



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 Criteria (page 3) and follow the outlined format exactly when submitting your program.
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 training program
 - All PowerPoints, Videos, Online programs, etc.
 - o A script must be provided for each PowerPoint, Video and Online Training
 - o Videos must be submitted on jump drives
 - Answer key for all quizzes and tests
 - Participant manual (in-classroom only)
 - Instructor manual (in-classroom only)
 - If your training is an online training, log-in and password information must be provided allowing reviewers unlimited access. Unlimited access includes range of the entire program, allowing reviewers to move freely throughout all slides, modules, quizzes, etc.
 - All pages must be numbered on all printed documents

Failure to follow this format exactly or submit three copies of each of the above required documents 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.**

Once Approved

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 is due to Virginia ABC by July 15 at 5pm via email to 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.

Application

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

All codes and regulations must be addressed to be approved.
Please note, some criteria reference more than one code or regulation.

Criteria	Confirm	
	Yes	No
1. Alcohol Related Laws, Regulations, and Consequences	<input type="checkbox"/>	<input type="checkbox"/>
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 (3 VAC 5-50-110)	<input type="checkbox"/>	<input type="checkbox"/>
I. Employee consumption of alcoholic beverages (§ § 4.1-325, 4.1-325.2, 4.1-325.A16)	<input type="checkbox"/>	<input type="checkbox"/>
J. Happy hour and advertising (§4.1-325.6, 3 VAC 5-20-30, 3 VAC 5-20-40, 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	<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. Unacceptable forms of identification (3 VAC 5-50-20)	<input type="checkbox"/>	<input type="checkbox"/>
D. Virginia driver's license and Virginia DMV identification card (3 VAC 5-50-20)	<input type="checkbox"/>	<input type="checkbox"/>
E. Second forms of identification	<input type="checkbox"/>	<input type="checkbox"/>
F. 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 (§4.1-100)	<input type="checkbox"/>	<input type="checkbox"/>
A. Licensee and employee responsibility (§4.1-304)	<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	<input type="checkbox"/>	<input type="checkbox"/>
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 (Regional Office)	<input type="checkbox"/>	<input type="checkbox"/>
5. Virginia ABC Programs and Resources	<input type="checkbox"/>	<input type="checkbox"/>
A. Alcohol and tobacco compliance checks (Underage Buyer Program)	<input type="checkbox"/>	<input type="checkbox"/>
6. Contacting the Virginia Alcoholic Beverage Control Authority	<input type="checkbox"/>	<input type="checkbox"/>
A. Virginia ABC regional office directory	<input type="checkbox"/>	<input type="checkbox"/>
B. Virginia ABC website	<input type="checkbox"/>	<input type="checkbox"/>
7. Review Quiz/Test(s) with answer key(s)	<input type="checkbox"/>	<input type="checkbox"/>