

# Report of Server, Seller or Manager Training

All information on this report must be provided for each employee successfully trained and tested.

Before submitting this report, carefully read the following instructions:

- All information on this report must be provided. Incomplete reports will be returned delaying certification.
- Complete this report in typewritten form, or legibly printed in ink.
- When *all* employees have been successfully trained and tested, submit this report along with the Application for Certification for initial certification.
- Complete this report for *each* license number for which you are seeking certification. List all employees who will work under that license number.
- After receiving certification, complete and submit this report following training and testing of all new hires. (All new hires must be successfully trained and tested within 30 days of initial hire date.)
- Submit the report to: The Alabama ABC Board, Responsible Vendor Program, 2715 Gunter Park Drive West, Montgomery, Alabama 36109 ; email to [rvp@abc.alabama.gov](mailto:rvp@abc.alabama.gov) ; Or Fax to 334-260-5457

ABC LICENSE NUMBER: \_\_\_\_\_ — \_\_\_\_\_  
License Type License Number including County Code

TRADE NAME: \_\_\_\_\_

TRADE ADDRESS: \_\_\_\_\_

TRAINED EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH	DATE HIRED	DATE COURSE COMPLETED	COURSE ID NUMBER	TRAINER

**NOTE: This completed form, or an approved alternate format, must be submitted to the ABC Board Responsible Vendor Program following successfully training and testing of employees.**