

# IN-HOUSE TRAINING CHECKLIST TOBACCO ONLY

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## 1. BEFORE THE TRAINING

- Check your own DLL 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 and test. (Test and answer sheet is in your certified trainer email).  
*If you are using materials that 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 [DLL.DLCEduTeam@vermont.gov](mailto:DLL.DLCEduTeam@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 and pens. (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. TESTING

- Review the checklist below to ensure all topics were addressed.
- 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.

## 5. AFTER THE TRAINING

- If the employee passed the test put their completed test in their employee file. If the employee did not pass, consider your options for retraining. They must be retrained before they retake the exam. Contact DLL with any questions.
- Set a recertification date reminder for employees who were trained today.
- After you have given a training, please submit the training on the DLL Portal for each trainee <https://vermont.force.com/DLLLicenseManagement/s/login/>

## TOPIC CHECKLIST

Legal age to purchase tobacco	Acceptable forms of identification
Age to sell tobacco	How to check an ID
Legal hours to sell tobacco	What to do if the ID is fake
What must be posted on the wall	Consequences for selling tobacco to minors
Rules about employee impairment	How to refuse a customer
Smoking or vaping in the store	Documenting issues that arise
What tobacco products does the store sell	
What paraphernalia does the store sell	
What tobacco substitutes does the store sell and related rules for selling those products	
Rules for where tobacco products come from	Training Requirements, when to be trained
Tobacco storage rules	Where training certificates are kept
Cooperation with Law Enforcement	
Controlling the conduct of your customers	
Gambling rules	