Title 4 Training Course Audit Report

Training Course Provider: _____

Today's Date ____/____/____ Name of Instructor: _____

Location (address, city, or website): _____

1. What type of training was conducted? ☐ Basic on-sale ☐ Basic off-sale ☐ Basic & Management
2. Was this training ☐ classroom ☐ online
3. Was training specific to Arizona throughout or was Arizona liquor law and rule a supplement? ☐ yes ☐ no
4. Did the training apply liquor laws and skill assessment to common, daily business operations? ☐ yes ☐ no
5. Was the course conducted in a professional manner from registration thru certificate issuance? ☐ yes ☐ no
If "no" what areas were deficient and why? Use back of report if needed.

_____

6. If classroom training, check the types of licenses represented in today's training?

- ☐ In-state Microbrewery (series 3)
- ☐ Government (series 5)
- ☐ Bar (series 6)
- ☐ Beer & Wine Bar (series 7)
- ☐ Conveyance (series 8)
- ☐ Private Club (series 14)
- ☐ Liquor Store (series 9)
- ☐ Beer & Wine Store (series 10)
- ☐ Restaurant (series 12)
- ☐ Hotel/Motel w/Restaurant (series 11)
- ☐ In-state Farm Winery (series 13)

7. Check all that apply. Participant training was: ☐ State required ☐ employer required ☐ voluntary
8. Did the instructor inform students how to receive a replacement Certificate of Completion? ☐ yes ☐ no
9. Did the instructor inform students of when the State requires a Certificate of Completion? ☐ yes ☐ no
10. Identify the statements (below) as "pass" if the instruction met the minimum standards of Title 4 training as provided by A.A.C. R19-1-103. Select "fail" if ALL or PART of the statement wasn't accurately presented or wasn't covered at all in today's training. Use back of report if needed.

	Pass	Fail n/c-not covered n/a-not accurate
Skills that identify underage persons, fake IDs, & will stop liquor sales to underage		
Knowing where your employer can legally purchase liquor inventory		
Documentation: use of ID log, refusal of service, acts of violence, employee log		
Protecting yourself and your employer from a violation for serving obviously intoxicated persons		
Knowing of the legal amount of liquor that can be served to a person at one time		
Skills for identifying and refusing service to obviously intoxicated or disorderly persons		
Knowing your licensed premises, extending it, & where liquor can/can't be served: patios, common areas		
Drinking on duty; employees, management, entertainers, volunteers, educational sampling		
Identifying situations when staff needs support/assistance for reasons of safety or compliance		
Improve/update, & apply skills used to identify potentially threatening situations & stopping them		
Recordkeeping laws; what's required, requests to inspect, & how records can protect you/your employer		
What licenses may offer liquor to go, liquor delivery, drive-up windows, bottle service, filling growlers		
Charging for drinks; give-aways, specials, coupons, happy hour, when the tab must be paid, promotions		
Violations; administrative, criminal, civil and how they impact you, your employer and your patrons		
Where to find answers to future questions about Arizona liquor laws, forms, license privileges		
What to expect when a liquor officer or Covert Underage Buyer (CUB) visits your establishment		
Locking doors, holding private parties or special events on your premises, suspending license		
An exam **and** other means of measuring each student's knowledge and course completion was provided		

☐ This course DID MEET the required minimum training standards of A.A.C. R19-1-103
☐ This course DID NOT MEET the required minimum training standards of A.A.C. R19-1-103

_____ _____ _____/_____/_____
Auditor Name (printed) Signature Date

July 11, 2013