

**DEPARTMENT OF STATE
OFFICE OF THE ALCOHOLIC BEVERAGE CONTROL COMMISSIONER
1200 General Establishment Employment**

Rule 1203 (Formerly Rule 73) Standards for Server Training Providers

1.0 Purpose and Applicability

This Rule shall govern the training curricula, examination, and certification standards for all Commissioner-approved server training courses.

2.0 Training Standards and Curricula

Server training programs shall meet the requirements of Title 4, Ch. 12, in order to be approved by the Commissioner.

3.0 Recognition and Approval Process

- 3.1 Independent contractors, private individuals, or educational institutions seeking approval to provide server training pursuant to 4 Del.C. Ch. 12, shall proceed as follows:
 - 3.1.1 Submit a letter of intent to the Director of DATE, and include copies of all training curricula, materials, examinations, and certification cards.
 - 3.1.2 The Director of DATE shall review and evaluate the training program. If the program meets the requirements of this rule and the Liquor Control Act, the Director of DATE shall submit a written report to the Commissioner supporting the programs conformity to the Liquor Control Act and Commissioner Rules.
 - 3.1.3 The Commissioner shall review the request for program certification and the Director of DATE's recommendation and either approve or deny the application for certification.

4.0 Training Certification

- 4.1 Training certification cards issued by the provider must be approved by the Commissioner and shall display the following information: Trainee's full name, date of birth, expiration date, and instructor's signature.
- 4.2 All Commissioner-approved server training providers shall administer a Commissioner-approved written examination at the conclusion of each server training class. The minimum passing score for the examination shall be 80 percent. The training provider may only issue a Commissioner-approved certification card to each attendee who obtains a minimum passing score of 80 percent.
- 4.3 The server training provider shall submit proof of training certification for each person certified by the provider to the Director of DATE within 7 working days of the date of certification. The proof of certification shall list the following information for each trainee: Full name, date of birth, and date trained.
- 4.4 No Commissioner-approved server training provider shall knowingly issue a server training certification card to any individual who has not successfully completed the provider's training course as approved by the Commissioner.
- 4.5 The Commissioner may suspend or revoke the training privileges of any server training provider who violates the provisions of this rule or the Liquor Control Act.

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