ed Canfield
2/24/2020 Anchorage	Ed Canfield
2/25/2020 Ketchikan	Joni Bates
2/26/2020 King Salmon	Jerry Rutherford
2/26/2020 Anchorage	Ed Canfield
2/28/2020 Anchorage	Ed Canfield
2/29/2020 Ketchikan	Joni Bates
3/1/2020 Juneau	Bonilyn Parker
3/2/2020 Anchorage	Ed Canfield
3/2/2020 Fairbanks	Terry Shepard
3/3/2020 Kodiak	Sandi Coash
3/3/2020 Anchorage	Ed Canfield
3/4/2020 Wasilla	Michele Shapiro
3/5/2020 Anchorage	Ed Canfield
3/6/2020 Ketchikan	Russell Beal
3/7/2020 Anchorage	Ed Canfield
3/9/2020 Anchorage	Ed Canfield
3/10/2020 Fairbanks	Terry Shepard
3/12/2020 Anchorage	Ed Canfield
3/13/2020 Ketchikan	Russell Beal
3/14/2020 Ketchikan	Russell Beal
3/15/2020 Juneau	Bonilyn Parker
3/16/2020 Anchorage	Ed Canfield
3/19/2020 Anchorage	Ed Canfield
4/3/2020 Ketchikan	Russell Beal
4/7/2020 Anchorage	Ed Canfield
4/15/2020 Wasilla	Michele Shapiro
4/16/2020 Anchorage	Ed Canfield
4/17/2020 Palmer	Michele Shapiro
4/21/2020 Anchorage	Ed Canfield
4/21/2020 Wasilla	Michele Shapiro
4/24/2020 Anchorage	Ed Canfield
4/27/2020 Anchorage	Ed Canfield
4/28/2020 Wasilla	Michele Shapiro
4/29/2020 Anchorage	Ed Canfield
4/30/2020 Anchorage	Ed Canfield
5/4/2020 Fairbanks	Terry Shepard
5/4/2020 Anchorage	Ed Canfield
5/4/2020 Wasilla	Michele Shapiro
5/5/2020 Fairbanks	Larry Hackenmiller
5/7/2020 Anchorage	Ed Canfield
5/7/2020 Kenai	Michele Shapiro
5/8/2020 Homer	Michele Shapiro
5/8/2020 Ketchikan	Russell Beal
5/10/2020 Girdwood	Michael Jackson
5/11/2020 Fairbanks	Terry Shepard
5/12/2020 Anchorage	Ed Canfield

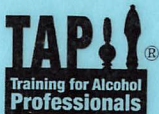
5/13/2020	Palmer	Michele Shapiro
5/14/2020	Wasilla	Michele Shapiro
5/15/2020	Palmer	Michele Shapiro
5/15/2020	Anchorage	Ed Canfield
5/16/2020	Ketchikan	Russell Beal
5/17/2020	Juneau	Bonilyn Parker
5/18/2020	Fairbanks	Terry Shepard
5/18/2020	Anchorage	Ed Canfield
5/21/2020	Anchorage	Ed Canfield
5/24/2020	Sitka	Peter Menendez
5/26/2020	Anchorage	Ed Canfield
5/26/2020	Girdwood	Michael Jackson
5/27/2020	Wasilla	Michele Shapiro
5/28/2020	Denali	Stacey Kilchrist
5/29/2020	Anchorage	Ed Canfield
5/30/2020	Anchorage	Ed Canfield
5/31/2020	Juneau	Bonilyn Parker
6/1/2020	Fairbanks	Terry Shepard
6/1/2020	Anchorage	Ed Canfield
6/2/2020	Seward	Shannon Thorn
6/2/2020	Kodiak	Maximo
6/3/2020	Wasilla	Michele Shapiro
6/3/2020	Anchorage	Ed Canfield
6/5/2020	Fairbanks	Larry Hackenmiller
6/5/2020	Anchorage	Ed Canfield
6/5/2020	Ketchikan	Joni Bates
6/6/2020	Girdwood	Michael Jackson
6/7/2020	Sitka	Peter Menendez
6/8/2020	Anchorage	Ed Canfield
6/8/2020	Fairbanks	Terry Shepard
6/9/2020	Girdwood	Michael Jackson
6/9/2020	Wasilla	Michele Shapiro
6/9/2020	Homer	David Ahlberg
6/10/2020	Soldotna	David Ahlberg
6/10/2020	Wasilla	Michele Shapiro
6/12/2020	Anchorage	Ed Canfield
6/12/2020	Ketchikan	Russell Beal
6/13/2020	Ketchikan	Russell Beal
6/14/2020	Juneau	Bonilyn Parker
6/15/2020	Fairbanks	Gretchen Nolan
6/16/2020	Anchorage	Ed Canfield
6/16/2020	Fairbanks	Larry Hackenmiller
6/18/2020	Fairbanks	Terry Shepard
6/18/2020	Wasilla	Michele Shapiro
6/20/2020	Anchorage	Ed Canfield
6/22/2020	Anchorage	Ed Canfield
6/22/2020	Fairbanks	Terry Shepard

6/22/2020	Skagway	Dan Zieman
6/23/2020	Talkeetna	Michele Shapiro
6/24/2020	Palmer	Michele Shapiro
6/25/2020	Anchorage	Ed Canfield
6/28/2020	Juneau	Bonilyn Parker
6/29/2020	Fairbanks	Terry Shepard
6/30/2020	Soldotna	David Ahlberg
6/30/2020	Girdwood	Michael Jackson
7/1/2020	Anchorage	Ed Canfield
7/1/2020	Girdwood	Michael Jackson
7/7/2020	Kodiak	Maximo
7/8/2020	Girdwood	Michael Jackson
7/8/2020	Wasilla	Michele Shapiro
7/8/2020	Ketchikan	Joni Bates
7/8/2020	Soldotna	David Ahlberg
7/8/2020	Anchorage	Ed Canfield
7/9/2020	Ketchikan	Russell Beal
10-Jul	Ketchikan	Russell Beal
10-Jul	Ketchikan	Joni Bates
7/12/2020	Sitka	Peter Menendez
7/12/2020	Juneau	Bonilyn Parker
7/13/2020	Fairbanks	Terry Shepard
7/14/2020	Homer	David Ahlberg
7/14/2020	Anchorage	Ed Canfield
7/15/2020	Ketchikan	Russell Beal
7/15/2020	McGrath	Jerry Rutherford
7/17/2020	Girdwood	Michael Jackson
7/18/2020	Ketchikan	Joni Bates
7/18/2020	Anchorage	Ed Canfield
7/20/2020	Fairbanks	Gretchen Nolan
7/20/2020	Fairbanks	Terry Shepard
7/20/2020	Anchorage	Ed Canfield
7/21/2020	Kenai Fjords	Shannon Thorn
7/22/2020	Ketchikan	Joni Bates
7/23/2020	Ketchikan	Russell Beal
7/23/2020	Wasilla	Michele Shapiro
7/24/2020	Kodiak	Michele Shapiro
7/24/2020	Anchorage	Ed Canfield
7/24/2020	Skagway	Dan Zieman
7/25/2020	Seward	Shannon Thorn
7/26/2020	Juneau	Bonilyn Parker
7/27/2020	Fairbanks	Terry Shepard
7/27/2020	Ketchikan	Joni Bates
7/28/2020	Anchorage	Ed Canfield
7/28/2020	Seward	Joseph Fifield
7/29/2020	Juneau	Bonilyn Parker
7/30/2020	Anchorage	Ed Canfield

7/31/2020	Seward	Joseph Fifield
8/3/2020	Girdwood	Michael Jackson
8/3/2020	Anchorage	Ed Canfield
8/5/2020	Wasilla	Michele Shapiro
8/5/2020	Anchorage	Ed Canfield
8/7/2020	Seward	Joseph Fifield
8/10/2020	Fairbanks	Terry Shepard
8/11/2020	Kodiak	Susan Maximo
8/11/2020	Palmer	Michele Shapiro
8/11/2020	Anchorage	Ed Canfield
8/11/2020	Homer	David Ahlberg
8/12/2020	Soldotna	David Ahlberg
8/14/2020	Ketchikan	Russell Beal
8/16/2020	Juneau	Bonilyn Parker
8/16/2020	Sitka	Peter Menendez
8/17/2020	Anchorage	Ed Canfield
8/18/2020	Fairbanks	Terry Shepard
8/19/2020	Anchorage	Ed Canfield
8/20/2020	Wasilla	Michele Shapiro
8/24/2020	Fairbanks	Terry Shepard
8/24/2020	Anchorage	Ed Canfield
8/27/2020	Girdwood	Michael Jackson
8/29/2020	Kodiak	Susan Maximo
8/31/2020	Anchorage	Ed Canfield
9/2/2020	Wasilla	Michele Shapiro
9/3/2020	Anchorage	Ed Canfield
9/4/2020	Seward	Joseph Fifield
9/6/2020	Juneau	Bonilyn Parker
9/8/2020	Homer	David Ahlberg
9/8/2020	Anchorage	Ed Canfield
9/9/2020	Soldotna	David Ahlberg
9/12/2020	Ketchikan	Russell Beal
9/12/2020	Anchorage	Ed Canfield
9/14/2020	Palmer	Michele Shapiro
9/15/2020	Wasilla	Michele Shapiro
9/16/2020	Anchorage	Ed Canfield
9/17/2020	Anchorage	Ed Canfield
9/18/2020	Seward	Joseph Fifield
9/18/2020	Ketchikan	Joni Bates
9/20/2020	Sitka	Peter Menendez
9/22/2020	Anchorage	Ed Canfield
9/25/2020	Anchorage	Ed Canfield
9/28/2020	Anchorage	Ed Canfield
9/29/2020	Ketchikan	Joni Bates
10/3/2020	Ketchikan	Joni Bates
10/4/2020	Juneau	Parker
10/5/2020	Cooper Landing	David Ahlberg



10/6/2020 Kodiak	Susan Maximo
10/6/2020 Anchorage	Ed Canfield
10/9/2020 Anchorage	Ed Canfield
10/11/2020 Sitka	Peter Menendez
10/13/2020 Homer	David Ahlberg
10/14/2020 Soldotna	David Ahlberg
10/15/2020 Anchorage	Ed Canfield
10/19/2020 Anchorage	Ed Canfield
10/21/2020 Wasilla	Jay Sumner
10/23/2020 Anchorage	Ed Canfield
10/26/2020 Fairbanks	Terry Shepard
10/27/2020 Anchorage	Ed Canfield
11/3/2020 Kodiak	Susan Maximo
11/3/2020 Anchorage	Ed Canfield
11/4/2020 Wasilla	Jay Sumner
11/5/2020 Anchorage	Ed Canfield
11/8/2020 Juneau	Bonilyn Parker
11/9/2020 Fairbanks	Terry Shepard
11/9/2020 Anchorage	Rory McAllister
11/10/2020 Homer	David Ahlberg
11/11/2020 Soldotna	David Ahlberg
11/14/2020 Anchorage	Rory McAllister
11/19/2020 Anchorage	Ed Canfield
11/23/2020 Anchorage	Ed Canfield
11/23/2020 Fairbanks	Terry Shepard
11/24/2020 Anchorage	Ed Canfield
12/3/2020 Anchorage	Ed Canfield
12/7/2020 Anchorage	Ed Canfield
12/8/2020 Homer	David Ahlberg
12/9/2020 Soldotna	David Ahlberg
12/10/2020 Anchorage	Ed Canfield
12/14/2020 Anchorage	Ed Canfield
12/15/2020 Anchorage	Ed Canfield
12/21/2020 Anchorage	Ed Canfield
12/29/2020 Anchorage	Ed Canfield



(not valid for use as identification)



800-478-2427 or

907-274-8133

[www.alaskacharr.com](http://www.alaskacharr.com)

SELG10 INFANZON  
Instructor

CERTIFICATE #

165854

Sarah Oates

Name

7-2-1986

Birthdate

Sdr

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