

IN-HOUSE TRAINING CHECKLIST COMMON CARRIER

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 Common Carrier materials from: <https://liquorcontrol.vermont.gov/inhouse-training>
- Download and print the In-House Common Carrier Training Manual and test.
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 DLL.DLCEduTeam@vermont.gov.
- Print any additional policies related to alcohol delivery that will need review.

2. MATERIALS NEEDED

- Printed copies of the In-House Common Carrier 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.*
- Optional: Training video
Ensure audio is available and working.
- Copies of additional alcohol delivery 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 Common Carrier 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.
- Optional: 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 delivery.
- Review information on security measures and safety procedures.

4. TESTING

- Review the checklist below to ensure all topics were addressed.
- Have each employee take the test independently.
- Correct the test 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/>
 - Under Education & Certifications, go to Submit In-House records. If you don't see that option, check to ensure your own certification is up to date under My Education Details.
 - When entering records, do not enter an email address. You must enter the test score for your student. Remember to keep their completed test in their personal file for audit purposes.
 - Once you submit the record, go to My Trainees, view and print the certificate to keep on file for inspection.

TOPIC CHECKLIST

Where can we deliver alcohol?		Training Requirements, when to be trained
What can be delivered in Vermont?		Where training certificates are kept?
Can I leave an alcohol delivery?		Who can sign for an alcohol delivery?
Consequences for delivering alcohol to minors		Acceptable forms of identification
Dram Shop Law		How to check an ID