

MANAGER TRAINING CLASSES

Now required, Effective January 2018

EVERY MANAGER working in a DABC retail licensed business *must complete a Manager Training Program as a condition of renewing their DABC license.*

A "manager" includes owners and employees who manage operations of a DABC licensed premises or supervises over the furnishing of an alcoholic product.

- **Currently, training must be taken by October 26th, 2018** for all limited or full restaurant, banquet, reception, Airport Lounge, hotel, & Resort licenses.
- **All managers** shall be listed on the renewal form and must successfully complete the training program.
- **Any new managers** being added to your license must complete the manager training program and have their background check completed within 30 days of hire as a manager.
- **ALL NEW DABC APPLICANTS** are required to obtain management training as well, and all managers must be trained as a condition of receiving a DABC license. The last date to complete the training for new applicants is prior to obtaining licensing.

HOW TO SIGN UP FOR MANAGER TRAINING:

- Trainings are held at the DABC (*unless otherwise noted*) at **1625 South 900 West in Salt Lake City**
- The fee is \$25 per manager.
- Call DABC and register by phone 801.977.6800 **or beginning September 5th, 2018** you can reserve your seat and pay on-line. Go to abc.utah.gov/managertraining
- Seating is limited so register early.
- Please arrive 15 minutes early to check in and receive your packet.
- Anyone attending a training must bring a picture ID and a pen/pencil.
- Trainings held at DABC can be paid with checks, cash or credit cards. Trainings held anywhere other than DABC must be paid with checks only. No Cash or Credit Cards can be accepted.
- If attending training in **St. George** (due to limited parking at City Hall) please park across the street at the St. George Common Building.

2018 MANAGER TRAINING DATES:

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| • October 18 | 4:00 PM | @ DABC | | | |
| • October 19 | 10:00 AM | @ DABC | | | |
| • October 23 | 3:00 PM | @ DABC | | | |
| • October 25 | 4:00 PM | @ DABC | • November 15 | 4:00 PM | @ DABC |
| • October 26 | 10:00 AM | @ DABC | • November 16 | 10:00 AM | @ DABC |
| • October 26 | 2:00 PM | @ DABC | • December 13 | 4:00 PM | @ DABC |
| | | | • December 14 | 10:00 AM | @ DABC |

THIS IS THE LAST CLASS AVAILABLE FOR RENEWALS