

IN-HOUSE TRAINING CHECKLIST 1ST CLASS MATERIAL

1. BEFORE THE TRAINING

- Check your own DLC certification to ensure it is valid.
- Ensure the internet is working and you are able to access:
<https://liquorcontrol.vermont.gov/content/1st-class-house-training>
- Download and print the In-House Server Training Manual, test and certificate.
If you are using materials you printed previously, be sure the revision date matches the latest version available online. If needed, you can request copies of the materials by calling our office at (802) 828-2339 or emailing us at DLC.EnfEdInfo@vermont.gov.
- Print any additional company policies related to alcohol and tobacco sales that will need review.

2. MATERIALS NEEDED

- This checklist
- Printed copies of the In-House Server Training Manual for each employee being trained
If you are using a digital copy of the booklet, ensure it is loaded for viewing, and each student has access.
- Training video
Ensure audio is available and working.
- Additional company alcohol and/or tobacco policies that need review
- Copies of assessments for each employee being trained, certificates and pens

3. DURING THE TRAINING

- Silence phones and close any computer programs not needed for training.
- Have the employee read the In-House Server Training Manual.
- After the employee has read the manual, discuss key topics. Use the checklist provided at the end of this form to ensure all relevant topics are addressed.
- Watch the video with the employee. Pause the video when prompted to ensure understanding and to discuss any additional company policies related to the scenarios.
- Review company policies related to state laws and regulations and those specifically related to alcohol or tobacco sales.
- Review information on security measures and safety procedures.
- Show the employee where the logbook, ID guide and/or any other additional items an employee may need are kept and where emergency numbers are posted.

4. ASSESSMENT

- Have each employee take the assessment independently.
- Correct the assessment and review any incorrect responses. Revisit any content that the employee struggled with and reassess their understanding.
- If the employee passed the assessment, complete the training certificate. Make two copies, one copy for the employee file and one to file and keep by the bar, hostess station, service desk and/or other easily accessible location for investigator review.

5. AFTER THE TRAINING

- Review the checklist below to ensure all topics were addressed.
- Set a recertification date reminder for employees who were trained today.
- Use the link you received to report your training completion data. Report training completion data to DLC within 24 hours.

TOPIC CHECKLIST

Legal age to purchase	Removal of wine and specialty beer
Training requirements	Gambling rules
Age to serve alcohol	Drink sizes, amounts and limits
Legal hours to serve	More than a reasonable amount
Where customers can drink (inside & outside)	Controlling the conduct of your customers
Where training certificates are kept	Dram shop law
What must be posted on the wall	Rules about employee drinking
Cooperation with Law Enforcement	Acceptable forms of identification
Not allowing customers to bring their own alcohol	How to check an ID
Pricing, happy hour and drinking games	Consequences for serving alcohol to minors
Food requirements	What to do if the ID is fake
How impairment affects our business	If a club, specific rules and policies for clubs.
Signs of intoxication and impairment	Rules for catering off site, if applicable.
How to deal with an impaired customer	Rules regarding smoking or vaping at the business