

TO: Lincoln Licensed Liquor Establishments

FROM: Joyce Jensen, REHS, CP-FS
Food Safety Program Supervisor

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SUBJECT: **Server/Seller Permits Required**

The Lincoln Municipal Code 5.04.124 requires all persons who serve or sell alcohol to have a Server/Seller Permit. This goes into effect April 1, 2013.

Employees who need a Server/Seller Permit should make sure they take **both exams**, the “RBST Certificate Program” and the “City Permits” for Lincoln covering the local ordinances. They must pass both exams to receive the required Server/Seller Permit.

Instructions to obtain a Server/Seller Permit:

1. Go to either the on-line web site fbstnebraska.unl.edu or the City of Lincoln website lincoln.ne.gov and search the keyword “food” to get to the Food Safety Program web page where you will find the FBST link to online training and permit programs.
2. Create a profile or if the person already has a food handlers permit they can import their profile over to the liquor permit side. This profile will work for their Food Handlers Permits and for the Server/Seller Permit. The profile belongs to the individual since it contains an email and a password. The employee will be able to change their own profile (i.e. change their email address, etc), review the on-line training and print additional certificates and permits any time.

Once the employee creates a profile a window will appear giving them their user name and password. An email confirmation will be sent to the email they listed in their profile. If they do not receive an email they should check the email on their profile and correct it if necessary.

3. Go to the dashboard and take the RBST Certificate Program training and exam **OR** just the exam if they have taken another Nebraska Liquor Control Commission approved training course.

4. Once the RBST Certificate Program exam has been completed, the **employee must read through the Lincoln laws and then take the City Permit exam for Lincoln.**

Once the Lincoln exam has been successfully completed the employee can print their Server/Seller Permit from the on-line site. Permit holders can return to their profile as many times as they wish to print permits, certificates or change their contact information. They can also review instructional material. **Server/Seller Permits are valid for 3 years** from the date of completion of the Lincoln exam.

Enclosed is a flyer that provides a simplified version of the steps for your employees to follow. Feel free to post this and/or make copies for your staff.

This site is designed to be self explanatory, with instructions tabs available when needed. For questions or assistance in using the online site, help is available Monday through Friday (except Holidays) 8:00 AM to 4:30 PM. For general guidance and questions call the Food Safety Program at 402- 441- 6280. For computer technical assistance call the UNL help desk at 402- 472- 4340.

Manager Permits:

Managers and owners who have taken the Responsible Hospitality Council (RHC) Management Course in the last three years will not need to also take the Lincoln Server/Seller Permit exam, as this is included as part of the management course. However, it may be beneficial to take the online server/seller training and/or exams prior to April 1, 2013, without cost, so you are aware of the process required of your employees.

Setting Up and Using Business/Employer Site:

In January 2013, there will be an information video available on the web site to help managers set up and use the business/employer side of the site. The City will be scheduling manager focus group sessions to review the training/exam site and use of the business/employer site for managing employee information. In February and March the City will have a number of short training sessions for managers/owners on using the on-line course. Feel free to call or email Captain Joy Citta, 402- 441- 7239, Lpd429@cjis.lincoln.ne.gov if you are interested in participating in the focus groups or have any questions about setting up your business/employer site.