

NOTICE TO RESPONSIBLE VENDOR PROGRAM MEMBERS

Due to the ongoing COVID related protocols, the ABC Board will consider on-line Responsible Vendor Program (RVP) training to satisfy the "in person" requirement, provided:

- (1) All such on-line training shall be conducted in a "ZOOM" type, interactive format;
- (2) The training meeting format shall consist of a live, interactive system that provides for audio/visual training sessions in which question and answer verbal exchanges can occur;
- (3) the meeting format shall provide a mechanism for recording the training session;
- (4) The audio/visual recording shall be maintained as a part of the training records;
- (5) All tests and semi-annual meeting documentation must be printed and maintained by the Custodian of Records and must be readily available for an inspection;
- (6) The online training course material shall not deviate from the training course that has been previously approved by the ABC Board;
- (7) Detailed instructions shall be provided to, and approval shall be received from, the Board explaining how the online training will be conducted prior to implementation of any online training; and,
- (8) All other RVP Program course approval and record retention requirements will remain in effect.