

**ALABAMA ALCOHOLIC BEVERAGE CONTROL BOARD
ADMINISTRATIVE CODE**

**CHAPTER 20-X-12
RESPONSIBLE VENDOR CERTIFICATION**

20-X-12-.04 Certification Requirements.

(1) To be certified, a vendor shall:

(a) Possess a current retail alcoholic beverage license or a transfer application for such license;

(b) Submit a sworn Application for Certification as Responsible Vendor and any other required documentation;

(c) Provide an approved course of instruction for servers, sellers, and managers. Licensees utilizing any ABC Board approved course of instruction on a licensed premises or in a classroom setting shall notify the ABC Board of training dates in sufficient time that ABC personnel may attend training prior to application, and at such other times as requested by the ABC Board. Approved online courses shall not be subject to this requirement.

(d) Pay the appropriate surcharge;

(e) Comply with the provisions of the Act as follows:

1. Servers, sellers, and managers shall have completed the required course of instruction and shall have passed the applicable examination at the time the vendor applies for certification. Initial training shall have occurred within ninety (90) days prior to applying for certification. Servers, sellers or managers employed during application processing, or after the date of certification, shall complete the applicable course of instruction and pass the examination within 30 days after commencing employment.

2. Servers, sellers and managers shall acknowledge in writing the written policy established by each vendor assuring legal alcoholic beverage sales and outlining company policy and procedures for disciplining employees who violate beverage laws or use and/or possess controlled substances on the licensed premises.

3. Responsible vendors shall display signs on the licensed premises informing customers of the vendor's policy against serving or selling alcoholic beverages to underage persons and/or intoxicated customers. These

signs must measure no less than 8 inches by 11 inches with type sufficiently large to be easily read, and be placed at customer entrance(s) of the licensed premises or at cash registers and on or near the area where alcoholic beverages are displayed or dispensed. All signs shall be situated in areas easily viewed by the public.

4. Responsible vendors are required to maintain records of the acknowledgments and training of their servers, sellers and managers. Physical paper records shall be maintained within the State of Alabama or the records may be maintained in a digital format provided the records shall be produced within 48 hours at the request of the ABC Board. Records of employees no longer employed by the responsible vendor maybe disposed of after a period of 3 years following the employee's termination of employment. Responsible vendors shall provide to the ABC Board the name of their employee or agent who is the custodian of the responsible vendor's records and the location of the records; however, the responsible vendor shall ultimately be responsible for the maintenance of such records.

5. Responsible vendors shall have a copy of program certification constantly and conspicuously displayed on the licensed premise at all times.

(2) An entity owning more than one license shall file separate applications for each of its licenses, pay the appropriate surcharge and otherwise meet the requirements of the Act for each of its licensed premises. The vendor shall notify the ABC Board in writing of any change in the application information.

Author: ABC Board

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

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