



Virginia Alcoholic Beverage
Control Authority

Seller/Server Training Approval Program (STAP) Application

Instructions

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:

- 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.
- Submit your application by mail to:
Virginia Alcoholic Beverage Control Authority
Community Health & Engagement
P.O. Box 3250
Mechanicsville, VA 23116-9998

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

- ☐ STAP Application (this form), complete each section.
- ☐ List the location (page or slide #) for each criteria topic within your training.
- ☐ Your training script including all content and any other training resources.
- ☐ Printed hard copy of your training program in its presentation format (PowerPoint, Video, Online, etc.)
 - If your training is an online training, log-in and password information must be provided allowing reviewers unlimited access.
 - The printed copy and the online training must be the same, a script of what is said in the training.
 - Any other resource materials related to the course.
 - All pages must be numbered.
- ☐ Citation list for data or health related information referenced within the training.
 - If the training is a self-lead training, do you provide training resources? If so, please submit a copy.
- ☐ Instructor manual - must be submitted if you are offering in-person classroom training.
All pages must be numbered
- ☐ Provide a cover letter explaining the following requirements.
 - Explain the quiz conditions, are you using a random question bank?
 - Answer key for all quizzes/tests
 - Provide the passing score required for your course.
 - What happens if they get the question incorrect?
 - If the participant does not pass the quiz, do they retake the entire training or retake the quiz?
- ☐ The training certificate of completion template.
(must include at least 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 above required documents may cause delay in the approval process by postponing the review of your submission to the next application period.**

During this process you may be asked to submit additional information or electronic files for clarification.

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. **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.

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

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.
Training Platform:	☐ Private: provides in-house training to own employees only.
	☐ Online training
	☐ Classroom training
Contact Person's Name:	
Contact Person's Telephone Number:	
Contact Person's E-mail Address:	
Contact Website:	
Additional Information Virginia ABC should know or consider before reviewing the training?	☐ Submittal is to comply with the 3 year review process.
	☐ Training has been submitted previously and rejected.
	Explain the reason for rejection.

CRITERIA	PRESENT		Location
	YES	NO	Page or Slide#
1. Alcohol Related Laws, Regulations, and Consequences	☐	☐	
A. Underage sale of alcoholic beverages (§ 4.1-304)	☐	☐	
B. Underage sale of tobacco products (§ 18.2-371.2)	☐	☐	
C. Sale, consumption, and loitering by intoxicated persons (§4.1-225) (Section 1.j)	☐	☐	
D. Second party sales - alcohol and tobacco (§ 4.1-306)	☐	☐	
E. Time of alcohol sales (3 VAC5-50-30)	☐	☐	
F. Age of employees (3 VAC5-50-50)	☐	☐	
G. Designated manager (3 VAC5-50-40)	☐	☐	
H. Sale and consumption in unauthorized places (3 VAC 5-50-110) (A3, A4, G)	☐	☐	
I. Employee consumption of alcoholic beverages (§ 4.1-325, § 4.1-325.2, § 4.1-325.A16)	☐	☐	
J. Happy hour and advertising (3VAC 5-50-160)	☐	☐	
K. Crossover Products- wine and beer displays - effective July 1, 2023 (§4.1-209.B)	☐	☐	
L. Penalties for violating Virginia ABC law - criminal and administrative. (§ 4.1-349, 3 VAC 5-70-210)	☐	☐	
2. Checking bona fide evidence of legal age	☐	☐	
A. Forms of valid bona fide evidence of legal age (3 VAC 5-50-20)	☐	☐	
B. Include current images of the following bona fide evidence of legal age; VA driver's license, VA DMV identification card, an underage VA driver's license, and an underage VA ID card. (all current formats)	☐	☐	
C. Elements of bona fide evidence of legal age (3 VAC 5-50-20)	☐	☐	
D. Examples of unacceptable bona fide evidence of legal age (3 VAC 5-50-20)	☐	☐	
E. Second forms of identification – what can be used, when would you ask, how to compare?	☐	☐	
F. 3 Types of bona fide evidence of legal age (borrowed, altered, false)	☐	☐	
G. List 2 creditable resources for more information on- checking Bona fide evidence of legal age	☐	☐	
3. Preventing Intoxication	☐	☐	
A. Licensee and employee responsibility (§ 4.1-304.A)	☐	☐	
B. Intoxication influences	☐	☐	
C. Signs of intoxication	☐	☐	
D. Blood alcohol concentration definition (include the source)	☐	☐	
E. State the legal level of BAC for any individual and for persons 21 and older in Virginia (§18.2-266)			
F. Server strategies to prevent a person from becoming intoxicated	☐	☐	
G. Bystander Intervention (§ 4.1- 111 (B)(21)	☐	☐	
4. Managing Confrontational Situations	☐	☐	
A. How to refuse sales	☐	☐	
B. Best practices in documenting confrontational situations	☐	☐	
C. Post-confrontational actions- follow-up with employer, local law enforcement or Virginia ABC Special Agent	☐	☐	
5. Virginia ABC Programs and Resources	☐	☐	
A. Alcohol and tobacco compliance checks (Underage Buyer program)	☐	☐	
B. Mention the Virginia ABC Licensing system that enables licensees to complete online transactions on behalf of their business. https://www.abc.virginia.gov/licenses/val	☐	☐	
C. Reference both the Virginia ABC Licensee newsletter (https://www.abc.virginia.gov/licenses) and Responsibility Guide for Licensees. (https://www.abc.virginia.gov/library/licenses/pdfs/licensee-responsibility-guide-2023.pdf)	☐	☐	
6. Contacting the Virginia Alcoholic Beverage Control Authority	☐	☐	

A. Virginia ABC regional office directory * provide a working hyperlink or graphic	☐	☐	
B. Virginia ABC website * provide a working hyperlink or graphic	☐	☐	
C. Mention the Virginia ABC Licensee newsletter			
7. Letter of explanation for the training quiz questions and how they are implemented including all questions and an answer key. (must test the knowledge gained from the training material)	☐	☐	
A. Certificate of Completion – (minimum requirements: First name, last name, training course title, date of completion, training company who issued the training, quiz score received)	☐	☐	
B. Passing score for participants	☐	☐	