



# Seller/Server Training Approval Program (STAP) Application

## Application Instructions

The Virginia Alcoholic Beverage Control Authority (Virginia ABC) has established an approval process for alcohol server-training courses pursuant to Code of Virginia 4.1-227, E. **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 the STAP Requirements and Criteria on page 3 thoroughly and ensure all are met.**
- 2. Submit your application by mail to:**
  - Virginia ABC
  - Education and Prevention Section
  - P.O. Box 27491
  - Richmond, VA 23261
- 3. Your application must include three copies of each of the following:**
  - STAP Application (this form)
  - Three hard copies of your entire program: all PowerPoint slides, videos, online modules, etc.
    - A script must be provided for each PowerPoint, video and online training
    - Videos must be submitted on jump drives (if providing in-classroom program)
  - Answer key for all quizzes and tests
  - Participant manual (if providing in-classroom program)
  - Instructor manual (if providing in-classroom program)
  - Login and password information must be provided allowing reviewers unlimited access for online programs. Unlimited access includes range of the entire program throughout the approval process, allowing reviewers to move freely throughout all slides, modules, quizzes, etc. without timed modules or slides.
  - All pages must be numbered on all printed documents

**Failure to follow the three steps above exactly or submit three copies of each of the required documents above will result in your program being denied.**

During this process you may be asked to submit additional information or electronic files for clarification. Once approved, **unlimited access to your program is still required.**

## Annual Responsibility

It will be your responsibility to keep your program updated yearly with changes to Virginia's codes and regulations and to maintain all records of training classes conducted. **All programs must be re-submitted for approval every three years.** This process will ensure that all approved Virginia programs meet all requirements and are current with any changes to Virginia codes and regulations.

To remain an approved STAP member, your organization must submit the below information from July 1 – June 30, yearly. **The information below is due to Virginia ABC by July 15 at 5pm via email to [education@abc.virginia.gov](mailto:education@abc.virginia.gov).** Failure to submit this information will result in removal as an approved STAP member.

- The number of completed classroom trainings held in Virginia
- The number of classroom participants who completed the course in Virginia
- The number of online participants who completed the course in Virginia

For additional questions or concerns, please email [education@abc.virginia.gov](mailto:education@abc.virginia.gov).

## STAP Application

<b>Business Name:</b>	
<b>Business Mailing Address:</b>	
<b>Business Telephone Number:</b>	
<b>Business or Training Program Website:</b>	
<b>Training Program Name:</b>	
<b>Type of Training:</b>	<input type="checkbox"/> <b>Public:</b> provides training to Virginia ABC licensees and the general public. <input type="checkbox"/> <b>Private:</b> provides in-house training to own employees only.
<b>Contact Person's Name:</b>	
<b>Contact Person's Telephone Number:</b>	
<b>Contact Person's E-mail Address:</b>	

## Training Program Requirements

- All criteria must be in the exact order below in the program for approval.
- All codes and regulations must be included within the program in an instructional format for approval.
- All codes and regulations must be addressed for approval.
- All criteria must be confirmed for approval.

Criteria	Confirm	
	Yes	No
1. Alcohol Related Laws, Regulations, and Consequences		
A. Underage sale of alcoholic beverages (§ 4.1-304)	<input type="checkbox"/>	<input type="checkbox"/>
B. Underage sale of tobacco products (§ 18.2-371.2)	<input type="checkbox"/>	<input type="checkbox"/>
C. Sale, consumption, and loitering by intoxicated persons (§ 4.1-304, 4.1-305, 4.1-225)	<input type="checkbox"/>	<input type="checkbox"/>
D. Second party sales - alcohol and tobacco (§ 4.1-306, 18.2-371.2)	<input type="checkbox"/>	<input type="checkbox"/>
E. Time of alcohol sales (3 VAC5-50-30)	<input type="checkbox"/>	<input type="checkbox"/>
F. Age of employees (3 VAC5-50-50)	<input type="checkbox"/>	<input type="checkbox"/>
G. Designated manager (3 VAC5-50-40)	<input type="checkbox"/>	<input type="checkbox"/>
H. Sale and consumption in unauthorized places (EX: unauthorized – bathroom) (3 VAC 5-50-110) (A3, A4, G)	<input type="checkbox"/>	<input type="checkbox"/>
I. Employee consumption of alcoholic beverages (§ 4.1-325, 4.1-325.A16, 4.1-325.2)	<input type="checkbox"/>	<input type="checkbox"/>
J. Happy hour; happy hour advertising (3 VAC 5-50-160)	<input type="checkbox"/>	<input type="checkbox"/>
K. Penalties - criminal and administrative (§ 4.1-349, 3 VAC 5-70-210)	<input type="checkbox"/>	<input type="checkbox"/>
2. Checking Identification		
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. Unacceptable forms of identification (3 VAC 5-50-20)	<input type="checkbox"/>	<input type="checkbox"/>
D. Photo examples of Virginia driver's license and Virginia DMV ID card (3 VAC 5-50-20)	<input type="checkbox"/>	<input type="checkbox"/>
E. Second forms of identification	<input type="checkbox"/>	<input type="checkbox"/>
F. Three types of false identification	<input type="checkbox"/>	<input type="checkbox"/>
G. Identification resources (ID Checking Guide/ID Scanners/Registers)	<input type="checkbox"/>	<input type="checkbox"/>
3. Preventing Intoxication		
A. Licensee and employee responsibility (§4.1-304.A)	<input type="checkbox"/>	<input type="checkbox"/>
B. Intoxication influences	<input type="checkbox"/>	<input type="checkbox"/>
C. Signs of intoxication	<input type="checkbox"/>	<input type="checkbox"/>
D. Blood alcohol concentration	<input type="checkbox"/>	<input type="checkbox"/>
E. Server strategies	<input type="checkbox"/>	<input type="checkbox"/>
F. Bystander Intervention (§4.1-111)	<input type="checkbox"/>	<input type="checkbox"/>
4. Managing Confrontational Situations		
A. How to refuse sales	<input type="checkbox"/>	<input type="checkbox"/>
B. Documenting confrontational situations	<input type="checkbox"/>	<input type="checkbox"/>
C. Post-confrontational situation follow-up with Virginia ABC Special Agent	<input type="checkbox"/>	<input type="checkbox"/>
5. Virginia ABC Programs and Resources		
A. Alcohol and tobacco compliance checks (Underage Buyer Program)	<input type="checkbox"/>	<input type="checkbox"/>
6. Virginia ABC Contact Information		
A. Virginia ABC regional office directory – direct hyperlink	<input type="checkbox"/>	<input type="checkbox"/>
B. Virginia ABC website – direct hyperlink	<input type="checkbox"/>	<input type="checkbox"/>
7. Review Quiz/Test(s) with Answer Key(s)	<input type="checkbox"/>	<input type="checkbox"/>