

Getting Started....

To Get Started follow the below steps:

- ◆ Go to Internet Explorer and type in the following address: www.minnesota-ast.com
- ◆ Once at the site, you will need to register. To do this, simply click on **Create A Server Account**
- ◆ This will bring up a profile information page where you will be asked to enter your First Name, Last Name and Email Address.
- ◆ In addition, you will be asked to create your own Login ID and Password. These can be anything that you would like, please make sure that it is easy to remember. It is always helpful to either write this information down or print it out so that you can have it handy for future reference!
- ◆ When you are done entering your information, simply click on Register.
- ◆ Now you are ready to go! You will then be at the server home page and provided further instructions.

Liquor Licensee Owners & Managers

If you are a liquor licensee
Owner or manager,
you can contact the
Chemical Health Initiative
To get set up with an
Administrator account for
Your business.

Visit Our CHI Websites



Main Website: www.CHI-Goodhue.org
Parent Website: www.CHI-Parentnetwork.org
Website for Kids: www.CHI-Howie.org

For more information, contact the
Chemical Health Initiative of
Goodhue County at (651) 385-3307.

*Working to support
Goodhue County businesses
And their employees!*



Minnesota - AST

**Minnesota
Alcohol
Server
Training**

*Brought to you by the Chemical Health Initiative of
Goodhue County in Partnership with Docutech*

About Minnesota-AST

This program is designed to serve the liquor licensees, their servers, license administrators and the general public residing in Goodhue County.

This site provides licensees a simple, cost effective means to make sure their servers/sellers are adequately trained concerning the serving of alcohol.

This training program provides servers with the training they need to understand the laws and their own personal liability when serving/selling alcohol to the public. It does so in a convenient, easy manner that they can do at their convenience.

This program provides licensee administrators a quick and easy way to ensure liquor licensees are in compliance with regard to the training of their servers/sellers before issuing or renewing a liquor license.

This site serves the general public by improving the level of training of alcohol servers and improving their awareness of their responsibilities when serving or selling alcohol to the public.

Benefits of Minnesota-AST

- ◆ **Cost is free to all Goodhue County Liquor Licensees!**
- ◆ **Unlimited usage. The training can be taken as many times, by as many employees as needed.**
- ◆ **Flexibility. The training can be taken at any place, any time.**
- ◆ **On-line training program is easy to use and understand.**
- ◆ **Liquor Licensee owners and managers can easily monitor and manage the training process for their employees.**
- ◆ **Ease of management for City Administrators through easy on-line access to database.**



Staying Compliant

Jurisdictions that have implemented the Seller/Server Ordinance, requires that servers/sellers of alcohol in their jurisdiction take a certified Alcohol Seller/Server training course and successfully complete any exams **before** the server/seller can legally sell or serve alcohol in their jurisdiction.

In addition, the training needs to be renewed on an annual basis in order to continue compliance. Jurisdictions require sellers/servers have successfully completed their training course within the previous 12 months. Therefore, if it has been more than a year since you last took the jurisdiction's course here, you may not sell/serve alcohol legally again until after successfully completing the course again.

The Minnesota-AST on-line training program will allow all sellers and servers who utilize the program to easily check the completion dates to ensure compliance.