

## Education Regulations

1. It shall be the duty of all licensees to know and to ensure that their employees know the laws and regulations of the State of Vermont relative to the sale of intoxicating beverages and tobacco products as well as the rules and regulations of the Board applying to their particular licenses. In case of an infraction of the laws, rules or regulation by any licensee, such infractions shall be deemed prima facie evidence of the licensee's unfitness to hold a license.
2. No new first, second or third class liquor license, Manufacturing license, or tobacco license shall be granted until the applicant has met with the liquor control investigator for the purpose of being informed of the Vermont liquor laws, rules and regulations pertaining to the purchase, storage, and sale of alcoholic beverages and tobacco products.
  - a. A corporation, partnership, or association shall designate a director, partner, or manager who shall comply with the terms of this regulation.
3. Any one holding a first, second or third class license, shall complete the Department of Liquor Control Licensee Enforcement Seminar at least once every two years.
  - a. A corporation, partnership, or association shall designate a director, partner, manager, or member who shall comply with the terms of this regulation.
  - b. Each licensee shall ensure that every employee who is involved in the preparation, sale, service or solicitation of alcoholic beverages or the sale of tobacco products, or enforcing of alcohol and/or tobacco laws and regulations must complete a training program offered or approved by the Department of Liquor Control before the employee begins working in that capacity and at least once every two years thereafter. Each licensee shall maintain written documentation, signed by each employee trained of each training program conducted. A licensee may comply with this requirement by conducting its own training program on its premises, using all information and materials furnished by the Department of Liquor Control, or from a program approved by the department. A licensee who fails to comply with the requirements of this subsection shall be subject to a suspension of no less than one day of the license issued under this title.
  - c. No license or permit will be renewed unless the records of the Department of Liquor Control show that the licensee has complied with the terms of this regulation.
  - d. All records, and certificates on pre-approved Department forms, indicating that an employee has been trained must be kept on all licensed establishments at all times. Those training records shall be available at all times and must be presented immediately to a Liquor Control Investigator or a Vermont Law Enforcement Officer if it is requested.
4. Solicitors, manufacturers, and fourth class liquor licensees must be properly trained upon licensure and retrained within the following two years. This training requirement may be satisfied by completion of materials provided for this purpose by the Department of Liquor Control Education Division. Proof of

this training will be documented on forms provided by the Department and retained by the license holder.

5. The Liquor Control Board, as a condition of licensure, may require any retail licensee found guilty by the Liquor Control Board of a violation of a liquor law or regulation to attend an additional Department of Liquor Control Licensee Enforcement Seminar.

6. To assist the licensee in carrying out educational responsibilities, the Department of Liquor Control will offer the Department of Liquor Control Licensee Enforcement Seminar and will furnish materials to be used by licensees in their employee training program.

7. Failure to comply with these Education Regulation provisions may result in suspension or revocation of a license after notice and an opportunity for a [hearing](#).

