

## Instructions for Seller Training Certificates



**Texas Alcoholic Beverage Commission**  
**Seller Training Certificate**

Certificate Number:  School Number:   
 Program Number:

Trainee's Name (Print):  Trainee's Date of Birth:   
 School's Name (Print):  Date of Class:

I,  certify that the above trainee has successfully completed a commission-approved seller training program.

Trainer's Name:  Trainer's Signature:

**Expiration Date:**  
**Two years after training class.**

Questions? Call Seller Training at 612-206-3420  
 or e-mail seller\_training@tabc.state.tx.us

Please read information on back. www.tabc.state.tx.us SCHOOL COPY  
 Make copy for employer

See ORDER & INVOICE FOR SELLER/SERVER TRAINING CERTIFICATES, Forms ST-420 and ST-420E, for information on how to order certificates. **Please use the correct form when ordering certificates.** If you are ordering Certificate Books, use Form ST-420. If you are ordering Printable Certificates, use Form ST-420E.

A certificate should only be issued to a trainee who has successfully completed an approved Seller Training Program and passed the final exam. Failure to properly follow these instructions, maintain records, or violate T.A.B.C. Rules §50.1-50.11 may result in the revocation or suspension of a school's program and/or a trainer's certification. A Compliance Officer on a routine basis will perform inspections of all records relating to the issuance of the certificates.

When you receive the certificates you have ordered you should immediately verify the number of certificates and certificate number series with the order Form ST-420 or ST-420E that is returned to you. Any discrepancies should immediately be reported to the Seller Training Department. All Forms ST-420 and ST-420E that are returned to you should be retained for future inspections.

Each book contains 50 certificates, in duplicate, in numeric order. The blue, top, original certificate is issued to the trainee while the yellow carbon copy should remain in the book for the school's records. Each blue certificate has a unique number printed in red ink. This number must be recorded on Form ST-403 Report of Seller Training in the proper column.

Before entering information on the trainee's certificate you must place the matchbook-type flap attached to the back cover under the yellow copy of the certificate you are filling out. Doing so will put a hard surface under the blue/yellow pair of certificates preventing the carbon from affecting the certificates under the ones being filled out. Failure to correctly place the flap may void subsequent certificates.

(continued on next page)

## Instructions for Seller Training Certificates (cont'd)

All information must be **PRINTED** in **BLACK** ink and enough pressure should be applied to produce an adequate carbon copy on the yellow certificate. The line for the Trainer's Signature must be signed, not printed, in black ink. Not more than one letter or digit per entry field can be corrected without voiding a certificate. A proper correction would appear as:



The correction should be a single strikeout of the incorrect letter/digit, the correction printed above or below the line as appropriate, and initialed by the trainer. Any changes affecting more than a single letter/digit per entry field requires the certificate to be VOIDED. VOIDED certificates must have V O I D written across the face of the blue certificate. Both the blue and yellow copy should remain in the book. There is no refund for VOIDED certificates.

An inked stamp (**Black Ink**) may be used ONLY to stamp the "School Number", "Program Number", "School's Name", and/or "Trainer's Name". An ORIGINAL SIGNATURE **MUST** always be provided by the trainer for the "Trainer's Signature". The School's yellow copy must also be stamped. Any certificates that have been pre-stamped will not be eligible for a refund. If stamped information is illegible the certificate must be VOIDED.

Schools should issue series of certificates in numerical order, not switching back and forth between books for a single class.

Certificates are issued to a school, so any approved program that a school teaches may use their certificates. The T.A.B.C. will track the issuance of certificates by certificate number and hold each school and/or trainer responsible for any discrepancies.

The trainer teaching the class is responsible for the certificates being properly prepared. The trainer is certifying that the trainee has completed an approved program. The school is responsible for the trainers' actions.

The certificate must be issued to each trainee immediately upon successful completion of the class or must be mailed directly to the trainee within one week of the class.

**Schools must not issue duplicate or replacement certificates for lost certificates.** An individual who needs a duplicate certificate must request Form ST-412 Certificate Reprint Request from the Seller Training Section of the Texas Alcoholic Beverage Commission. Questions and requests should be made to (512) 206-3420.

## Instructions for Seller Training Certificates (cont'd)

### ADDENDUM FOR COMPUTER GENERATED CERTIFICATES



1. The Texas Alcoholic Beverage Commission must approve the information printed on the certificate and have an affidavit on file reflecting that this information, as approved, will appear on each certificate before computer generated certificates will be sold to a school.
2. Certificates must be ordered in multiples of 300. Each sheet contains 6 certificates and each certificate costs \$2.00. Payment of the amount due must accompany the order and be payable to the Texas Alcoholic Beverage Commission.
3. Certificate numbers will be assigned to your school. The quantity of numbers assigned will equal the quantity of certificates purchased.
4. The seller server training school is responsible for the correct accounting and reporting of these certificates.
5. Make a photocopy of each sheet of certificates issued. Keep the photocopies in an appropriate file and available for Compliance audits.
6. All voids must be reported on Form ST-403 Report of Seller Training.
7. If for any reason the seller server training school finishes with the provided numbers before using all the certificates or finish the electronic certificates before numbers, those certificates or numbers need to be voided. T.A.B.C. will not reimburse for either of these discrepancies.
8. Damaged sheets of paper certificates will not be replaced. The seller server training schools are required to void the quantity of certificate numbers assigned equivalent to the quantity of paper certificates damaged and not issued. These voids must be reported on Form ST-403 Report of Seller Training submitted to the Texas Alcoholic Beverage Commission. All voided paper certificates must be retained for audit purposes.