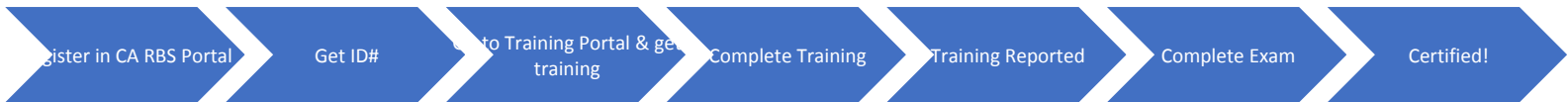


The steps to complete the California RBS process are as follows:

Certification Process:



1. Register in CA RBS Portal

- a. Learner must register in the CA RBS portal at <https://abcbiz.abc.ca.gov/>
- b. Create an account

CALIFORNIA DEPARTMENT OF
Alcoholic Beverage Control

RBS Portal Login

LOG IN / REGISTER

Username *

This field is required

Password *

This field is required

[Forgot password?](#)

LOG IN

Don't have an account?

REGISTER

Register to Portal

Email *

Password * Validate password *

First name * Middle name

Last name *

REGISTER

Already have an account?
[Log in](#)

c. Submit a server application

The image shows two screenshots from the RBS Training Program. The top screenshot is the 'Dashboard' page, titled 'Welcome to the ABC Portal'. It features a 'Select a Role to continue' section with three options: 'Server', 'Training Provider', and 'Licensee'. The 'Server' option is highlighted with a red arrow pointing to its 'Start application >' link. The bottom screenshot is the 'Server' application page, showing a sidebar with a progress bar indicating 17% completion. The main content area displays 'Instructions' for the registration process, welcoming users to the California Department of Alcoholic Beverage Control's system.

RBS TRAINING PROGRAM
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

Dashboard

Welcome to the ABC Portal

Select a Role to continue

Server
Start application >

Training Provider
Start application >

Licensee
Section is in

Server

Instructions

Welcome to the California Department of Alcoholic Beverage Control's Alcohol Server Certification and Exam System. Here you will be registering as an alcohol server with the State of California. Below is the information needed to complete each section of your registration:

Complete 17%

d. Pay a \$3.00 fee

2. Get ID

- a. Look in Server Certificate Details *box on the dashboard

The screenshot shows a dashboard with a dark blue header containing navigation links: Dashboard, Training Providers, Payments, and My Applications. Below the header, a welcome message reads "Welcome, Tiffani Williams!" next to a glass icon, with a "SWITCH DASHBOARD" button to the right. The main content area is divided into two columns. The left column, titled "Server Certificate Details*", contains the following information: Status: Certified, ID Number: 312456789 (circled in red), and Renewal Date: 08/16/2024. Below this is a "Renew Certification »" link and a note: "*NOTE: This is your digital RBS certificate. You may provide your Server ID number to your employer for verification. Licensee functionality will be available later this year." The right column, titled "Training Provider Search", includes the instruction "Use the provided filters to narrow your search to better fit your needs." and three search filters: "Provider Name" (text input), "Language" (dropdown menu), and "Training offered" (dropdown menu). At the bottom left, a "Server Profile" section is partially visible.

- b. Write this number down.

3. Go to your Training Portal & get training


- a. ggra.statefoodsafety.com

The screenshot shows the homepage of the Golden Gate Restaurant Association's Food Safety Training & Certification website. At the top, a progress bar with six steps is visible: 1. Get started, 2. Make a selection, 3. Review selection, 4. Create account, 5. Finish registration, and 6. Start your training. The main content area features a blurred background image of a restaurant counter with bottles and a sign that reads "GOLDEN GATE RESTAURANT ASSOCIATION est. 1954". Below the sign, a white box contains the text: "Food Safety Training & Certification for Golden Gate Restaurant Association", "Welcome to the official food safety training website for Golden Gate Restaurant Association! Follow the instructions on each page to register for your course or exam. The certificate or certification you earn will be yours and will continue with you until it expires.", and "Select a training type to get started." Below this text are four buttons: "CALIFORNIA RESPONSIBLE BEVERAGE SERVICE TRAINING" (blue), "FOOD HANDLER TRAINING" (red), "MANAGER EXAM ONLY" (blue), and "MANAGER TRAINING + EXAM" (blue). A red arrow points to the "CALIFORNIA RESPONSIBLE BEVERAGE SERVICE TRAINING" button.

4. Complete Training

- a. Start your California Responsible Beverage Service Training
- b. Enter your California RBS ID Number in this box and complete your training.

COURSE SUMMARY



California Responsible Beverage Service Training

Click "Start" to set up the training.

Valid Responsible Beverage Service Training in the State of California

Additional Info

You are required, by the regulatory agency or sponsoring organization, to provide the information below prior to receiving your training, test, and certification.

Enter your RBS ID Number. You can obtain an RBS ID number by visiting the RBS portal at <https://abcbiz.abc.ca.gov/>. You will need to create an account and submit a \$3.00 application fee.*:

Cancel

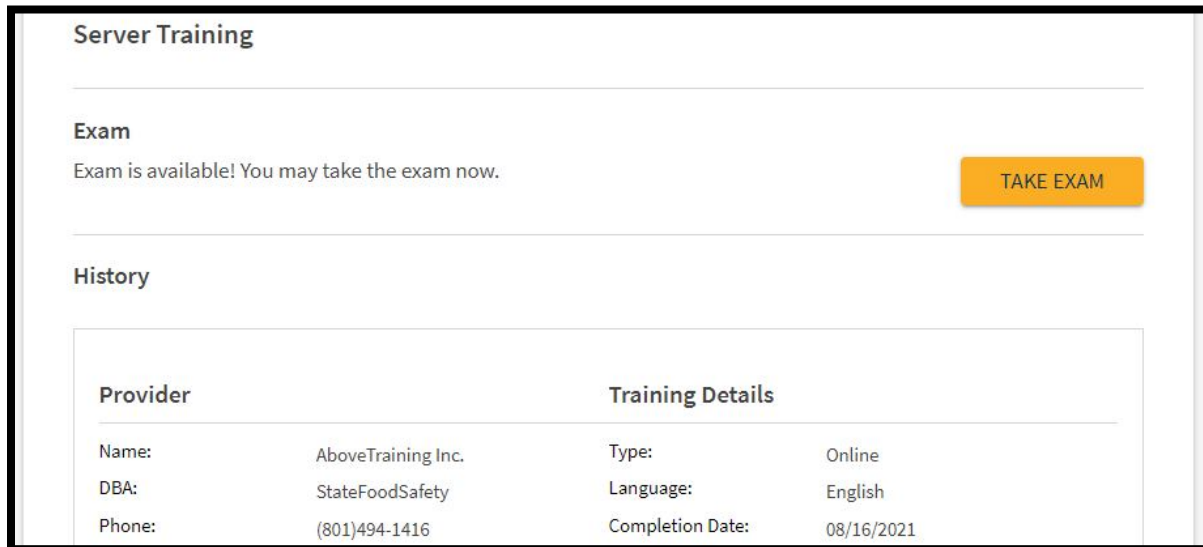
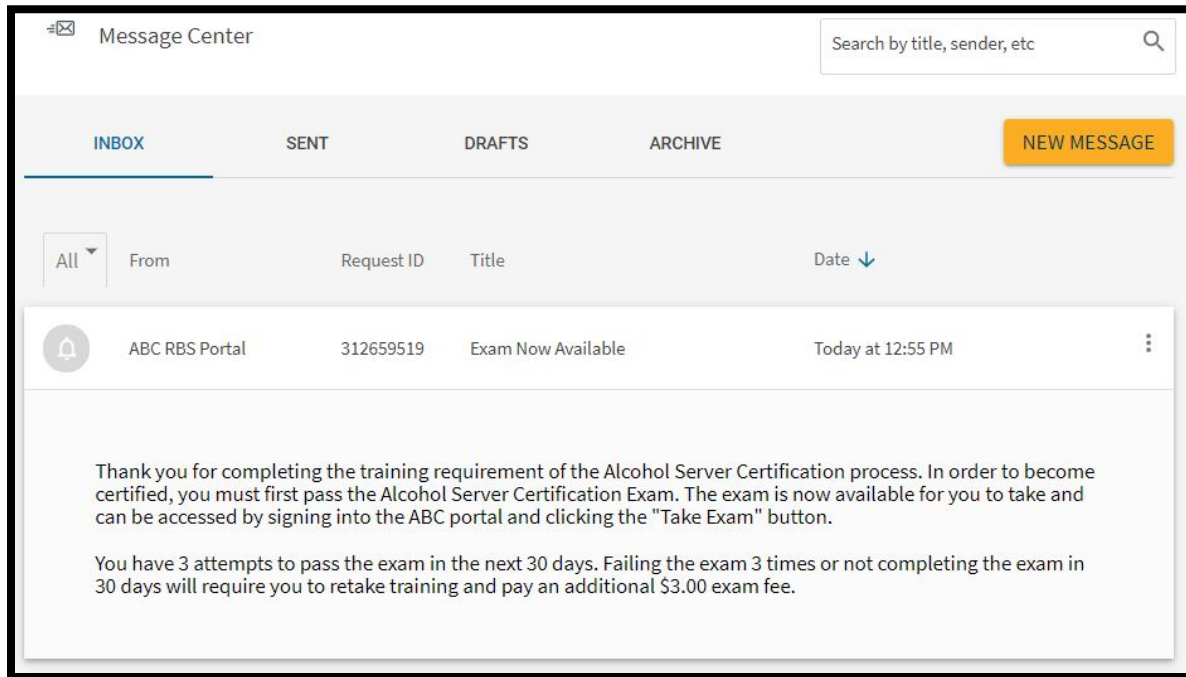
OK



5. Training Reported

- a. As soon as training is reported, (this can take 24+ hours) you will receive an email from CA ABC saying your exam is available. The exam will be accessed on the RBS Portal website. <https://abcbiz.abc.ca.gov/>

- b. Learners have **30 days from the time they completed training** (not 30 days from reporting) **to pass the exam**.



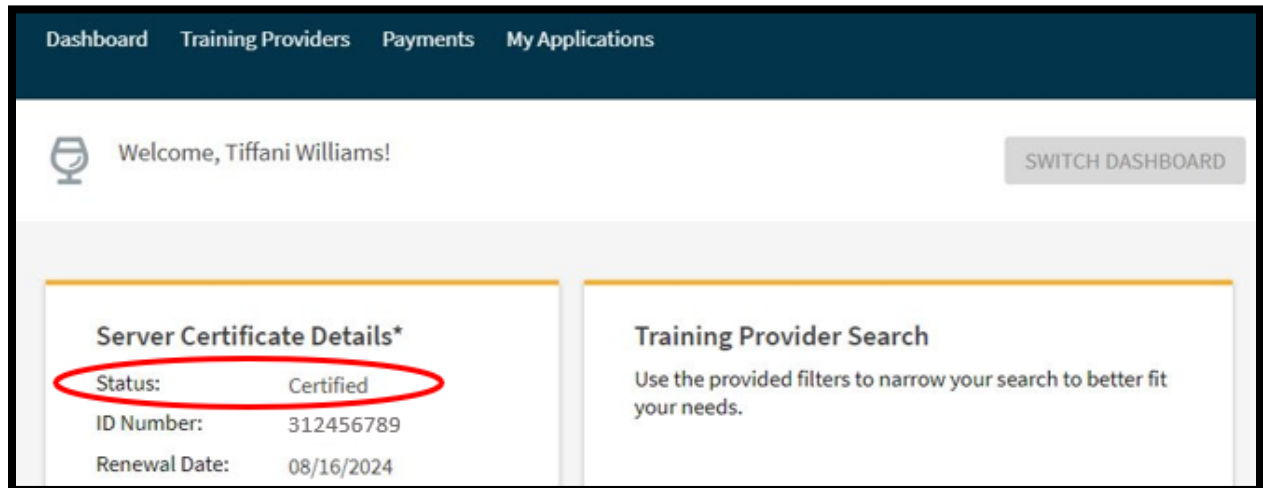
6. Complete Exam

- a. You will need to take and pass the exam, administered by CA ABC. Once the exam is passed, you will show as "Certified" in your account in the RBS portal
- i. If the training is completed but you do NOT pass the exam within 30 days, you will be required to submit a new server application, pay the \$3 fee again, retake the training, and attempt the exam again to get certified.

- ii. Until further technology is designed on the RBS Portal, you should take a screen shot of your dashboard and show it to your manager as proof of server certification.

7. Certified!

1. You are now considered Alcohol Server Certified by the California Department of Alcoholic Beverage Control!



Frequently Asked Questions by Alcohol Servers:

Q. Is RBS training mandatory and do I need a certificate to serve alcohol in California?

RBS training under the requirements of CA Assembly Bill 1221 will become **mandatory on July 1, 2022**. This new state mandate will require **on-premises alcoholic beverage servers and their managers** to successfully complete an ABC approved RBS training program and exam no later than August 31, 2022.

Currently, RBS training is only required if your local government mandates it. If you are required to take an RBS class for employment, please access the RBS Portal to search for a Department Authorized training provider and approved program.

Q. Who must be trained under AB 1221?

Beginning in July 2022, any ABC licensee who has an “ABC On-Premises License” will need to have their staff (alcohol servers and managers of alcohol servers) trained and certified in RBS within sixty (60) days of the date of initial employment. This includes but is not limited to restaurants, bars, fast casual dining, tasting rooms (including off-sale locations), hotels, and stadiums.

RBS certification means that the alcohol server has successfully completed training by an ABC approved training provider and passed the alcohol server certification exam (hosted by ABC). Once the server has successfully completed the training and exam, their certification is valid for 3 years. The alcohol server certification must be renewed prior to its expiration to remain valid.

Q. How do I find my Server ID number?

There are two ways you can locate your server ID number. The first is by way of the registration message that is sent via the RBS Portal. To access the message, click on the envelope icon, the message will be titled **Enrollment Registration Completed**. The second way you can see your Server ID number on your Server Dashboard; it will be in the first box with your Server Details. Both ways require you to have registered and paid for your server application through the online portal.

Q. How do I search for approved RBS training providers?

Once you have created an account on the RBS Portal, you can look for approved RBS training providers.

Q. How do I access my alcohol server certification exam?

The training provider from whom you took training has up to 24 hours* to report you have completed training and grant access to the exam. You will receive an email from ABC/RBS Portal notifying you that your exam is ready. If it has been more than 24 hours, you may reach out to the training provider who provided your course and inquire as to when your exam access may be granted.

*SFS reports every business day, so course completions on a Friday will not be reported until the subsequent Monday.

Q. How do I get a copy of my certification to provide my employer as proof of certification?

Congratulations on completing training and completing the RBS exam to become certified. Your training certificate is recorded on your Server Dashboard in the training history at the bottom of the page. We are using digital certificates, which will be housed in the RBS Portal. You have been issued a certification number, and that will serve as your training certificate and is valid for three years.

Your employer will be able to check and confirm your certification via the Licensee Login on the RBS Portal, which will be available later this year as it gets closer to the legal requirement for the mandatory statewide training. In the interim, if you want, you may take a screenshot of your Server Dashboard and provide that to your employer.

Q. What is the difference between RBS and LEAD?

Responsible Beverage Service (RBS) training educates people seeking employment or those who are currently employed as servers of alcoholic beverages at on-premises licensed locations. It provides servers with the necessary knowledge and skills to responsibly serve alcoholic beverages to avoid causing alcohol related harm to their communities.

Licensee Education on Alcohol and Drugs (LEAD) is ABC's free voluntary prevention and education program for off-sale licensees and their employees. LEAD provides practical information on serving alcoholic beverages safely, responsibly, and legally, as well as ways to prevent illicit drug activity at a licensed establishment. This covers off-premise alcohol sales.

California Department of Alcoholic Beverage Control FAQ's:

<https://www.abc.ca.gov/education/rbs/frequently-asked-questions/>