



Responsible Vendor Program

Training Requirements

1. **BEFORE selling alcohol, employees must:**

- Read and sign “What Every Store Clerk Needs to Know About Selling Alcohol” brochure or attend alternative training that covers all the material found in the brochure

OR

- Have a valid Service Permit (on-premises sales employees only)

2. **WITHIN 3 DAYS of selling alcohol, employees must receive additional training on:**

- Recognizing minors and visibly intoxicated persons (VIPs)
- Legal ID for buying alcohol
- How to properly check and recognize false ID
- Checking the ID of anyone who looks younger than 26. If your house policy is to check ID of customers who look older than 26, that information must be included.
- Methods for refusing sales of alcohol to minors and VIPs
- Consequences of selling alcohol to minors and VIPs
- Your own house policies on alcohol sales

OR

- Have a valid Service Permit (on-premises sales employees only)

3. **EVERY 3 MONTHS employees must:**

- Complete training that covers the 7 subjects listed above under #2

4. **RECORD KEEPING – Licensees must keep:**

- For training required before the employee sells alcohol, copies of the signed and dated brochure or names and dates of alternative training or the employee’s service permit number and expiration date
- A record of each quarterly training including the date, the names of the employees who participated, and a summary of the training
- Copies of the signed and dated house policies that each employee must read

What are the 7 subjects you must cover in your training?

1. Recognizing minors and visibly intoxicated persons (VIPs)
2. Legal ID for buying alcohol
3. How to check and recognize false ID
4. Checking ID of anyone who looks younger than 26 (or older, if that is your house policy)
5. Methods for refusing alcohol sales to minors and VIPs
6. Consequences of selling alcohol to minors and VIPs
7. Your own house policies on alcohol sales

What material may you use to meet the training requirement?

You may use any combination of materials in any format – printed, video, or computer – **as long as the training covers all the required subjects.** The training may be done individually or in a group.

- The OLCC’s free “IT’S YOUR JOB” video (available on DVD and VHS in English, Spanish, and Korean)
- Sections from your Law Orientation Booklet
- Sections from your Alcohol Server Education Student Workbook
- Other informational and training material posted on the OLCC’s Web site at www.oregon.gov/OLCC
- Material you develop yourself
- Other commercially available training programs
- For a fee, some Alcohol Server Education providers will do the training for you

What are the signs you must post in your business?

