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 and examinations and any audio-visual components..
- Complete a separate application for EACH course approval requested i.e., on-premises server and manager, 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):_____
_____

Mailing Address:_____
Street Address
_____
City, State, and Zip Code

Contact Person: _____

Telephone: (_____) _____

Fax Number: (_____) _____

E-Mail Address (if any) _____

PLEASE READ THE FOLLOWING STATEMENTS:

I, the undersigned, understand:

(1) Course and examination approval is at the discretion of the ABC Board. Renewal of the course and examination approval must be completed every two years. 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 typewritten form 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 every two years or 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 shall include face-to-face training and question and answer opportunities.

(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 that compliance specialists 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 at all times to 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 every two years or at the discretion of the ABC Board.

(9) Private course providers who request cancellation of approval by the Board shall do so in writing sixty (60) days prior. Before the cancelling 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 have read and understand the statements above and hereby agree to maintain the approved courses and examinations in accordance with the Course of Instruction and Examination Guidelines as established by the ABC Board. I further agree to ensure that the courses and examinations will be administered in accordance with how they are approved by the Board. I further agree to notify the Board sixty (60) days in the event that I should request that the approval of the courses and examinations be cancelled."

Signature of Course Provider:

_____ Title _____

Signature of Notary Public

STATE OF ALABAMA, COUNTY OF _____

Sworn to and subscribed before me this _____ day of

_____, 20 _____.

Notary Signature: _____

My Commission expires _____