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.

☐ 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.

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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/DLLLicenseManagment/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

	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 sells		
	What paraphernalia does the store sells		
	What tobacco substitutes does the store sells 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		