



Dear Title 4 Training Course Provider applicant,

Thank you for applying to become a state-approved Title 4 Training Course Provider. All complete applications will be approved or disapproved within two (2) weeks after being received by the Department of Liquor Licenses and Control and you will be notified by email and/or U.S. Mail.

When submitting your application, please review your documents to ensure your application is complete. A complete application includes;

- 1) the notarized Application for Title 4 Training Course Provider;
- 2) Employee Information Forms for each owner, partner, stockholder, manager and trainer of your organization;
- 3) a hard copy of the syllabus for each course you will provide. The syllabus must follow course requirements as outlined in R19-1-304 (reference instructions below) and;
- 4) online course applicants must provide one "User Login" and "Password" for DLLC course evaluators to enroll and review your course, quiz and tests, in addition to a hard-copy of the course as it is seen online.

Submitting your applications electronically to [lee.hill@azliquor.gov](mailto:lee.hill@azliquor.gov) is preferred. If you will submit your application by mail, please send it to Lee Hill, Department of Liquor Licenses and Control, 800 W. Washington, 5<sup>th</sup> Floor, Phoenix, Arizona 85007.

Once your application is approved, you may begin offering Title 4 courses to the public. All state-approved providers are listed on the DLLC website ([azliquor.gov](http://azliquor.gov)).

If your application is not approved, you receive a letter which lists specific reasons for the disapproval. You may revise and resubmit your application.

It is the responsibility of DLLC to ensure that training standards are met as required by Arizona state law. Random, unannounced visits to your course by DLLC staff, in addition to an Annual Syllabus Review will assure that the industry is receiving accurate and complete Title 4 training.

**PRACTICAL LEARNING OBJECTIVES AND COURSE OUTCOME:**

The learning objectives and outcome of every Title 4 training course must provide attendees with working knowledge and practical application of the following:

- 1) Title 4,
- 2) the means and ability to implement Title 4 knowledge and practices on the job, and
- 3) the ability to locate and use resources available to keep knowledge and practices of Title 4 current,
- 4) use of links and updates provided on the DLLC website, [www.azliquor.gov](http://www.azliquor.gov)

## CRITICAL LEARNING OBJECTIVES AND COURSE OUTCOME:

The learning objectives and outcome of every Title 4 training course must provide attendees with working knowledge and practical application of the more complex and critical areas of knowledge which:

- 1) causes and steps to eliminate underage drinking
- 2) causes and steps to eliminate over service
- 3) documentation (acts of violence, ID logs, refusal of service, etc.)
- 4) causes and steps to eliminate acts of violence

Approved training providers are required to do the following:

- 1) **Comply with Title 4 training standards.** The statute that provides for liquor law training in Arizona is:

**A.R.S. §4-112 (G)(2)** Powers and duties of board and director of Department of Liquor Licenses and Control; investigations; county and municipal regulation,

Title 4 and A.A.C. 19 can be found on our website [www.azliquor.gov](http://www.azliquor.gov) on the top navigation under the tab "liquor laws". Also, you may request an electronic copy of the most recent law book by emailing [lee.hill@azliquor.gov](mailto:lee.hill@azliquor.gov). Please identify yourself as a state-approved training provider along with your company name as it appears on your application.

Arizona Administrative Code Title 19 contains rules which support the statutes of Title 4. Title 19 Rules do not introduce any new liquor laws. Title 19 is where you'll find details on required training standards and content for your course curriculum.

The rules that provide for liquor law training in Arizona are:

- R19-1-105** Knowledge of Law and Regulations,
- R19-1-304** Standards for Alcohol Training Programs.

### 2) Submit an Annual Syllabus Review

Effective March 17, 2010, state-approved Title 4 training providers will no longer be required to submit rosters to the Department of Liquor Licenses and Control (DLLC). Training providers must submit a syllabus for each course they are approved to provide by January 31 of each year.

DLLC will email training providers with links to legislative updates to Title 4 and Arizona Administrative Code 19 after each Legislative session. The Legislative session ends on June 30<sup>th</sup> of each year which will allow training providers several months to update their syllabi prior to the January 31<sup>st</sup> *Annual Syllabus Review* deadline.

Definition:

**syl-la-bi** (sīl'ə-bī') *n.* A plural of **syllabus**.

**syl-la-bus** (sīl'ə-bəs) *n., pl. syl-la-bus-es or syl-la-bi* (-bī'). **1.** An outline or a summary of the main points of a text, lecture, or course of study. **2. Law.** A short statement preceding a report on an adjudged case and containing a summary of the court's rulings on each point involved

Annual Syllabus Review guidelines for each type of training are:

#### CLASSROOM - ANNUAL SYLLABI REPORTING

Title 4 training provider *Annual Syllabus Review* is due on January 31 of each year. Review materials must include:

- 1) a syllabus for each training course you are approved to offer (i.e.: BASC and/or MANAGEMENT, classroom and/or virtual, English and/or Spanish, all quizzes and tests, and a list/descriptions of other resources used during the course)
  - a. each syllabi title page must include the course name, course provider's name, and the date of the most recent update
  - b. updated content of the syllabus should be highlighted or you may provide a cover page which clearly directs the reader to content changes and page # references
- 2) updates to your contact information
- 3) updates to your Employee Information Forms

Electronic versions of syllabi are preferred by DLLC and may be sent to me at [lee.hill@azliquor.gov](mailto:lee.hill@azliquor.gov).

If sending a hard copy of some of the required materials is more convenient for you, please send it to me at the address below.

#### ONLINE & VIRTUAL - ANNUAL SYLLABI REPORTING

Title 4 training provider *Annual Syllabus Review* is due on January 31 of each year. Review materials must include:

- 4) a user ID, a password, and a link to each online course you are approved to offer (i.e.: BASC and/or MANAGEMENT, English and/or Spanish, all quizzes and tests, and a list/descriptions of other resources used during the course)
  - a. each syllabi title page must include the course name, course provider's name, and the date of the most recent update
  - b. updated content of the syllabus should be clearly noted or you may provide a cover page which clearly directs the reader to content changes and page # references
- 5) updates to your contact information
- 6) updates to your Employee Information Forms

Electronic correspondence is preferred by DLLC and may be sent to me at [lee.hill@azliquor.gov](mailto:lee.hill@azliquor.gov). If sending a hard copy of some of the required materials is more convenient for you, please send it to me at the address below.