

Program Roll-Out Guidelines:

ALABAMA



In Alabama, responsible alcohol service training is voluntary. ServSafe Alcohol™ **in print form** is an approved program in Alabama. Approved ServSafe Alcohol instructors can download the Alabama supplement at www.nraef.org/classes/irc.

Alabama has established the voluntary Responsible Vendor certification program. In order to be certified as a responsible vendor, a licensee must:

- ❖ Ensure all employees involved in the sale or service of alcohol successfully complete a board-approved alcohol education training course and pass an exam within 30 days from their date of hire
- ❖ Complete and submit an application for certification (see attached) for each license number you wish to be certified under this program
- ❖ Complete and submit a report of server, seller or manager training form (this form is available at <http://www.abcboard.state.al.us/Documents/RVPSSMTrain.pdf>) and
- ❖ Submit \$35.00 for each license you wish to be certified under this program

Once certified as a responsible vendor, a licensee must ensure all employees attend semiannual meetings that cover new and existing alcohol-related information and the licensee's policies and procedures. The licensee must also keep records of the employees' training and attendance at meetings and post signs on the premises informing patrons of the licensee's policy against selling alcohol to minors.

All new employees must successfully complete a board-approved alcohol education training course within 30 days from their date of hire. Upon completion of the course and exam, the report of server, seller or manager training form with the new employee's information on it must be submitted to the Responsible Vendor Program office.

Responsible Vendor certification is renewed each year with the renewal of the alcoholic beverage license.

For more information on how to be certified as a responsible vendor, please visit <http://www.abcboard.state.al.us/rvpcertsps.asp>.

Mitigating benefit: The board will consider certification by the licensee in the responsible vendors program in mitigation of administrative penalties or fines for an employee's sale or service of alcohol to a minor.

STATE LIQUOR AUTHORITY:

Alabama Alcoholic Beverage Control Board
2715 Gunter Park Drive West
Montgomery, Alabama 36109
Phone: 334-271-3840
Fax: 334-277-2150
Email: rvp@abcboard.state.al.us
Website: www.abcboard.state.al.us

STATE LAWS:

The Alabama laws pertaining to alcoholic beverages are located at
<http://www.legislature.state.al.us/CodeofAlabama/1975/21502.htm>.



Application for Certification

ALABAMA ALCOHOLIC BEVERAGE CONTROL BOARD
RESPONSIBLE VENDOR PROGRAM

FOR OFFICE USE ONLY

CDR Date _____
CDR Number: _____
Reviewed By: _____
Approved By: _____

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- DO NOT submit this application until ALL employees of your establishment involved in alcoholic beverage sales are successfully trained and tested.
- Complete a separate application for EACH license for which you are requesting certification.
- Complete the **Report of Server, Seller, or Manager Training** form on the reverse side of this application (or attach a separate training form).
- Submit this application along with the thirty-five dollar (\$35.00) surcharge per license to: **The Alabama ABC Board, Responsible Vendor Program, P.O. Box 1151, Montgomery, Alabama 36101.**

PLEASE NOTE: THE SURCHARGE MUST BE IN THE FORM OF CASHIER'S CHECK, MONEY ORDER, OR CASH.

ABC LICENSE NUMBER:

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
License Type				License Number					

COMPLETE THIS INFORMATION AS IT APPEARS ON YOUR ALCOHOLIC BEVERAGE LICENSE!

OWNER INFORMATION

Owner Name: _____

Address: _____
Street Address

City, State, and Zip Code _____

Owner Telephone: _____

TRADE LOCATION INFORMATION

Trade Name: _____

Address: _____
Street Address

City, State, and Zip Code _____

Trade Location Telephone: _____

CUSTODIAN OF RESPONSIBLE VENDOR RECORDS:

Name: _____

Mailing Address: _____
Street Address

City, State, and Zip Code _____

Telephone : _____

Physical Location of Records: _____
Street Address

City, State, and Zip Code _____

Please answer the following by marking the appropriate response:

- A Has each server/seller and manager involved in the sale of alcoholic beverages, completed within this employment at this licensed establishment, an ABC Board approved course of instruction, appropriate to job function and passed an approved examination immediately prior to this application? YES NO
- C Do you understand that persons employed in the future as a server/seller or manager must complete and pass an ABC Board approved course of instruction and examination within **30 days** of such employment at this licensed establishment?
- D Will you conduct on a semiannual basis, responsible vendor meetings for your servers/sellers and managers, or such other schedule of meetings as approved in writing by the Board, for review and update of instructions?

- D Have you developed a written policy and a standard operating procedure for dealing with underaged persons, and has each server/seller/manager acknowledged that he or she is aware of this policy? YES NO
- E I agree to maintain the following information in the files of the licensee or designee: Employee's name, social security number, date of employment, course completion date, examination scores with signed corrections, trainer's name, and policy acknowledgments, and semiannual update documentation.
- F Have you posted signs on your underage service policy, no less than 8 inches by 13 inches, and, are these signs displayed in unobstructed view inside the main customer entrance(s) and on or near the area where alcoholic beverages are displayed or dispensed?
- G Are any ABC violations or actions pending against this license?

Statement of Agreement and Understanding:

I agree to comply at all times with, and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as it appears in the Code of Alabama, Title 28, the Alabama Responsible Vendor Act of 1990, and all laws of the State of Alabama relative to the handling of alcoholic beverages. I further agree to obey all rules and regulations promulgated by the ABC Board relative to all alcoholic beverages received in this state. I understand that certification shall be subject to withdrawal for cause at the discretion of the Board, and recertification will not be considered for 90 days.

Signature of Notary Public

STATE OF ALABAMA, COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 19 _____.

Notary Signature: _____

My Commission expires _____

Signature and Title of Owner or Authorized Representative:

_____ Title _____

RVP-1/7/2000

COMPLETE REVERSE