



**Certified
Alcohol
Training**

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California Responsible Beverage Service Training Server Registration Instructions – Online Course

STEP 1: REGISTERING WITH US

Go to Certified Alcohol Training

Go to certifiedalcoholtraining.com.

Click “Login” button

Click into “Register an Account.”

Enter the requested information (may enter ABC Server ID number later).

Click “Register.”

Purchase the desired course.

Go to Email account

Find registration email.

Click link to log into ABC RBS Portal.

STEP 2: REGISTER WITH ABC

Go to the ABC RBS Portal

Go to abcbiz.abc.ca.gov.

Scroll down and click “Register.”

Enter valid email address.

Create and validate password.

Enter legal first and last names.

Click “Register.”

Go to Email account

Find registration email.

Click link to log into ABC RBS Portal.

Go to the ABC RBS Portal

Click “Login” button.

Enter email address and password

Select “Server Application.”

Complete information requested.

Pay \$3.00 registration fee.

Attest and submit Server Application.

STEP 3: COMPLETE COURSE

Return to Certified Alcohol Training

Go to certifiedalcoholtraining.com.

Click “Login” button

Click the person icon and go to “Your Courses.”

Click into course.

Enter ABC server ID number when requested.

(* See note below)

Complete the course.

Download RBS Training Guide and Certificates of Completion.

Within 24 hours, we notify ABC to release the exam to the server.

Server will receive emails from Certified Alcohol Training of course completion and ABC confirming access to exam (be sure to check junk mail and ABC Portal).

STEP 4: TAKE EXAM

Log into the ABC RBS Portal

Go to abcbiz.abc.ca.gov.

Go to the Server Dashboard.

Click “Take Exam.”

Select choice of exam language (English or Spanish).

Take the exam

Exam is open-note, open-book

Server has three (3) opportunities to pass with a score of 70% or above.

Go to Server Dashboard

View digital record of server certification.

*** It is imperative that the server enters the correct server ID number so that, upon completion of the training, we can unlock the server’s RBS exam on the ABC Portal. There are two ways to locate the server ID number:**

- (1) In the ABC RBS Portal, click the envelope icon and view message regarding completed registration; the ID is located within the message (not in the subject line), or
- (2) On the Server Dashboard, view in the first box with Server Details.