

## Program Roll-Out Guidelines: TEXAS



In Texas, responsible alcohol service training is voluntary. ServSafe Alcohol™ **in print form** is an approved program in Texas.

Mitigating benefit: If an employee serves/sells drinks to a minor or intoxicated person, the violation will not be held against the employer if a) the employer requires its employees to participate in a Texas Alcohol Beverage Commission (TABC) approved training program, b) the employee has actually attended the training program and c) the employer has not encouraged (either indirectly or directly) the employee to violate the law.

The person, corporation or other entity that will administer and supervise the actual teaching of the program to Texas employees must make application for program approval in Texas. A curriculum alone is not eligible for approval. However, the ServSafe Alcohol program and materials can be submitted as your curriculum when applying with the TABC.

Before you may offer a ServSafe Alcohol training class you must submit an application to the Texas ABC. A full and complete copy of the curriculum, including a copy of all materials to be used, must accompany each application. The NRAEF can assist in putting together a ServSafe Alcohol curriculum packet.

Each application for an original program approval must be accompanied by a payment of \$1,000. Each subsequent renewal of a program is \$500. Approval of the program is for a period of 3 years.

Each individual providing training in Texas must also take the Texas instructor exam at a Texas ABC office and pass the exam with a score of 80% or better. Each instructor must also submit a \$50 fee along with his or her application. Once approved, instructor status is granted for a period of 3 years. In those 3 years each instructor must complete 12 hours of continuing education in order to re-certify.

Instructors must incorporate the Texas supplement into their training class. Approved ServSafe Alcohol Instructors can download the Texas supplement at [www.nraef.org/irc](http://www.nraef.org/irc).

Once program and instructor status has been approved, you may begin to offer classes, but there are requirements you must meet in order to prevent instructor and program status from being revoked:

- You must notify the Texas ABC at least 3 business days before offering a training class. The notice must include the date, time, and location of each class and be received at the headquarters of the Texas ABC (P.O. Box 13127, Austin, TX 78711 or local field office on approved forms). You must notify the Texas ABC in case of class cancellation prior to the actual session date.
- The facility where you offer the training must meet the requirements of the Americans with Disabilities Act and contain adequate seating for all students, appropriate space to ensure that visuals can be seen from all seating positions, private space to limit distractions, access to a restroom, and no alcoholic beverages can be consumed by anyone attending the class instruction sessions or breaks.

- Your training sessions may be monitored unannounced to evaluate the content, your presentation and the classroom environment.
- Your class may not exceed 50 trainees. Trainees that arrive more than 15 minutes after the start of the program cannot be admitted to the class.
- The identity of each trainee must be verified.
- You must present the class as outlined in the outline provided in the Texas supplement.
- The class must be presented in a continuous block of instruction. There may be brief breaks, but they should be limited. The trainees must be tested immediately following the conclusion of the instruction at the session he or she attends. Trainees who fail the exam may be retested once. If they fail a second time they must retake the entire training course. All tests must be closed book. The test results will be maintained by the NRAEF.
- You must submit a report of seller training to the Texas ABC within 30 calendar days of the date on which the class was held on approved forms that list the certificate number, test score, name, Social Security number and date of birth of each student in that class who successfully completed the training and passed the exam. You must sign the report of seller training verifying that each student successfully completed the program.
- Students that successfully completed the ServSafe Alcohol exam must be given Texas certificates that you must obtain from the Texas ABC. You must sign the Texas certificates for each student that successfully completed the program. You must keep a copy of all certificates for a period of 4 years. The student's certificate is good for a period of 2 years.

**STATE LIQUOR AUTHORITY:**

Texas Alcoholic Beverage Commission  
P.O. Box 13127  
Austin, Texas 78731  
Phone: 512-206-3333  
Fax: 512-206-3350  
Email: [questions@tabc.state.tx.us](mailto:questions@tabc.state.tx.us)  
Website: [www.tabc.state.tx.us](http://www.tabc.state.tx.us)

**STATE LAWS:**

The Texas laws and rules relating to alcoholic beverages can be found at <http://www.tabc.state.tx.us/leginfo/rule.htm> and <http://www.tabc.state.tx.us/leginfo/code.htm>.