

IN-HOUSE TRAINING CHECKLIST TOBACCO ONLY

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 the materials from <https://liquorcontrol.vermont.gov/inhouse-training>
- Download and print the In-House Tobacco Only Training Manual, test and certificate. (Certificate and test are in your certified trainer email).
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 store policies related to tobacco sales that will need review.

2. MATERIALS NEEDED

- Printed copies of the In-house Tobacco Only 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.
- Copies of additional store tobacco policies that need review.
- Copies of tests for each employee being trained, certificates and pen. (See Certified Trainer email)

3. DURING THE TRAINING

- Silence phones and close any computer programs not needed for training.
- Have the employee read the In-House Tobacco Only 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 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 test independently.
- Correct the tests and review any incorrect responses. Revisit any content that the employee struggled with and reassess their understanding.
- If the employee passed the test, complete the training certificate. Make two copies, one copy for the employee file and one to file and keep at the register or 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.
- Complete the Student Reporting Link (in your Certified Trainer email or on the in-house training page) matching the information you report to the information on their training certificate. **Report training completion data to DLC within 24 hours.**

TOPIC CHECKLIST

Legal age to purchase	Acceptable forms of identification
Training Requirements	How to refuse a customer
Age to sell tobacco at a store	What tobacco paraphernalia the store sells
Legal hours to sell tobacco	What tobacco substitutes the store sells and related rules
Where training certificates are kept	Tobacco storage rules
What must be posted on the wall	Consequences for selling tobacco to minors
Cooperation with Law Enforcement	Rules about employee impairment
Tobacco products sold in the store and where they came from	