

CHAPTER 15. EMPLOYEE LICENSES, TRAINING CERTIFICATION

SUBCHAPTER 1. EMPLOYEE LICENSE AND EVENT VENUE BARTENDER LICENSE

45:15-1-1. Training required

Every Applicant for an original employee license or event venue bartender license shall provide the Commission with a certificate of training completion issued by the Commission or an approved trainer of the Commission prior to licensure, unless 37A O.S. §2-113 or §2-121 is amended to provide otherwise. Said certificate may be provided to the Commission by uploading the certificate to the applicant's online account. Failure to upload the certificate is a violation of these rules and is punishable according to OAC 45:10-5-1.

SUBCHAPTER 3. CERTIFIED TRAINERS

45:15-3-1. Application for certification of program

Any person or legal entity desiring to become certified by the Commission as an approved employee licensee or event venue bartender trainer shall make written application to the Commission on such forms as the Commission may proscribe. Upon application, the Commission shall hear the request of the applicant and a recommendation of the Director within 120 days. Certification by the Commission shall be valid for a period of three (3) years, unless revoked for cause by the Commission. ~~Responsible Beverage Sales and Service Training provided by the Oklahoma Department of Mental Health and Substance Abuse Services~~ ABLE Commission will be considered the state-sponsored training, exempt from the application process, and will be continuously listed as an approved training provider.

45:15-3-2. Minimum standards of curriculum

Any Certified Trainer applicant must provide the Commission with a copy of its proposed employee or event venue bartender training curriculum. Said curriculum may be delivered by any combination of lecture, role-play, discussion, and/or multimedia. At a minimum, the curriculum must include the following subjects:

- (1) Oklahoma law concerning underage sales;
- (2) Oklahoma law concerning sales to intoxicated persons;
- (3) Legal penalties for illegal sales to minors or intoxicated persons;
- (4) Recognizing fake identification cards;
- (5) Recognizing signs of an intoxicated person;
- (6) Rights of an establishment to refuse service;
- (7) Dram shop laws and liability;
- (8) Legal hours of operation;
- (9) Sales and consumption after hours;
- (10) Prohibition against employees drinking on duty;
- (11) Methods for eliciting information from patrons with questionable identification; and
- (12) Strategies on how to refuse service when necessary.

45:15-3-3. Additional requirements for online training programs

Any Certified Trainer applicant desiring to provide employee training in an online format must state such intention to the Commission at the time of application. In addition, the applicant shall provide in its application to the Commission an explanation of the online training programs security features, including unique login identification and password protections for training participants. Event venue bartender license training must be completed in person by the licensee, and the Certified Trainer must verify in-person attendance and attest to the attendance on the training certificate.

45:15-3-4. Requirements of certified trainers

All Commission approved Certified Trainers of employee licensees and event venue bartender licensees shall instruct all licensees during the training to upload the issued certificate to the individual licensee's online account. All approved Certified Trainers must also provide detailed step-by-step instructions to the licensees on how to upload their training certificate to their online account. Failure to submit ~~instruct licensees to upload the certificate and failure to provide step-by-step instructions on how to upload the certificate to online accounts~~ electronically to the Licensing Division a list of all training attendees who successfully complete such training within 3 business days of the program. Failure to submit a list of successful training attendees as required may result in the revocation of Commission approval of the Certified Trainer, administrative fines, or both. A Certified Trainer shall continually monitor the quality of its instruction, and implement measures to authenticate the identification of all persons completing the training course. The Commission may review a Certified Trainer's course of instruction at any time, without notice.