



**Virginia Department of Alcoholic Beverage Control
Alcohol Seller-Server Training**

The Virginia Department of Alcoholic Beverage Control has established an approval process for any alcohol server-training course pursuant to 4.1-227, E. In order to submit your training program for approval you must complete the following steps:

- (1) Complete the Alcohol Seller / Server Training Data Sheet and review the Seller / Server Training Evaluation form to make sure your program will meet the listed criteria.
- (2) Submit the Alcohol Seller / Server Training Data Sheet and three (3) printed copies of your training program for review.
- (3) Submit three (3) copies of the program in its presentation format (PowerPoint, Video, Online, etc.) with three (3) printed copies of manuals and other written materials. For online programs, please also provide log-in and password information.

Failure to submit the appropriate documents will result in your program being denied. Please allow 45 business days for the approval process to be completed. The processing time will take longer if additional information is needed.

Send your request to:

Virginia Department of Alcoholic Beverage Control, Education Section
P.O. Box 27491, Richmond, VA 23261

Once approved, it will be your responsibility to keep your program updated with changes to Virginia's codes and regulations, and to maintain all records of training classes conducted.

For additional questions or concerns, please email education@abc.virginia.gov.

**Virginia Department of Alcoholic Beverage Control
Alcohol Seller-Server Training Data**

Business Owner's Name:

Business Trade Name:

Business Mailing Address:

Business Physical Address:

Business Telephone Number:

Business Web site:

Type of Training:

Public - provides training to ABC licensees and the general public.

Private - provides in-house training to its employees.

Contact Person's Name:

Contact Telephone:

Contact E-mail Address:

Contact Web site:

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**Virginia Department of Alcoholic Beverage Control, Education Section
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E-mail correspondence: education@abc.virginia.gov

**Virginia Department of Alcoholic Beverage Control
Seller-Server Training Evaluation**

Subject	Yes	No
1. Alcohol Related Laws, Regulations, and Consequences	<input type="checkbox"/>	<input type="checkbox"/>
A. Underage sale of alcoholic beverages (§ 4.1-304).	<input type="checkbox"/>	<input type="checkbox"/>
B. Underage sale of tobacco products (§ 18.2-371.2).	<input type="checkbox"/>	<input type="checkbox"/>
C. Sale, consumption, and loitering by intoxicated persons (§ § 4.1-304, 4.1-305, 4.1-225).	<input type="checkbox"/>	<input type="checkbox"/>
D. Second party sales - alcohol and tobacco (§ § 4.1-306, 18.2-371.2).	<input type="checkbox"/>	<input type="checkbox"/>
E. Time of alcohol sales (3 VAC5-50-30).	<input type="checkbox"/>	<input type="checkbox"/>
F. Age of employees (3 VAC5-50-50).	<input type="checkbox"/>	<input type="checkbox"/>
G. Designated manager (3 VAC5-50-40).	<input type="checkbox"/>	<input type="checkbox"/>
H. Sale and consumption in unauthorized places (3 VAC 5-50-110).	<input type="checkbox"/>	<input type="checkbox"/>
I. Employee consumption of alcoholic beverages (§ § 4.1-325, 4.1-325.2, 4.1-325.16).	<input type="checkbox"/>	<input type="checkbox"/>
J. Happy hour and advertising (§4.1-325.6, 3 VAC 5-20-30, 3 VAC 5-20-40, VAC 5-50-160).	<input type="checkbox"/>	<input type="checkbox"/>
K. Penalties - criminal and administrative (§ 4.1-349, 3 VAC 5-70-210).	<input type="checkbox"/>	<input type="checkbox"/>
2. Checking Identification.	<input type="checkbox"/>	<input type="checkbox"/>
A. Types of identification (3 VAC 5-50-20).	<input type="checkbox"/>	<input type="checkbox"/>
B. Elements of acceptable identification (3 VAC 5-50-20).	<input type="checkbox"/>	<input type="checkbox"/>
C. Unacceptable forms of identification (3 VAC 5-50-20).	<input type="checkbox"/>	<input type="checkbox"/>
D. Virginia driver's license and Virginia DMV identification card.	<input type="checkbox"/>	<input type="checkbox"/>
E. Second forms of identification.	<input type="checkbox"/>	<input type="checkbox"/>
F. Types of false identification.	<input type="checkbox"/>	<input type="checkbox"/>
G. Identification resources.	<input type="checkbox"/>	<input type="checkbox"/>
3. Preventing Intoxication.	<input type="checkbox"/>	<input type="checkbox"/>
A. Licensee and employee responsibility.	<input type="checkbox"/>	<input type="checkbox"/>
B. Intoxication influences.	<input type="checkbox"/>	<input type="checkbox"/>
C. Signs of intoxication.	<input type="checkbox"/>	<input type="checkbox"/>
D. Blood alcohol concentration.	<input type="checkbox"/>	<input type="checkbox"/>
E. Server strategies.	<input type="checkbox"/>	<input type="checkbox"/>
4. Managing Confrontational Situations	<input type="checkbox"/>	<input type="checkbox"/>
A. How to refuse sales.	<input type="checkbox"/>	<input type="checkbox"/>
B. Documenting confrontational situations.	<input type="checkbox"/>	<input type="checkbox"/>
C. Post-confrontational situation follow-up with ABC.	<input type="checkbox"/>	<input type="checkbox"/>
5. VA ABC Programs and Resources	<input type="checkbox"/>	<input type="checkbox"/>
A. Alcohol and tobacco compliance checks.	<input type="checkbox"/>	<input type="checkbox"/>
6. Contacting Virginia ABC Department	<input type="checkbox"/>	<input type="checkbox"/>
A. ABC regional office directory.	<input type="checkbox"/>	<input type="checkbox"/>
B. ABC Web site.	<input type="checkbox"/>	<input type="checkbox"/>
7. Review Quiz	<input type="checkbox"/>	<input type="checkbox"/>