

APA-1

TRANSMITTAL SHEET FOR NOTICE  
OF INTENDED ACTION

Control: 20

Department or Agency: Alabama Alcoholic Beverage Control Board

Rule No.: 20-X-12-.09

Rule Title: Course Of Instruction

Intended Action Amend

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety? Yes

Is there a reasonable relationship between the state's police power and the protection of the public health, safety, or welfare? Yes

Is there another, less restrictive method of regulation available that could adequately protect the public? No

Does the proposed rule have the effect of directly or indirectly increasing the costs of any goods or services involved? No

To what degree?: N/A

Is the increase in cost more harmful to the public than the harm that might result from the absence of the proposed rule? NA

Are all facets of the rule-making process designed solely for the purpose of, and so they have, as their primary effect, the protection of the public? No

Does the proposed action relate to or affect in any manner any litigation which the agency is a party to concerning the subject matter of the proposed rule? No

.....  
Does the proposed rule have an economic impact? No

If the proposed rule has an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama 1975.

.....  
Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Services Agency.

Signature of certifying officer

Curtis E. Stewart  
Curtis Stewart

Date

Monday, November 18, 2024

REC'D & FILED  
NOV 18, 2024  
LEGISLATIVE SVC AGENCY

ALABAMA ALCOHOLIC BEVERAGE CONTROL BOARD

NOTICE OF INTENDED ACTION

AGENCY NAME: Alabama Alcoholic Beverage Control Board

RULE NO. & TITLE: 20-X-12-.09 Course Of Instruction

INTENDED ACTION: Amend

SUBSTANCE OF PROPOSED ACTION:

This chapter is being amended to reflect updated procedures of the Board, and to conform with statutory changes. Please see the ABC Board website [www.alabcbboard.gov](http://www.alabcbboard.gov) for the full text of proposed changes and additions.

TIME, PLACE AND MANNER OF PRESENTING VIEWS:

Interested persons may present their views in writing to the Administrative Procedures Secretary, Angela Flowers, Alabama ABC Board, 2715 Gunter Park Drive, West, Montgomery, AL 36109 or email: [legal@abc.alabama.gov](mailto:legal@abc.alabama.gov).  
Deadline to present views 01/01/2025.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE:

Wednesday, January 1, 2025

CONTACT PERSON AT AGENCY:

Angela Flowers  
Administrative Procedures  
Secretary  
2715 Gunter Park Drive, West  
Montgomery, AL 36109

*Curtis E. Stewart*

---

Curtis Stewart

(Signature of officer authorized  
to promulgate and adopt  
rules or his or her deputy)

**20-X-12-.09****Course Of Instruction.**

(1) Courses and examinations shall comply with and maintain minimum requirements as specified in the Act and the Course of Instruction and Examination Guidelines as established by the ABC Board. Courses shall be submitted for approval to the ABC Board ~~in typewritten form in a hard copy format or a digital copy which cannot be modified~~ before being used for training purposes. Copyright violations and/or plagiarism of another course are grounds for disapproval. The ABC Board reserves the right to withdraw approval of a course. Course content shall be reviewed at least annually by the ABC Board.

(2) Notwithstanding any contractual agreements between licensees and private course providers, ultimate responsibility for compliance with program requirements, deadlines or dates shall remain that of the licensee.

(3) The format of the course of instruction may be online, by computer, in a classroom, or by live trainers and does not require an in person test administrator or proctor ~~shall include face-to-face training and question and answer opportunities.~~

(4) A course of instruction shall include but not be limited to:

- (a) Current statutory authority covering the sale or service of alcoholic beverages.
- (b) Identification of and dealings with persons prohibited from purchasing or consuming alcoholic beverages.
- (c) The effects of alcohol consumption.
- (d) The vendor's specific policies and procedures for ensuring compliance with all regulations and laws.
- (e) The potential liability of sales or service contrary to the provisions of law and suggested methods of risk reduction.
- (f) Methods of supervision of servers or sellers.
- (g) Documentation and on-site requirements of the Responsible Vendor Program.

(5) Satisfactory completion of each course of instruction shall be demonstrated by achieving a passing grade of 80% or higher.

~~Incorrect examination questions shall be reviewed and initialed by the employee with the correct answer(s) being provided and discussed.~~ An examination may be repeated once in order to attain a satisfactory score of 80%, after which time retraining shall be necessary.

(6) All examinations shall be in writing or by computer, or other electronic device unless the responsible vendor, or their agent, determines an oral examination is necessary. Examinations given to disabled or illiterate persons may be oral. Oral examinations must be documented as to the reasons therefor and signed by both trainee and examiner.

(7) Licensees with multiple locations may train all of their employees at one time and place, provided all local ordinances,

local restrictions, and other unique situations of each licensed location are included in the training.

(a) A licensee may choose to document the training of employees for all locations with a single Report of Server, Seller, or Manager Training form. This form must be designated as a corporate training form and will be held in the Responsible Vendor Program Division in a corporate file. Licensees using this method of reporting shall initially provide memos on corporate letterhead for each certified license number that will direct the verification of training to the corporate file.

(b) Licensees holding multiple licenses for any licensed premises and who train employees to work under each license may document training under the primary license number, provided memos on corporate letterhead are provided to the Responsible Vendor Program Division for each certified license number that will direct the verification of training to the primary license number.

**Author:** ABC Board

**Statutory Authority:** Code of Ala. 1975, §§28-3-49; 28-10-1, et seq.

**History:** **Repealed and New:** Filed August 21, 1998; effective October 16, 1998. **Amended:** Published ; effective .