



Seller/Server Training Approval Program (STAP)

2026 Application Guide

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OVERVIEW

Pursuant to Code of Virginia 4.1-227, E, Virginia ABC has established the Seller/Server Training Approval Program (STAP) as the process by which alcohol-server training courses are certified to be used by licensed establishments in Virginia.

Applications are accepted annually, **September 1 through October 1 by 5 p.m.** To submit your training course for approval, please apply through the weblink on the Virginia ABC website [here](#). Please note that if your company submits multiple training courses for certification, an application must be submitted for each course individually.

Once certified, it is the responsibility of the training company to keep the course updated with changes to Virginia's codes and regulations and to maintain all records of training classes conducted. **All programs must submit an annual report each year by July 15 at 5 p.m. and all programs must be re-submitted for approval every three years.**

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

COURSE TYPES AND FORMATS

STAP certifies two types of training courses and each of those types can be offered in a variety of formats. Training courses may also be internally facing or may be designed for public use. Training courses must be at least 60 minutes long to be certified through STAP.

If you believe your course does not fit into a listed type or format, please reach out to education@virginiaabc.com.

Please note that online training courses cannot allow participants to skip slides.

Course Types	Course Formats	Audience
Seller/Server	Online	Public
Delivery Driver	In-Person	Internal

REQUIRED INFORMATION AND DOCUMENTS

The following section lists the required information and documents in the application. More information about specific sections can be found later in this guide.

Regardless of the format of the course, all training courses will be asked for the following information and documents:

- Information about the training company, including contact information

- Information about the audience and format of the course
- Background questions about the training course, including cost, length of training and how long training certification is valid for
- Post-test questions and answer key
- Other information about the post-test, including the passing score
- Information about how the post-post-test is administered
- Sample training certificate of completion
- Any other content or training resources provided to participants of the course
- Completed copy of the STAP Criteria document found below
- PDF copy of your training materials, including workbooks, handouts and instructor's manual
- Slides of the training course
- Script of the training course

Online training courses will also be asked for the following information:

- Log-in and password for use by Virginia ABC staff to review the training, which must remain active throughout the entire review process

Please note that training courses with extensive grammatical errors or other difficulties hindering review of content may result in the denial of your application. Please be sure to double-check all spelling, grammar, citations, hyperlinks and all other documentation before submitting your application.

GENERAL APPLICATION NOTES

- All submitted slides and/or scripts must include page numbers.
- If the training course includes any data or health-related information, please make sure citations are included.
- All references to the Code of Virginia *must* include a link to the applicable code on the Virginia Legislative Information System website. The links can be found within the STAP Criteria checklist below.

STAP CRITERIA CHECKLIST

Training courses submitted for approval through STAP must include specific content and references to the Code of Virginia. Courses may include additional information beyond what is required. Applications must also include a completed STAP Criteria checklist, which lists where in the training each criterion is mentioned.

The STAP Criteria checklist for each type of training course can be found at the end of this document. Please complete the appropriate checklist and submit it with your application.

WORKBOOK

Training courses are required to distribute a workbook to participants, which may include any of the following:

- Slides of the training course
- Script of the training course
- Any other training materials and resources distributed to participants

The workbook can be distributed to the participants physically or digitally.

INSTRUCTOR'S MANUAL

Training courses taught by an instructor may also include an instructor's manual. This manual usually contains the participant workbook, plus additional resources and instructions to aid the instructor while teaching the training course. Those resources and instructions may include instructions to give participants during interactive activities, questions to prompt participants with during discussions and/or instructions for conducting the post-test.

POST-TEST

A post-test at the conclusion of the training course is required for certification through STAP. The following are required of the post-test:

- Must have at least 20 questions.
- Must have questions devoted to each content area mentioned in the STAP Criteria document.
- Must require at least an 80% score to pass.
- If a participant fails the post-test, they must be required to take the full training again.
- For in-person training courses, the post-test must be completed by the participant without help from the instructor or any other participants.

TRAINING CERTIFICATE

Each training course must allow participants to receive, download or access a training certificate upon completion of the course. The certificate must include the following information:

- Participant's first and last name
- Title of the training course
- Date the training was completed
- Company's name or logo
- Post-test score

Additionally, one of the following must be true:

- The course certificate is only accessible to those participants who pass the post-test
- PASS or FAIL clearly listed on the course certificate

SELLER/SERVER CRITERIA CHECKLIST

Criterion	Slide/Page Number
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 [1.j])	
D. Second party sales - alcohol and tobacco (§ 4.1-306)	
E. Time of alcohol sales (3VAC5-50-30)	
F. Age of employees (3VAC5-50-50)	
G. Designated manager (3VAC5-50-40)	
H. Sale and consumption in unauthorized places (3VAC 5-50-110 [A3, A4, G])	
I. Employee consumption of alcoholic beverages (§ 4.1-325 [A16] , § 4.1-325.2)	
J. Happy hour and advertising (3VAC 5-50-160)	
K. Product Display - wine and beer displays (§4.1-209.B)	
L. Penalties for violating Virginia ABC law - criminal and administrative. (§ 4.1-349 , 3VAC 5-70-210)	
2. Checking bona fide evidence of legal age	
A. Forms of valid bona fide evidence of legal age (3VAC 5-50-20)	
B. Include current images of the following bona fide evidence of legal age: Virginia Driver's License, Virginia Adult ID Card, underage Virginia Driver's License, underage Virginia Adult ID Card (all current formats)	
C. Elements of bona fide evidence of legal age (3VAC 5-50-20)	
D. Examples of unacceptable bona fide evidence of legal age (3VAC 5-50-20)	
E. Secondary forms of identification, including what can be used, when it would be asked for and how to compare	
F. Three types of false identification, including borrowed, altered and false IDs	
G. Provide two (2) credible 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 (please cite 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 for documenting confrontational situations	
C. Post-confrontational actions, including follow-up with employer, local law	

enforcement or Virginia ABC Special Agent	
5. Human Trafficking Awareness	
A. Include the module on human trafficking awareness from the Virginia Department of Criminal Justice (§ 4.1-203.2)	
6. Virginia ABC Programs and Resources	
A. Alcohol and tobacco compliance checks (Underage Buyer program)	
B. Mention the Virginia ABC Licensing (VAL) system that enables licensees to complete online transactions on behalf of their business.	
C. Reference both the Virginia ABC Licensee Newsletter and the Responsibility Guide for Licensees	
7. Contacting the Virginia Alcoholic Beverage Control Authority	
A. Provide a hyperlink to or graphic of the Virginia ABC regional office directory	
B. Provide a hyperlink to or graphic of the Virginia ABC website	

DELIVERY DRIVER CRITERIA CHECKLIST

Criterion	Slide/Page Number
1. Alcohol Related Laws, Regulations, and Consequences	
A. Delivery driver requirements (§ 4.1-212.2.D)	
B. Underage sale of alcoholic beverages (§ 4.1-304)	
C. Underage possession of alcohol (§ 4.1-305)	
D. Selling/ delivering alcohol to an intoxicated person (§ 4.1-212.2.B)	
E. Signs of intoxication	
F. Wine, beer and mixed beverage delivery requirements (§ 4.1-212.1.D , § 4.1-212.1.F)	
G. Container compliance (§ 4.1-212.1.F)	
H. Failure to Ask for Proper ID (§ 4.1-304)	
I. Record-keeping requirements outlined in (3VAC5-70-225)	
2. Checking bona fide evidence of legal age (§ 4.1-304)	
A. Types of bona fide evidence of legal age (3VAC5-50-20)	
B. Elements of bona fide evidence of legal age (3VAC5-50-20)	
C. Examples of invalid forms of bona fide evidence of legal age (3VAC5-50-20)	
D. Virginia driver's license and Virginia DMV identification card components	
E. Include current images of the following bona fide evidence of legal age: Virginia Driver's License, Virginia Adult ID Card, underage Virginia Driver's License, underage Virginia Adult ID Card (all current formats)	
F. Three types of false identification, including borrowed, altered and false IDs	
G. Determining whether to complete the delivery (§ 4.1-212.2.B , § 4.1-212.1.D)	
H. Provide two (2) credible resources for more information on checking bona fide evidence of legal age	
3. Delivery Compliance (§ 4.1-212.1, § 4.1-212.2, § 4.1-304)	
A. Second party sales - alcohol and tobacco (§ 4.1-306)	
B. Time of alcohol sale and delivery (§ 4.1-212.1.D , § 4.1-212.1.F)	
C. Maximum delivery amount for wine, beer and mixed beverages (§ 4.1-212.1 [F, G])	
D. Meal requirements (§ 4.1-212.1.G)	
E. How to refuse a sale/delivery	
F. Instructions for undeliverable alcohol (§ 4.1-212.2.B)	
G. Restricted Delivery Locations (§ 4.1-212.2.B)	
H. Annual delivery training requirement – (§ 4.1-212.2.D)	
4. Managing confrontational situations	
A. Best practices for documenting confrontational situations	
5. Human Trafficking Awareness	
A. Include the module on human trafficking awareness from the Virginia Department of Criminal Justice (§ 4.1-203.2)	
6. Additional Resources	
A. Provide a hyperlink to or graphic of the Virginia ABC website	

B. Mention the Virginia ABC Alcoholic Beverage Delivery Guide	
C. Mention the Virginia ABC Licensee Training Courses for Seller/Serves and Managers	