



Virginia Alcoholic Beverage Control Authority

Delivery- Seller Training Approval Program (STAP) Application

Instructions

Virginia ABC has established an approval process for alcohol server-training courses pursuant to Code of Virginia COV § 4.1-227 (E). * Please note that changes have been made to training criteria since the 2022 application period, these are indicated in red font marked with an asterisk. *

Applications are accepted annually, September 1 through October 1 by 5 p.m.

In order to submit your training program for approval you must complete the following steps:

1. Review and follow the format of the STAP Criteria (page 3 of this Application) to make sure that your program will meet the listed criteria. Training components must provide educational objectives and at least 60 minutes of learning time to participants.
2. Submit your application by mail to: Virginia Alcoholic Beverage Control Authority
Education and Prevention
P.O. Box 27491
Richmond, VA 23261

Your application must include three copies of each of the following:

- STAP Application (this form)
- Printed hard copy of your training program in its presentation format (PowerPoint, Video, Online, etc.)
 - If this is an online training, log-in and password information must be provided allowing reviewers unlimited access
 - All pages must be numbered
- Answer key for all quizzes/tests
 - Provide the passing score required for your course.
 - Explain the quiz conditions, are you using a random question bank?
 - What happens if they get the question incorrect?
 - If the participant does not pass the quiz, do they retake the entire training?
- Your training script and any other training resources
 - All pages must be numbered
- * Your certificate of completion (must include a first and last name, title of the training, date the training was completed, the training company name or logo, and the quiz score.)

Failure to follow this format or submit three copies of each of the required documents will result in your program being rejected.

During this process you may be asked to submit additional information or electronic files for clarification. Once approved, you must **provide an electronic copy of your approved proposal.**

It will be your responsibility to keep your program updated with changes to Virginia's codes and regulations, and to maintain all records of training classes conducted.

For additional questions or concerns, please email education@virginiaabc.com.

*****Delivery Driver training must be taken by delivery personnel annually therefore, Virginia ABC requires review of any changes to the training before they are implemented.*****

Application

Business Owner's Name:

Business Trade Name:

Business Mailing Address:

Business Physical Address:

Business Telephone Number:

Business Website:

Type of Training:

- Public:** provides training to Virginia ABC licensees and the general public.
 Private: provides in-house training to own employees only.

Contact Person's Name:

Contact Person's Telephone Number:

Contact Person's E-mail Address:

Contact Website:

Other Information Virginia ABC should know:

| CRITERIA | PRESENT | |
|---|--------------------------|--------------------------|
| | YES | NO |
| Overall: Training components must provide educational objectives and at least 60 minutes of learning time to participants. | <input type="checkbox"/> | <input type="checkbox"/> |
| 1. Alcohol Related Laws, Regulations, and Consequences (§ 4.1-212.1), (§ 4.1-212.2), (§ 4.1-304), (§4.1-305) | <input type="checkbox"/> | <input type="checkbox"/> |
| A. Delivery driver requirements (4.1-212.2.D), | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Underage sale of alcoholic beverages (§ 4.1-304) | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Underage possession of alcohol (§4.1-305) | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Selling/ delivering alcohol to an intoxicated person (§4.1-212.2.B), | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Signs of intoxication | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Wine, beer and mixed beverage delivery requirements (§4.1-212.1.D), (§4.1-212.1.F) (reference HB426 beginning with line 1144) | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Container compliance (§ 4.1-212.1.D) | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Failure to Ask for Proper ID (§ 4.1-304) | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Record-keeping requirements outlined in (3VAC5-70-225) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Checking Identification (§ 4.1-304) | <input type="checkbox"/> | <input type="checkbox"/> |
| A. Types of identification (3 VAC 5-50-20) | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Elements of acceptable identification (3 VAC 5-50-20) | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Acceptable forms of identification (3 VAC 5-50-20) | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Virginia driver's license and Virginia DMV identification card elements | <input type="checkbox"/> | <input type="checkbox"/> |
| E. * Once made available, provide a bona fide ID sample. Include a current image of the following ID types from the Department of Motor Vehicles: VA driver's license, VA DMV identification card, an underage VA driver's license, and an underage VA ID card. | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Three types of false identification (borrowed, falsified and tampered with.) | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Determining whether to complete the delivery | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Identification of resources | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Delivery Compliance (§ 4.1-212.1), (§ 4.1-212.2), (§ 4.1-304) | <input type="checkbox"/> | <input type="checkbox"/> |
| A. Second party sales - alcohol and tobacco (§ 4.1-306, 18.2-371.2) | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Time of alcohol sale and delivery (§4.1-212.1.D) (§4.1-212.1.F) (reference HB426 beginning on line 1144 or 1226) | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Maximum delivery amount for wine, beer and mixed beverages (§4.1-212.1.F), (§4.1-212.1.G) (reference HB426 beginning with line 1144, 1174) | <input type="checkbox"/> | <input type="checkbox"/> |
| D. * Meal requirements (§ 4.1-212.1(G)) | <input type="checkbox"/> | <input type="checkbox"/> |
| E. How to refuse a sale/delivery | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Managing Confrontational Situations | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Documenting confrontational situations | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Instructions for undeliverable alcohol (§4.1-212.2.B) | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Restricted Delivery Locations (§4.1-212.2.B) | <input type="checkbox"/> | <input type="checkbox"/> |
| I. * Annual training requirement – (§4.1-212.2 (D)) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Additional Resources | <input type="checkbox"/> | <input type="checkbox"/> |
| A. Virginia ABC website- provide a working hyperlink | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Alcohol delivery guide – free to order | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Licensee Responsibility training resources | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Approved Senate Bill 254/ Approved House Bill 426 (2022 Virginia General Assembly Session) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Review Quiz | <input type="checkbox"/> | <input type="checkbox"/> |
| A. Questions and answers | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Passing Score of 80 (§4.1-212.2.D) | <input type="checkbox"/> | <input type="checkbox"/> |
| J. * Certificate of Completion – (First name, last name, training course title, date of completion, training company who issued the training, quiz score received) | <input type="checkbox"/> | <input type="checkbox"/> |
| NOTES: (§4.1-212.1) (extended until July 1 ,2024 - for mixed beverage) | <input type="checkbox"/> | <input type="checkbox"/> |

| | | |
|--|--|--|
| § 4.1-212.1(D) (2021 version extended until 2024 by HB426 includes all alcoholic beverages, not just beer and wine). | | |
| § 4.1-212.1(G) (2021 version extended until 2024 by HB426). | | |
| | | |
| | | |