

Course Instruction & Examination Guidelines

These Course of Instruction and Examination Guidelines are established by the Alcoholic Beverage Control Board as minimum requirements for all courses and examinations approved for the training of servers, sellers, and managers for certification of the beverage license in the Responsible Vendor Program. These guidelines are designed to provide you, as a prospective course provider, with instructions and resources in designing and compiling a course to be submitted to the Board for approval. Follow these instructions carefully. If you should have questions or need assistance you may contact the Responsible Vendor Division Office at (334) 260-5406 or by email to RVP@abcboard.alabama.gov.

Things to Remember:

- These are minimum standards. Additional information or instruction may be added to your course as deemed necessary. -Course material should be simply stated and presented.
- Courses and examinations must be specific to on-premises, off-premises, or special events.
- Server or seller courses may be combined with the manager course and examination. However, on-premises, off-premises, and special events server and seller courses and examinations may not be combined.

OFF-PREMISES Course of Instruction and Examination Guidelines

General Information

The prospective course(s) shall be submitted to the ABC Board in sufficient detail to show content and format of training.

Questions and examination construction shall be submitted for approval.

The Board reserves the right to monitor course sessions and examinations. The Board reserves the right to withdraw approval of a course.

It is the provider's responsibility to notify the Board of any significant additions or omissions to the course. The instructional emphasis within a course shall be determined by the specific operation of a licensed premises such as on-premises, off-premises, restaurant, lounge, etc.

The course provider shall amend the course of instruction to include any revisions to the law which might impact the legal sales and service of alcohol and/or tobacco or at the direction of the ABC Board. This will include removal of outdated materials and provision of amended materials to all users of the course of instruction.

The ABC Board shall review all course content annually. Course approval is valid through June 30 every year. A renewal application for course approval must be submitted prior to June 30 of every year.

After approval of a course of instruction a course approval ID number(s) will be issued. These numbers are required on the Report of Server, Seller, or Manager Training Form (RVP-2) to identify the approved course used to train employees.

Examination Emphasis

Seller examination questions shall consist of approximately:

25-30% on underage customers

25-30% on regulations and laws

10-15% on intoxication

30-40% on methods of responsible sales

Manager examination questions shall consist of approximately:

50-60% on regulations and laws

20-25% on Responsible Vendor Program requirements

25-30% on supervision of responsible sales

Examination must accurately evaluate the knowledge of subject matter. Each seller or manager must **demonstrate** the ability to handle situations relating to the subjects approved in the course of instruction.

Provider shall relate planned security factors for protecting the integrity of the examinations. It is required that a “proctor” or “trainer” signs or is shown as the responsible person to verify:

- (1) that a question and answer opportunity was provided,
- (2) that the person being trained and tested matches the last four digits of the social security number provided and
- (3) that the trainee completed the examination without outside assistance.

Minimum Guidelines For Seller Training (Off-Premises)

Seller's course shall include but not be limited to:

A general knowledge of the ABC Rules and Regulations, Intoxicating Liquor and Dram Shop laws, to include potential consequences for seller in civil liability, criminal charges and fines.

28-1-5	Legal drinking age
28-3-1(3)	Alcohol content of beer (higher alcohol content beer sold for on-premises consumption, license types: 040, 011, 010, 032, 031, 020, 160)
28-3-1(31)	Alcohol content of wine
28-3-1(32)	Alcohol content of fortified wine
28-3-1(33)	Alcohol content of table wine (convenience store wine sales)
28-3A-19	Special events (year round)
28-3A-20	Special events (limited time)
28-2A-1(g)	Beer and wine container size 20-X-.13(3)
28-2A-1(h)	Draft Beer
28-3A-25	Unlawful acts
28-3A-25(a)(3)	Sales to Minors
28-3A-25(a)(4)	Consumption on off-premises license 20-X-6-.14(3)
28-3A-25(a)(5)	Keeping records
28-3a-25(a)(6)	Refusal to allow inspection 20-X-.01(1)
28-3A-25(a)(9)	Sales of unlawful alcohol

28-3A-25(a)(10)	Adulteration of beverages
28-3A-25(a)(17)	Sales of untaxed beverages
28-3A-25(b)(1)	Penalties for above (\$100-\$1000)
28-3A-25(a)(19)	Minor consumption, possession, etc.
28-3A-25(a)(20)	Sunday sales
28-3A-25(a)(22)	False ID
28-3A-25(b)(2)	Penalties for above (\$50-\$500)
13A-2-23	Complicity
13A-10-13	Unlawful use of great seal of state or printing of official identification card
13A-10-14	Unlawful use of facsimile of official identification card
13A-11-10	Public Intoxication
13A-12	Controlled Substances
6-5-70	Dram shop (minors)
6-5-71	Dram shop
32-5a-191	DUI of Adult and underage
20-X-2-.02	Copy of ABC Rules and Regulations on the premises
20-X-6-..01(6)	Criminal Conduct
20-X-6-.01(9)	Drive-up
20-X-6-.06	Person In Charge Sign
20-6-.08	Display of alcohol
20-X-6-.09	Minors and Accepting and Invalid Identification

20-X-6-.10	Employment of Minors
20-X-6-.12	Inducement 28-3A-25(a)(11)
20-X-6-.14(1)	Intoxicated customers
20-X-6-.14(2)	Consumption during working hours
20-X-6-.14(3)	Consumption on the premises
20-X-6-.15(1)	Gambling
20-X-6-.15(2)	Gambling devices
20-X-6-.15(3)	Penalties
20-X-7-.10	Prohibition of alcohol deliveries

Sellers shall know any specific restrictions to the type of license that the establishment holds (Lounge Retail Liquor operating as a Package Store, etc.)

Sellers shall know any local ordinances that are more restrictive than state law and these must be adhered to as well.

Sellers shall know who can enforce beverage laws, the role of the ABC Board compliance specialists, and what the scope of official business entails.

Sellers shall know that the licensee is responsible for violations by employees while on the premises, or acting in the scope of employment, but all criminal responsibility remains with the employee.

Sellers shall be trained in:

The physical and psychological effects of alcohol with emphasis on:

Signs of intoxication

The variables on the effect of alcohol

Interaction with medication and drugs

The sobering process

Methods of dealing with intoxicated customers in both refusing service and discouraging driving under the influence

Basic equivalency statement

Sellers shall understand the risks of underage consumption and have reasonable skills in preventing service to underage customers.

Sellers shall be informed of the vendor's policies and procedures concerning the possession or use of controlled substances on the license premises.

Sellers shall be informed of the vendor's policies and procedures ensuring all sales of alcohol are legal. This includes methods or reasonable actions or risks reduction.

Sellers shall be informed of the purpose and function of the Alabama ABC Board.

Tobacco Products

(to be omitted if tobacco is not sold)

13A-12-3	Sale of Tobacco Products to a Minor
28-11-2(8)	Self-service tobacco display
28-11-2(9)	Tobacco Products
28-11-2(11)	Tobacco Specialty Store
28-11-6	Sale of Tobacco in Non-original container
28-11-8	Failure to Display Tobacco Permit
28-11-13	Minor selling tobacco products
28-11-15(b)(1)(2)	Required Tobacco Signage
20-X-24-.01	Minors and Accepting an invalid identification

Minimum Guidelines For Manager Training (Off-Premises)

Managers are responsible for the knowledge of all server training requirements plus the following:

- *20-X-12-.04 Certification Requirements
- *20-X-12-.05 Renewal of Certification
- *20-X-12-.06 Maintaining Certification
- *20-X-12-.11 Denial, Decertification, and Non-Compliance

*Managers shall be aware of content and penalties of all of the above.

*Managers shall know any specific restrictions to the type of license that the establishment holds (Lounge Retail Liquor operating as a Package Store, etc.)

*Managers shall know any local ordinances that are more restrictive than state law and these must be adhered to as well.

*Managers shall know methods for assisting employees in dealing with underage customers, intoxicated customers and use of controlled substances on the licensed premises.

*Managers shall know the vendor's policy for maintaining records on alcohol related incidents and ensuring compliance with certification.

*Managers shall know how a licensed retailer shall legally purchase alcoholic beverages.

*Managers shall know the requirements for posting company policy signs as required by the Responsible Vendor Program.

*Managers shall know the requirements for posting Person In Charge Signs.

*Managers shall know the time requirements for training a new employee under the Responsible Vendor Program.

*Managers shall receive training in the certification and documentation requirements of the Responsible Vendor Program.

ON-PREMISES Course of Instruction and Examination Guidelines

General Information

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The course provider shall amend the course of instruction to include any revisions to the law which might impact the legal sales and service of alcohol and/or tobacco or at the direction of the ABC Board. This will include removal of outdated materials and provision of amended materials to all users of the course of instruction.

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20-25% on Responsible Vendor Program requirements

25-30% on supervision of responsible sales

Examination must accurately evaluate the knowledge of subject matter. Each server or manager must demonstrate the ability to handle situations relating to the subjects approved in the course of instruction.

Provider shall relate planned security factors for protecting the integrity of the examinations. It is required that a “proctor” or “trainer” signs or is shown as the responsible person to verify:

- (1) that a question and answer opportunity was provided,
- (2) that the person being trained and tested matches the last four digits of the social security number provided and
- (3) that the trainee completed the examination without outside assistance.

Minimum Guidelines For Server Training (On-Premises)

Server's course shall include but not be limited to:

A general knowledge of the ABC Rules and Regulations, Intoxicating Liquor and Dram Shop laws, to include potential consequences for seller in civil liability, criminal charges and fines

- 28-1-5 Legal drinking age, employment of 19 year olds
- 28-3-1(3) Alcohol content of beer (higher alcohol content beer sold for on-premises consumption, license types: 040,011,010,032 031,020,160)
- 28-3-1(31) Alcohol content of wine
- 28-3-1(32) Alcohol content of fortified wine
- 28-3-1(33) Alcohol content of table wine
- 28-3A-19 Special events (year round)
- 28-3A-20 Special events (limited time)
- 28-3A-23(f) Location of alcohol sales on licensed premises
- 28-3A-23(g) Beer and wine container size 20-X-6-.13(3)
- 28-3A-23(h) Draft beer
- 28-3A-25 Unlawful acts
- 28-3A-25(a)(3) Sales to Minors
- 28-3A-25(a)(6) Refusal to allow inspection 20-X-6-.01(1)
- 28-3A-25(a)(9) Sales of unlawful alcohol
- 28-3A-25(a)(10) Adulteration of alcoholic beverages
- 28-3A-25(a)(17) Sales of untaxed beverages

28-3A-25(b)(1)	Penalties for above (\$100-\$1000)
28-3A-25(a)(19)	Minor consumption, possession, etc.
28-3A-25(a)(20)	Sunday sales
28-3A-25(b)(2)	Penalties for above (\$50-\$500)
13A-2-23	Complicity
13A-10-13	Unlawful use of great seal of state or printing of official identification card
13A-10-14	Unlawful use of facsimile of official identification card
13A-11-10	Public Intoxication
13A-12	Controlled Substances
6-5-70	Dram shop (minors)
6-5-71	Dram shop
32-5A-191	DUI for adult and underage
20-X-2-.02	Copy of ABC Rules and Regulations on the premises
20-X-6-.01(6)	Criminal Conduct
20-X-6-.01(9)	Drive-up
20-X-6-.01(12)	Brown bagging
20-X-6-.02(3)	Drinking Contest
20-X-6-.02(4)	Intoxicated Customers
20-X-6-.02(5)	Consumption While Serving
20-X-6-.03	Bottles With Broken Seals
20-X-6-.04	Sale of Alcoholic Beverages
20-X-6-.05	Premix Dispensers

20-X-6-.06	Person In Charge Sign
20-X-6-.07	Patios
20-X-6-.08	Display of alcohol
20-X-6-.09	Minors and Accepting an Invalid Identification
20-X-6-.10	Employment of minors
20-X-6-.11	Obscene, Lewd or Indecent Conduct
20-X-6-.12	Inducement
20-X-6-.13	Happy Hour
20-X-6-.15(1)	Gambling
20-X-6-.15(2)	Gambling devices
20-X-6-.15(3)	Penalties
20-X-6-.16	Retail Price List

Servers shall know any specific restrictions to the type of license that the establishment holds (Lounge Retail Liquor operating as a Package Store, etc.)

Servers shall know any local ordinances that are more restrictive than state law and these must be adhered to as well.

Servers shall know who can enforce beverage laws, the role of the ABC Board compliance specialists, and what the scope of official business entails.

Servers shall know that the licensee is responsible for violations by employees while on the premises, or acting in the scope of employment, but all criminal responsibility remains with the employee.

Severs shall be trained in:

The physical and psychological effects of alcohol with emphasis on:

Signs of intoxication

The variables on the effect of alcohol

Interaction with medication and drugs

The sobering process

Methods of dealing with intoxicated customers in both refusing service and discouraging driving under the influence

Basic equivalency statement

Severs shall understand the risks of underage consumption and have reasonable skills in preventing service to underage customers.

Severs shall be informed of the vendor's policies and procedures concerning the possession or use of controlled substances on the license premises.

Severs shall be informed of the vendor's policies and procedures ensuring all sales of alcohol are legal. This includes methods or reasonable actions or risks reduction.

Severs shall be informed of the purpose and function of the Alabama ABC Board.

Tobacco - skip this section if tobacco is not sold

13A-12-3	Sale of Tobacco Products to a Minor
28-11-2(8)	Self-service display
28-11-2(9)	Tobacco Products
28-11-.2	Vending machines and self-service displays
28-11-6.1(a)	Minor access to vending machines
28-11-6.1(b)	Vending machines and non-tobacco products
28-11-8	Failure to display tobacco permit
28-11-15(b)(1)(2)	Required tobacco signage
20-X-24-.01	Minors and Accepting an invalid identification

Minimum Guidelines For Manager Training (On-Premises)

Managers are responsible for the knowledge of all server training requirements plus the following:

- *20-X-7-.07 Wine tasting**
- *20-X-12-.04 Certification Requirements**
- *20-X-12-.05 Renewal of Certification**
- *20-X-12-.06 Maintaining Certification**
- *20-X-12-.11 Denial, Decertification, and Non-Compliance**

*Managers shall know any specific restrictions to the type of license that the establishment holds (Lounge Retail Liquor operating as a Package Store, etc.)

*Managers shall know any local ordinances that are more restrictive than state law and these must be adhered to as well.

*Managers shall know methods for assisting employees in dealing with underage customers, intoxicated customers and use of controlled substances on the licensed premises.

*Managers shall know the vendor's policy for maintaining records on alcohol related incidents and ensuring compliance with certification.

*Managers shall know how a licensed retailer shall legally purchase alcoholic beverages.

*Managers shall know the requirements for posting company policy signs as required by the Responsible Vendor Program.

*Managers shall know the time requirements for training a new employee under the Responsible Vendor Program.

*Managers shall receive training in the certification and documentation requirements of the Responsible Vendor Program.

Steps to Course(s) and Examination(s) Approval:

-Courses and examinations must be at least in typewritten form. Courses, examinations, and answer-keys must be submitted together. In addition, any audio-visual components must be submitted.

-Complete and submit the [Application for Course and Examination Approval \(RVP-22\)](#)

-Your course and examination will be reviewed when received by the Responsible Vendor Division Office. You will be notified of any required modifications.

-When your course and examination are determined to meet the minimum requirements as outlined herein, a Letter of Course Approval will be issued. The course approval will be effective until June 30 of any year, at which time a renewal application for approval must be submitted. The certification will include the course approval ID number(s).

(This is required on the [Report of Server, Seller, or Manager Training Form \(RVP-2\)](#)

DISCLAIMER:

Portions of Alabama State Laws to be included in approved courses are provided for you as a resource only. No interpretation of the law is provided nor implied by these guidelines. Citations are provided in order that each law can be easily found for a full reading.