

SC INFORMATION LETTER 06-5

**SUBJECT:** Recognized Training Programs  
(Alcoholic Beverage Licensing)

**DATE:** March 14, 2006

**SUPERSEDES:** SC Information Letter #03-27, SC Information Letter #04-8, SC Information Letter #04-13, SC Information Letter #05-16, SC Information Letter #05-21, SC Information Letter #05-31 and all previous documents and any oral directives in conflict herewith.

**AUTHORITY:** S. C. Code Ann. Section 12-4-320 (2000)  
SC Revenue Procedure #05-2

**SCOPE:** An Information Letter is a written statement issued to the public by the Department to announce general information useful in complying with the laws administered by the Department. An Information Letter has no precedential value.

**Introduction:**

SC Revenue Procedure #04-4 is an advisory opinion providing guidelines to be used by Department employees in assessing penalties for violations of the statutes and regulations governing the sale, distribution, or possession of beer, wine, and distilled spirits. Its purpose is to insure uniform penalty application.

These guidelines recognize that there will often be circumstances present that call for either more severe or less severe sanctions for an offense. As such, the guidelines state that the Department will consider mitigating circumstances when assessing penalties and that if recognized mitigating circumstances are present, monetary penalties will be reduced, suspensions will be reduced in duration, and revocations will be reduced to suspensions with monetary penalties.

As stated in the guidelines, mitigating circumstances will be recognized when the employee committing the violation has completed a training program recognized by the Department.

## **Recognized Training Programs:**

As of the date of this information letter, the Department recognizes the following programs for purposes of mitigating circumstances when the employee committing the violation has completed a recognized training program:

1. Training for Intervention Procedures (“TIPS”) - a training program of Health Communications Inc. To contact this organization about training, call 1-800-438-8477.
2. ServSafe Alcohol, Serving Alcohol Responsibly - a training program of the National Restaurant Association Educational Foundation that is designed for the on-premise operator. To obtain training through this program, contact the Hospitality Association of South Carolina at 1-800-803-4272 or (803) 765-9000, or via the Internet at [www.schospitality.org](http://www.schospitality.org). (This training program is an enhanced version of a program previously known as “BarCode, Serving Alcohol Responsibly.”)
3. Techniques on Alcohol Standards and Training (“TOAST”) – a training program of Circle Park Behavioral Health Services. To contact this organization about training, write to Dawn Hancock, Coordinator/Community-Based Coalition, 601 Gregg Avenue, Post Office Box 6196, Florence, SC 29502-6196, or call her at (843) 669-8087. (This program is presently being replaced by the Palmetto Retailers Education Program (“PREP”) discussed in Item #5 below.)
4. Learn2Serve - a training program of 360 Training. To contact this organization about training, write to Joy Sisson at 200 Academy Drive, Suite 260, Austin, Texas 78704 or at [joy.sisson@360training.com](mailto:joy.sisson@360training.com) or call her at (800) 442-1149, Ext. 154. The website for this program can be found at <http://www.learn2serve.com>.
5. Palmetto Retailers Education Program (“PREP”) – a training program of Circle Park Behavioral Health Services and the Lexington/Richland Alcohol and Drug Abuse Council (LRADAC).

To contact Circle Park Behavioral Health Services about training, write to Dawn Hancock, Coordinator/Community-Based Coalition, 601 Gregg Avenue, Post Office Box 6196, Florence, SC 29502-6196 or at [dhancock@circlepark.com](mailto:dhancock@circlepark.com) or call her at (843) 664-3963.

To contact LRADAC about training, write to Kevin Grindstaff, LRADAC, P.O. Box 50597, Columbia, SC 29250 or at [kgrindstaff@lradac.org](mailto:kgrindstaff@lradac.org) or call him at (803) 733-1390 ext. 204.

Please note that the training must have taken place within a reasonable period of time prior to the offense having occurred and must include training covering the violation at hand. The person claiming mitigating circumstances under this item must also provide the Department verification that the employee attended the training and an outline of the training conducted. The determination as to whether mitigating circumstances warrant the reduction in penalties is within the sole discretion of the Department.

**Other Training Programs:**

Trade associations and other organizations seeking to have a training program recognized by the Department should send the request along with a detailed description of the training program to:

SC Department of Revenue  
Regulatory Division Administrator  
P.O. Box 12265  
Columbia, SC, 29211