



Application for Course Approval

ALABAMA ALCOHOLIC BEVERAGE CONTROL BOARD
RESPONSIBLE VENDOR PROGRAM

FOR OFFICE USE ONLY

Date Received: _____
Reviewed By: _____
Approved By: _____
Course Number: _____

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- Submit this application along with all course components, examinations, and any audio-visual components.
- Complete a separate application for EACH course approval requested i.e., on-premises server and manager or off-premises seller and Manager.
- Submit this application to: **The Alabama ABC Board, Responsible Vendor Program, P.O. Box 1151, Montgomery, AL 36101.**

COURSE TYPE: On-Premises Server and Manager: _____ Off-Premises Seller and Manager: _____

INTENDED USE: Marketing to Licensees: _____ In-House Training Only: _____

Course Provider Name (DBA): _____

Contact Person: _____

Telephone: (_____) _____

Mailing Address: _____
Street Address

Fax Number:
(_____) _____

City, State and Zip

Email Address: _____

**PLEASE READ THE FOLLOWING STATEMENTS:
I, the undersigned, understand:**

- (1) Course and examination approval is at the discretion of the ABC Board. The course must be resubmitted if any changes are made. The date will be indicated on the application or other correspondence provided by the board. At the time of receipt of the renewal application the course and examination must be returned by due date stated.
- (2) Courses and examinations shall comply with and maintain minimum requirements as specified in the Responsible Vendor Act and the Course of Instruction and Examination Guidelines as established by the ABC Board. Courses shall be submitted for approval to the ABC Board in written format before being used for training purposes. Copyright violations and/or plagiarism of another course are grounds for disapproval. The ABC Board reserves the right to withdraw approval of a course. Course content shall be reviewed at the discretion of the ABC Board.
- (3) Notwithstanding any contractual agreements between licensees and private course providers, ultimate responsibility for compliance with program requirements, deadlines or dates shall remain that of the licensee.
- (4) The format of the course of instruction may be conducted online by computer, in a classroom, or by live trainers.
- (5) Private course providers must inform licensees that when utilizing any course of instruction developed but not administered by personnel of a private course provider, they shall notify the ABC Board of training dates in sufficient time so that authorized ABC Board personnel may attend training prior to application, and at such other times as requested by the ABC Board.
- (6) In the event a private course provider contracts with, or otherwise agrees, to provide maintenance of Responsible Vendor records for licensees of the Board, such records are the property of said licensee. In the event such services are no longer extended to the licensee said records will be made available to the licensee. In addition, any and all records maintained for the licensee shall be made available for inspection within 48 hours of request by authorized ABC Board personnel.
- (7) Course providers are ultimately responsible for the proper administration of the approved courses and examinations.
- (8) Course providers must submit a list of licensees utilizing the course of instruction and examination to the ABC Board upon request.
- (9) Private course providers who request cancellation of approval by the Board shall do so in writing sixty (60) days prior. Before the canceling of approval by the Board for any reason, the private course provider shall notify all licensees for whom the private course provider provides training and/or records maintenance, that cancellation of approval has occurred.

Statement of Agreement and Understanding:

"I agree to comply at all times with, and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as it appears in the Code of Alabama, Title 28, the Alabama Responsible Vendor Act of 1990, and all laws of the State of Alabama relative to the handling of alcoholic beverages. I further agree to obey all rules and regulations promulgated by the ABC Board. I understand that certification shall be subject to withdrawal for cause at the discretion of the Board, and recertification will not be considered for 90 days."

Signature of Notary Public

STATE OF _____, COUNTY OF _____

Sworn to and subscribed before me this _____ day of

_____, 20_____.

Notary Signature: _____

My Commission expires _____

Signature and Title of Owner or Authorized Representative:

Title _____