

SERVER TRAINING

The Honolulu Liquor Commission

July 24, 2020

MANAGERS & BARTENDERS

The Honolulu Liquor Commission (HLC) has changed our Server Training to accommodate physical distancing and face covering requirements, as mandated by the [Mayor's Emergency Orders](#). Appointments are now required. Please share this information with your co-workers.

UPDATE Server Training - by appointment only

We offer two types of server training. Effective August 3, 2020, class times are as follows:

- In-Person Server Training — Class held at 10:00 a.m. every Monday, Wednesday, and Friday (excluding holidays)**
Managers or bartenders who are required to take server training class for their liquor card can take the “In-Person” Server Training. Please make an appointment to reserve a seat at our office.
- Server Training Test Only — Testing held at 10:00 a.m. every Tuesday and Thursday (excluding holidays)**
Existing managers and bartenders who already have taken the HLC Server Training course in the past, must watch the [2020 Online Server Training video](https://youtu.be/N_OV8m9_HE4) (https://youtu.be/N_OV8m9_HE4) before scheduling an appointment to take the written TEST ONLY at our office. ***If you do not pass the written test with 80% correct, you will need to schedule an appointment to take the In-Person Server Training.***

SCHEDULE AN APPOINTMENT

To schedule an appointment, look for “Select Server Training.”

- ◆ Select the training from the drop down menu, then select the date.
- ◆ Complete the [New User](#) information, then click on the [Finalize Appointment Calendar](#) button.

SCHEDULE SERVER TRAINING

Click here

Note: By providing an email address at the time of scheduling, you will receive an appointment confirmation email. Only one (1) appointment per customer, and please arrive 5 minutes before your appointment time.

For the continued health and safety of our community, we will require you to:

- ◆ Cover your mouth and nose with a cloth face cover
- ◆ Practice physical distancing (at least 6 feet from other people)
- ◆ Reschedule your appointment if you are experiencing any cold or flu-like symptoms

Your appointment may be canceled if you don't follow these requirements.



Required Documents

- 1) Valid, unexpired Government-issued photo ID
- 2) Original Social Security Card or W-2 Form with entire SSN on the document
- 3) \$10 processing fee
- 4) Manager Authorization Letter (for blue or purple manager liquor cards only)

- New applicants: bring all items listed above
- Existing customers: bring items #1, #3, #4
- All Customers: a cloth face mask covering your mouth and nose is required.

Contact Us

Email:
liq-training@honolulu.gov

Phone:
(808) 768-7334

Visit our Website:
<http://www.honolulu.gov/liq/trainingeducation.html>