

IN-HOUSE TRAINING CHECKLIST 1ST CLASS MATERIAL

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:
<https://liquorcontrol.vermont.gov/inhouse-training>
- Download and print the In-House Server Training Manual and test.
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.
- Print any additional company policies related to alcohol sales that will need review.

2. MATERIALS NEEDED

- 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 Power Point.
Ensure PowerPoint is functioning properly for use in class.
- Training video.
Ensure audio is available and working.
- Additional company alcohol policies that need review.
- Copies of current tests for each employee being trained and pens. (See sent to you via email).

3. DURING THE TRAINING

- Silence phones and close any computer programs not needed for training.
- Present the In-House Server Training Power Point to your students. Review all pertinent information thoroughly. (Trainer: for issues using the Power Point, join an IHT Support Session.)
- Have the employee read the In-House Server Training Manual.
- 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 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 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

What does our business serve for alcohol	Controlling the conduct of our customers
Legal age to purchase	Dram shop law
Age to serve alcohol	Rules about employee impairment
Legal hours to serve	Acceptable forms of identification
Where customers can drink inside our business	How to check an ID
Rules regarding smoking or vaping at our business	Consequences for serving alcohol to minors
What must be posted on the wall	What to do if the ID is fake
Cooperation with Law Enforcement	Training requirements, when to be retrained
Not allowing customers to bring their own alcohol	Where training certificates are kept
Pricing, happy hour and drinking game rules	
Drink sizes, amounts and limits	Additional Items:
What is more than a reasonable amount	Company policies not included in the material so far
How impairment affects our business	If a club, specific rules and policies for clubs.
Signs of impairment	Outside Consumption area and rules
How to deal with an impaired customer	Catering rules, if applicable.
Food requirements	Limited Event Permit rules, if applicable
Partially consumed wine and specialty beer rules	Sampling Event Permit rules, if applicable
Gambling rules	To Go Alcohol Rules