***P.A.S.T.* Professional Alcohol Seller’s Training LLC**

**Alabama ABC Board Responsible Vendor Training Course Provider**

**Trainer’s Agreement**

As an authorized Trainer in the ***P.A.S.T.*** Responsible Vendor Training program

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Your Name Company Name and Address or Self

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the following:

* Documented Semi-Annual Updates must be completed every March or April and again in September or October (**every six months**) and kept in file for inspection.
* Licensees must have the four files described in the class for inspection within Alabama.

1. Tests of active employees
2. Tests of ex-employees (kept for three years)
3. Documented Semi-Annual Updates
4. Copies of forms such as Report of Server/Seller/Manager Training

* Licensees must have an Incident Log and use it as described in the course.
* ***P.A.S.T.*** clients must check I.D.s of those customers who appear to be under the age of 30. **Not under 21 but 30 (this is for your protection)**
* *All Trainers and licensees* not following course procedures, attempting to alter or shortcut the course or violating rules and regulations including 20-X-12-.10 (integrity of examinations) will be cancelled as a Trainer and ***P.A.S.T.*** will discontinue service to the licensee.
* The ABC will be notified of discontinuation of service and cancellation of trainers.
* *Master Trainers* training licensees who do not have an “In House” trainer must review the local ordinance (hours of operation) and pertinent company policy with trainees.
* *Master Trainers* need to keep a file listing licensees they have trained in case the ABC asks for trainee information. **Who was this “In House” Trainer trained by**, when and where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**NO** we were a transfer from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Trainee books ordered by licensees not having “In House Trainers” will be shipped to the area Master Trainer to assure trainees attend the required class. The licensee will be billed for books on a net 15 day open account.
* Non-payment or late payment will be grounds for prepayment or cancellation depending on individual situations and arrangements with ***P.A.S.T.***
* ***All Trainers* of the P.A.S.T. Responsible Vendor course will have to complete and return this trainers agreement prior to using the course.**

**Do not send this trainers agreement to the ABC. Mail it to *P.A.S.T.* at the address below.**

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return to: **Professional Alcohol Seller’s Training LLC**

**George Burgess**

**134 Medicine Bend Dr.**

**Madison, Alabama 35758**