

TO OPEN A SELLER TRAINING SCHOOL...

Requirements:

- Owners/Officers or designees AND trainers must complete online TABC Trainer Course.
- Trainers must have at least 2 years of teaching/training experience or 15 hours of secondary education in a related field.
- Owners/Officers/Trainers may not have a felony conviction on their record for the past 5 years.

Complete/Submit:

- TABC School application (ST-401);
- \$1000 School application fee;
- TABC Trainer application (ST-402) along with the school application;
- \$100 Trainer application fee.

If you have a TABC license to sell alcoholic beverages, see §106.14 (C) and (D) of the Texas Alcoholic Beverage Code for specific requirements related to opening a Seller Training school for your company.

For more information, contact TABC Seller Training at 512-206-3420.



PROBLEM OR CONCERN...

If you have a complaint against a TABC-approved school or training instructor, contact TABC Seller Training.

Phone: 512-206-3420

Fax: 512-206-3316

seller.training@tabc.texas.gov

FREE EDUCATION PROGRAMS...

For information about free education programs offered by TABC, please contact your local TABC office or visit our website for more information.

www.tabc.texas.gov/education/#retailers

(These programs do not meet Seller/Server training requirements for "Safe Harbor.")

Texas Alcoholic Beverage Commission

P.O. Box 13127

Austin, Texas 78711

512-206-3333 (Information)

1-888-THE-TABC (Complaints)

TDD/TTY: 711

www.tabc.texas.gov

www.facebook.com/txabc

www.twitter.com/texasabc

www.youtube.com/tabchannel

Seller/Server Training

*... protect yourself
... protect your business
... protect your community*



Texas Alcoholic Beverage Commission

Sell and Serve Responsibly



Dear Business Owner,

People who sell and serve alcohol have a tremendous responsibility to help ensure public safety. TABC-approved seller/server training programs are designed to educate sellers and servers about the laws related to the responsible sale and service of alcohol in Texas.

The programs (offered in a classroom or online) provide a knowledge base of tips and best practices to use when selling and/or serving alcohol. TABC expects retail establishments to build on this knowledge base through policies and procedures that prevent violation to the Texas Alcoholic Beverage Code as it relates to the sale and/or service of alcoholic beverages to minors, intoxicated persons, or nonmembers of a private club.

Retailers that require employees to have TABC certifications, may qualify for "Safe Harbor."

However, "Safe Harbor" does not provide the seller and/or server any type of sanction or reduction in penalty for the sale or service of alcohol. The seller and/or server is still subject to penalties.

For additional information about "Safe Harbor," see TABC Administrative Rules §34.4 or visit the TABC website at www.tabc.texas.gov/training_and_certification/information_for_retailers.asp.

A GUIDE TO SELLER/SERVER TRAINING (WHAT EMPLOYERS SHOULD KNOW)

- All TABC Seller Training programs are required to report student certificate information to TABC within 14 days of the student completing the course. This means employers should be able to verify employee certifications through the TABC Certificate Inquiry website within 2 weeks of the individual completing the class.
- All TABC-approved courses teach using a TABC-developed standardized curriculum.
- Individuals who take the course in a classroom setting will receive their certificate upon completion of the course.
- Individuals who take the course online will receive their certificate via email within 24 hours of completing the class.
- If an employee provided you with a certificate from a school but you can't verify their information on the TABC Certificate Inquiry website, there are a few things to consider:
 - The employee may have just completed the class and the information has not been added to the TABC Certificate Inquiry website.
 - There is possibly a typographical error for the employee's Social Security number or date of birth in the TABC database and the employee needs to contact TABC to start the correction process.
 - The employee may have provided a certificate that is fraudulent or not valid.

If you need assistance validating a TABC Seller/Server Certificate, you may contact TABC Seller Training at 512-206-3420.

HOW TO CHECK CERTIFICATION...

Go to www.tabc.texas.gov



Select Public Inquiry.

TABC:Online

Seller Training Certificate Inquiry

Click the following link to PRINT a copy of your certificate to sell or serve alcohol. [Certificate Inquiry](#)

Select Certificate Inquiry.



Public Services

[Public Training Search](#)

[Certificate Inquiry](#)

Select Certificate Inquiry.

Search Criteria

Social Security Number:

Date of Birth:

Security Measures (This helps to prevent automated searches.)

Type the characters from the picture below (without spaces):

Enter Social Security number, date of birth, and the security code provided then select *Search*.