

Clerk Training Course

Oregon has a mandatory training program for store clerks who sell alcohol to minors. If a clerk sells alcohol to a minor, or fails to properly verify a customer's age, the clerk must complete an approved training course. All employees who sell alcohol for grocery, convenience and liquor stores are covered by Oregon Administrative Rule 845-009-0145.

This rule states that if the OLCC determines a clerk sold to a minor or failed to properly verify age, it will notify the employer and:

- ✓ The clerk must attend an approved training program within 45 days.
- ✓ When the clerk completes the training, the licensee or liquor agent must notify the OLCC within seven days, attach verification to the OLCC-provided form, and send it to OLCC with a \$10 administrative fee.
- ✓ If the clerk does not complete approved training within 45 days, the licensee or liquor agent employing the clerk must not allow the clerk to sell any more alcohol. Employers must notify the OLCC if a program is not completed or if a clerk leaves their employment.
- ✓ Licensees can be charged with Category III and Category IV violations for failing to follow this rule. Liquor agents can receive a notice of violation. The OLCC can charge clerks who continue to sell alcohol.

Licensees and liquor agents send clerks to an existing OLCC-approved training course, or ask the OLCC to approve their own course.

For more information contact

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Promoting Responsible Alcohol Sales and Service

