

# AACEA - Oregon Alcohol Server Education (ASE) Student Manual

## 1. Enrollment and Permit Requirements

The State of Oregon requires that all bartenders, servers, and all persons who serve, sell, or mix alcohol drinks at on-premise licensed locations (including volunteers) must complete an OLCC certified Alcohol Server Education (ASE) course and apply and pay for their alcohol server permit.

- This requirement also applies to managers who oversee these staff.
- Hosts and hostesses who ring up alcohol and/or help waitstaff by serving, mixing, and/or pouring drinks must have a Service Permit.
- Volunteers must also have an ASE Permit.
- Only instructors and providers certified by the Oregon Liquor & Cannabis Commission (OLCC) may offer these ASE courses.
- The ASE program was initiated by the hospitality industry in 1985 to reduce public safety hazards by reducing intoxicated driving and underage drinking.

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## 2. Obtaining Your Alcohol Service Permit (The NEW CAMP Process)

To receive an Alcohol Service Permit, you must complete an OLCC-approved ASE course and manage your application through the OLCC CAMP (Cannabis and Alcohol Management Program) online portal.

- Minimum Age: You must be a minimum of 18 years of age to hold a Service Permit.
- The Required Process (via CAMP):
  1. Complete the Approved ASE Course: Take an OLCC-certified Alcohol Server Education course (like this one). Your course completion will be automatically submitted to the OLCC's CAMP system by the provider.
  2. Apply and Pay: Log into the CAMP Portal (<https://camp.olcc.online/>), create a user account, complete the Alcohol Service Permit application, and pay the current \$23 application fee.
  3. Take and Pass the Final Exam: Once your application and course completion are matched in the CAMP system, you will be notified to take the OLCC-proctored Final Exam directly through the portal. You must pass this exam to proceed.
  4. Receive Your Permit: Upon successfully passing the exam, you will be issued an immediate Temporary Permit (available for download/print from CAMP). The OLCC will then review your full application, and once approved, your 5-year Service Permit will be ready to download/print from your CAMP account.
- Crucial Rule Change: You must complete the entire ASE course and pass the OLCC final exam before you can legally mix, sell, or serve alcoholic beverages. The prior option to serve immediately after application is no longer available.

- **Validity:** Your Service Permit is valid for 5 years from the date it is issued after passing the test on the CAMP portal. To renew, you must retake a certified ASE course and Final exam via the CAMP portal.
- **Permit Ownership:** Your Service Permit is your property, not your employer's property.
- **On the Job:** You must have your permit and identification on you at all times you are working and make it available for inspection by a liquor enforcement agent or law enforcement officer. It is illegal for anyone to serve or sell alcohol at an on-premise licensed location without a valid ASE permit.

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### 3. Application Denials and History Review

Not all who apply for an ASE Permit are approved. Your application could be denied if you have:

- Felony convictions for drug or violence crimes.
- Instances of driving after your license was suspended or revoked.
- Convictions or diversions for Driving Under the Influence of Intoxicants (DUII).
- Had a liquor license or permit canceled for liquor law violations.

The OLCC can consider overlooking your history if:

- You were addicted to alcohol or drugs at the time of the incident(s).
- You were diagnosed addicted to alcohol or drugs as a result of the incident(s).

To be considered for an overlook, you must provide a sworn statement and additional documents proving:

- You have not used or consumed drugs or alcohol for 24 months.
- You are participating in or have completed a drug or alcohol treatment program.
- You have completed all parole or probation requirements.

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### 4. Permit Maintenance

- **Replacements & Reprinting:** If your permit becomes lost, stolen, or destroyed, or if your name changes, you are required to apply for a replacement permit immediately through the CAMP online portal. You can log into your CAMP account to reprint a valid Service Permit free of charge at any time.
- **Name Change:** Log into your account in the CAMP Portal. Name changes require the Service Permittee to also upload updated photo identification reflecting the name change. Requests can take a minimum of 10 business days for processing.

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### 5. Seminar Objectives

The seminar provides valuable education on responsible alcohol service, covering topics such as:

- How to anticipate problems before they arise.
- How to prevent minors from entering prohibited areas and consuming alcohol.
- How to recognize Visibly Intoxicated Persons (VIPs) and techniques for handling them.
- Your legal, professional, and house duties & policies.
- Acceptable customer conduct and employee conduct.
- The effects of alcohol and the consequences of combining alcohol and drugs.

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## 6. Course Unit Topics

Unit	Topic
Unit 1	Why have an ASE Program & who needs it?
Unit 2	Alcohol and the Hospitality Industry (Includes DUI information)
Unit 3	The Liability you can be Accountable for as a Server (Includes 3rd Party Liability and Logbooks)
Unit 4	Restrictions for guests who are minors and restrictions for employees ages 18-20
Unit 5	Oregon Basic Retail Liquor Laws (Includes hours of sale, food service, and penalties)
Unit 6	What is Alcohol and its Physical Impact on the Body? (Includes BAC and Date Rape Drugs)
Unit 7	Strategies to control alcohol related problems (Includes recognizing VIPs, intervention, and Designated Driver Programs)
Unit 8	Checking IDs (Includes acceptable forms of ID and how to spot a suspect ID)



## 7. Acceptable Forms of ID to Verify Age in Oregon

Guests must appear to look 26 years of age or older to avoid an ID check.

The 5 acceptable forms of stand-alone identification are:

1. Driver's License with a Photo.
2. ID card issued by any US state with the customer's photo, name, date of birth, and physical description.
3. U.S. Armed Forces ID Card.
4. Official Passport.
5. Alternative ID – Cannot be used as a stand-alone ID.

### Alternative ID Requirements:

For an Alternative ID to be considered an acceptable form of identification, the customer is required to present TWO forms of descriptive IDs.

- First ID: Must be an official ID with the customer's name, address, date of birth, signature, and a photo or physical description that matches the person presenting the ID. Common examples include Alien Registration Cards, Federal Employee IDs, and Student IDs.
- Second ID: Can be anything that supports the first ID shown, such as a credit card or personal check.
- Requirement: If you accept an Alternative ID for the purpose of selling or serving alcohol, you must complete an OLCC Statement Of Age Card.