



State of Arizona  
Department of Liquor Licenses and Control

## **Title 4 Training Course Provider Application Instructions**

(updated 8/08/17)

Dear Title 4 Training Course Provider applicant,

Thank you for requesting an application to become a state-approved Title 4 Training Course Provider. If you have any questions after submitting your application, please contact our Trade Practice Unit.

When an application is approved, the applicant becomes a DLLC-approved Training Course Provider and may begin offering Title 4 courses to the public immediately. All state-approved providers are listed on the Department of Liquor website: [http:// azliquor.gov/training.cfm](http://azliquor.gov/training.cfm) The approval process can take up to two months or longer.

**Notice:** Effective Nov. 1, 1997, All Owners, Agents, or Managers actively involved in the day to day operations of the business must attend a Department approved liquor law training course or provide proof of attendance within the last five years. Training must cover basic and management course material and include privileges (on- and/or off-sale) allowed by the license, even if the licensee is not currently using all privileges. See page 5 of the Liquor Licensing requirements.

It is the responsibility of the Department of Liquor to ensure that training standards are met as required by Arizona state law (Title 4) and Arizona Administrative Code (Title 19). Annual updates to your course content and your commitment to comply with the minimum course requirements in R19-1-304 will assure that the industry is receiving accurate and complete Title 4 training. The learning objectives and outcome of each Title 4 training course will provide attendees with working knowledge and practical application of the following:

- 1) Title 4,
- 2) the means and ability to implement Title 4 knowledge and practices on the job, and
- 3) the ability to locate and use resources available to keep Title 4 knowledge and practices current.

The more complex and critical areas of knowledge which:

- 1) causes and steps to eliminate the sale/service of liquor to persons under age 21,
- 2) causes and steps to avoid/eliminate over service,
- 3) documentation (acts of violence, ID logs, refusal of service, etc.),
- 4) causes and steps to avoid/eliminate acts of violence.

In addition, as an approved training provider, you are required to do the following:

- 1) Comply with Title 4 training standards.**

The statute that provides the director of the Department of Liquor the authority to require liquor law training in Arizona is:

**A.R.S. §4-112. Powers and duties of board and director of department of liquor licenses and control; investigations; county and municipal regulation**

G. The director may:

2. Require applicants, licensees, employees who serve, sell or furnish spirituous liquors to retail customers, managers and managing agents to take training courses approved by the director in spirituous liquor handling and spirituous liquor laws and rules. The director shall adopt rules that set standards for approving training courses.

Arizona Administrative Code Title 19 contains rules which clarify the statutes of Title 4. Title 19 Rules do not introduce any new liquor laws. Title 19 is where you'll find details on required training standards and requirements for your course curriculum.

The rules that provide requirements for liquor law knowledge and standards for liquor law training in Arizona are:

- R19-1-302** Knowledge of Law and Regulations,
- R19-1-103** Standards for Alcohol Training Programs.

When you need answers to Arizona liquor law questions, try using the "find" function to narrow your search when using the [Title 4 Law Book](#) on the Department of Liquor website. Here are the simple instructions:

- 1) On the top navigation bar, select "edit" ,
- 2) in the dropdown box, click on "select all".
- 3) in the same dropdown box, select "find".
- 4) A green box will appear in the upper right-hand corner of the screen with the word "find" in gray letters,
- 5) In the "find" box, type in a key word that will likely take you to the statute(s) and rule(s) that will answer your questions. Try several words to make sure you've located all related statute and rule references.

**2) Submit updated course materials by August of each year (after the legislative session).**

To ensure that you, your instructors, and your course content remain current with Arizona liquor laws, please visit [www.azleg.gov](http://www.azleg.gov) to follow liquor bills being introduced to the Arizona State Legislature and bills signed by the Governor.

**3) Keep application and Employee Information Form information current and complete.**

When submitting your application, you signed a sworn document stating "It is the responsibility of the applying entity and its owners to keep all information included in this application current and complete with the Department of Liquor Licenses and Control".

The Department of Liquor Frequently Asked Questions are very helpful:

<http://www.azliquor.gov/faq/faq2.cfm>

This link will take you to the "forms" section of the Department of Liquor website:

<http://www.azliquor.gov/formsindex.cfm>

For Title 4 (Arizona liquor laws) visit:

<http://www.azliquor.gov/law.cfm>

The Department of Liquor will inform approved training course providers of new training standards, departmental decisions, and legislation that impact course curriculum by U.S. mail, email, and updates to our website home page at [www.azliquor.gov](http://www.azliquor.gov) .