

# MANAGER TRAINING CLASSES

MANAGER TRAINING CLASS FEES: \$25.00 for both on-premises and off-premises classes, both in person or online.

## 1. On-Premises Licensees (i.e. restaurants and bars etc.):

An on-premises "manager" includes *owners and employees* who manage operations or supervises the furnishing of an alcoholic product on the premises of a DABC licensee.

- All on-premises managers are required to take the *on-premises manager training* and complete a background check in order to obtain a license.
- New managers of a current on-premises licensee must take the manager training within 30 days of hire and complete a background check, otherwise they must be removed as managers until they have taken the class and completed a background check.

## 2. Off-Premises Beer Licensees:

- All off-premises operations managers are required to take *off-premises manager training* in order to obtain a license.
- New operations managers of a current off-premises beer licensee must take the off-premises manager training within 30 days of hire, otherwise they must be removed as managers until they take the training.

## 3. Options for Classes have changed

- **There will be NO IN PERSON classes until further notice due to COVID-19 public health orders**
- Online video class

We recommend taking the class in person. This way you are able to ask questions and have a lively discussion. All in person classes are held at the DABC 1625 S. 900 W. Salt Lake City. However, if you cannot take the class in person, a video and test are available online.

## 4. Online Video Training Instructions:

NOTE: On-line classes are only available to new DABC applicants or current DABC licensees. *If you have not applied for a DABC license or do not have a DABC license, you must sign up for the "In Person" class.*

For the online video training, you must list in the "additional information field":

1. First and last name of manager taking class
2. Manager's date of birth
3. Manager's last four digits of their social security number
4. Business Name where the individual is employed
5. The DABC License number
6. Manager's email
7. Manager's phone number

Once we have verified the required information has been submitted, an email will be sent to the applicant with a link to watch the video and take a test.

- For new applicants, tests must be completed by midnight on the Thursday before the Liquor Commission meets for the monthly Commission Meeting.
- For new managers at a current DABC licensee, you must complete the test before you have been employed for 30 days.

Within one week of completing the manager training, certificates will be available for you to print from our web site at [abc.utah.gov](http://abc.utah.gov)

TO SIGN UP FOR TRAINING  
[GO HERE](#)

TO PRINT A CERTIFICATE  
[GO HERE](#)