

**VERMONT DEPARTMENT OF LIQUOR CONTROL**  
**LICENSEE/EMPLOYEE MANDATORY EDUCATION TRAINING**  
**ALCOHOL**

Date of Training: \_\_\_\_\_ (expires 2 years from this date)

Corporation/Partnership/Individual: \_\_\_\_\_

d/b/a: \_\_\_\_\_

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_

I, \_\_\_\_\_, certify that the following employee(s) have  
Trainer's Name  
been trained in the sale/service of alcohol beverages as provided for by the Vermont Department of  
Liquor Control, under Education Regulation 3b.

\_\_\_\_\_  
Name of Authorized Person (Please Print)

\_\_\_\_\_  
Authorized Signature of Licensee

\_\_\_\_\_  
Date (expires two years from this date)

\_\_\_\_\_  
Employee Name (please Print)

\_\_\_\_\_  
Employee Signature

**Reg. 3b reads-** Each licensee shall ensure that every employee who is involved in the preparation, sale, service or solicitation of alcoholic beverages or the sale of tobacco products completes a training program approved by the department of liquor control before the employee begins preparing, selling, serving or soliciting orders for alcoholic beverages or selling tobacco products and at least once every 24 months thereafter. Each licensee shall maintain written documentation, signed by each employee trained of each training program conducted. A licensee may comply with this requirement by conducting its own training program on its premises, using information and materials furnished by the department of liquor control. A licensee who fails to comply with the requirements of this subsection shall be subject to a suspension of no less than one day of the license issued under this title.

**DLC Materials for In House Training- DLC video tape, ASAP booklet, test, certificate**

**Gen. Reg. #8 reads-** Licensees, permittees or employees of licensed establishments and permitted locations shall allow at any time, a member of the Liquor Control Board, the Commissioner, Commissioner of Taxes, or any of their assistants or Investigators to examine the premises as well as all records, papers, stock or merchandise in reference to his or her license or permit, and shall keep such records for inspection as the Board or the Commissioner of Taxes may require. All licensees shall keep on their licensed premises for a period of two years a complete record covering the operation of their license, including all invoices covering the purchase of alcoholic liquor, and wholesale dealers must keep records of their sales. If a person has more than one license, the records must be kept on the premises of each licensed establishment unless authorized in writing by the Liquor Control Board.

<p><b>Vermont Licensee Training Card</b>  <b>Alcohol/Tobacco</b></p> <p>_____  <b>Employee Name (Please Print)</b></p> <p>_____  <b>Employee Signature</b></p> <p><b>Date of Training:</b> _____  Expires 2 years from above date</p> <p><b>Licensee Name:</b> _____</p> <p><b>Licensee Address:</b> _____</p> <p><b>Town:</b> _____</p>	<p>I, _____  <b>Authorized person (please print)</b>  <b>Certify that the following employee has been trained in the sale/service of alcoholic beverages and tobacco as provided for by the Vermont Department of Liquor Control, Under Education Regulation 3b.</b></p> <p>_____  <b>Signature of Authorized Person</b></p> <p><b>Date:</b> _____</p>
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- 1.) Which of the following is not an acceptable form of identification for buying alcohol and/or tobacco:
  - a.) A Vermont photographic operator's license
  - b.) A valid passport
  - c.) A college ID card
  - d.) A non-driver ID issued by the Department of Motor Vehicles in Alaska.
  
- 2.) If a person comes into my establishment, tries to purchase alcohol and I notice that he or she is staggering and their breath smells like alcohol, I must:
  - a.) Take down their name and address
  - b.) Make note of their clothing
  - c.) Call the police
  - d.) Refuse the sale.
  
- 3.) Assume that today's date is April 1, 2005. A person tries to buy alcohol and tobacco from you. You ask for her ID and it gives her date of birth as February 15, 1987.
  - a.) She is old enough to buy both products, she is 21 or older.
  - b.) She is old enough to buy tobacco, but not alcohol. She is over 18 but under 21.
  - c.) She is old enough to buy alcohol, but not tobacco. She's over 18 but under 21.
  - d.) She is not old enough to purchase either, she is under 18.
  
- 4.) What is the penalty for selling alcohol to an underage person?
  - a.) I can be fined \$500 to \$2,000.
  - b.) I can go to jail for up to 2 years.
  - c.) The penalties can be greater if a person is injured in a car accident.
  - d.) All of the above.
  
- 5.) If I serve alcohol to someone who is already drunk & looks it, and he injures himself or someone else, the injured person can sue:
  - a.) Nobody
  - b.) The person who sold or served the drinks
  - c.) The owner of the establishment
  - d.) Both B & C.
  
- 6.) If I sell cigarettes to an underage person, the following can be a consequence:
  - a.) I get a fine of \$100.00.
  - b.) The establishment gets an administrative penalty and/or license suspension.
  - c.) I get arrested.
  - d.) Both A & B.
  
- 7.) Do I have the right to refuse the sale of tobacco or alcohol to a customer:
  - a.) Yes
  - b.) No

If you got:

- ➔ All seven answers correct, congratulations!!
- ➔ If you got 1 or 2 questions wrong, please review the questions and check your answers
- ➔ If you got 3 or more questions wrong, please take a few minutes to review the test with your manager and consider attending a Liquor Control Licensee Seminar.