



State of Arizona
Department of Liquor Licenses and Control

July 11, 2013

**Instruction for Issuance of the
Certificate of Completion For Title 4 Training**

The course provider will ensure that the "Certificate of Completion" (CoC) is issued only to course participants that have successfully completed the minimum standards of training in a state-approved course that used content and materials that are in compliance with Arizona Administrative Code Title 19-1-103 on the date of completion. Measurement of participant's successful completion is incorporated in the course so the provider can verify that the course participant has knowledge of Title 4 as outlined in Arizona Administrative Code Title 19-1-108.

An unissued CoC must remain in control of the state-approved training provider until it is completed by the course provider/instructor and has been issued to the successful course participant. Your company name, address, and daytime contact phone number will be permanently displayed on the CoC issued to you by the State. Never should any part of the certificate be completed by the course participant except for, after issuance, their signature.

The "certificate #" is an optional section of the CoC and is provided to assist you in tracking certificates issued by your company. The Department of Liquor will use this tracking number, if provided, should a question regarding a CoC arise.

There are three types of Title 4 training courses that are approved by the State; 1) Basic on-sale; 2) Basic off-sale; and 3) Management. Management training includes basic and management course content, and on- and off-sale course content. Management training is a requirement for owners, licensees, agents and managers who are actively involved in daily business operations of a liquor licensed premises operating as one of the following license series:

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

Some licensees require Basic Title 4 training for server or seller of liquor prior to employment. You may offer on-sale and/or off-sale BASIC training if you are approved by the State to do so. Prior to conducting a Basic Title 4 course, it is the training provider's responsibility to determine the primary privilege (on-sale or off-sale) outlined in A.A.C. 19-1-103(A)(2) and/or (A)(4) prior to providing instruction or issuing the CoC.

Title 4 training CoCs expire three years after the date of issuance.

The "name of trainer", "trainer signature" and "date" section of the CoC creates a record of the person who presented your course material and issued a CoC to course participants. The trainer must be authorized to teach your course by completing the "Employee Information Form" which is kept on record at the Department of Liquor.

Training records must be retained by your company for a minimum of two years. Because the CoC is valid for three years, as a courtesy to your clients, you may want to consider keeping the CoC for until the expiration date to accommodate replacement CoC requests.

The course participant must submit the CoC to the Department in a form that can be scanned by the agency's Records Unit. A valid CoC must be included in the following paperwork:

Liquor License Application
Questionnaire
Agent Change
Liquor License Renewal

For the following license series:

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

Issuance of a CoC in a manner that does not comply with Arizona Administrative Code Title 19-1-103 includes false or misleading information or demonstrates loss of control of the CoC as described in paragraph 2 of these instructions can result in revocation of State-approval of a Title 4 training course as provided by A.A.C. 19-1-103(E) and (F).