


Compliance Checklist: Requirements for Alcohol Server Training Programs

Effective September 1, 2025

Alcohol Server Training programs must meet the requirements below to be approved by the SCDOR in collaboration with DBH and SLED.

 Please review the **South Carolina Alcohol Server Training Legal Supplement** document for a full list of program requirements.

General criteria

For all programs

- ☐ All training programs and testing must be available as online training only; no in-classroom training programs or tests are allowed.
- ☐ The fee for program attendees does not exceed \$50.
- ☐ The training program has a system in place to give the SCDOR a report of all individuals who have successfully completed the training and testing.
- ☐ The provider of the training program has acknowledged that they must maintain records for at least five years following the end of the training program.
- ☐ The training includes a test that assesses all knowledge, attitudinal, and performance outcomes.
- ☐ The training program provider will advise attendees that if they pass the training:
 - The training program provider will notify the SCDOR and this notification will serve as the attendee's Alcohol Server Certificate application.
 - The training program provider will issue each attendee a unique alcohol server certificate number.
 - Attendees must use their unique alcohol server certificate number to access, download, save and print their Alcohol Server Certificate from MyDORWAY.dor.sc.gov, the SCDOR's free online tax portal.
- ☐ The training is at least four hours long.
- ☐ The training is available in English and Spanish.

- ☐ The training requires the completion of a module before the participant can proceed to the next module, with no omitted content; is interactive; has audio for content; and includes a test.
- ☐ The testing is monitored by an online proctor.
- ☐ A passing grade for the test is provided by the program.
- ☐ The training certificate is issued by the provider only after training is complete and test is passed successfully.

Outcomes for alcohol servers

Material in the training program should cover all knowledge, attitudinal, and performance outcomes. The test provided by the training program must assess attendees on all performance outcomes.

Knowledge outcomes

- ☐ Understand key laws that govern the sale and service of alcohol in South Carolina, including:
 - Permitting and licensing of sellers
 - Impaired driving or DUI laws
 - Carrying of concealed weapons into alcohol-serving businesses
- ☐ Understand the physiological effects of alcohol use and alcohol absorption rates:
 - Blood Alcohol Concentration (BAC)
 - Factors affecting BAC
 - Interaction of alcohol with prescription, nonprescription, and illegal drugs
 - Individual tolerance
- ☐ Understand the importance of their role in refusing to sell alcohol to minors:
 - Life consequences to minors relating to unlawful use, transfer, or sale of alcoholic beverages
- ☐ Know when and where to seek help if concerned about others' alcohol use:
 - Recognizing signs of problem drinking
 - Techniques for intervening and refusing service
- ☐ Understand the correct procedure for checking identification:
 - Properly and effectively check IDs
 - Identify fake or illegal identification
 - Handle situations involving illegal identification
- ☐ Understand the requirement to ID anyone who appears to be underage:
 - Implement consistent and effective ID checks regardless of perceived age
- ☐ Understand that if caught making an underage sale, they will be penalized:

- Laws concerning transfer or sale of alcoholic beverages to underage and overly intoxicated individuals
- ☐ Recognize signs of intoxication and know methods to prevent intoxication
- ☐ Understand how the manager can be a resource for sales staff
- ☐ Know business/operational considerations: responsible marketing, liability, standard drink size
- ☐ Recognize most recent South Carolina law enforcement information (e.g., statistics on drunk driving, accidents, injuries, and fatalities)

Attitudinal Outcomes

- ☐ Recognize the legal responsibility not to sell alcohol to minors or overly intoxicated patrons
- ☐ Recognize the value of making choices that fulfill their job responsibilities and align with laws and company policies
- ☐ Understand that avoiding the sale of alcohol to underage or intoxicated individuals is more important than making a sale or customer satisfaction
- ☐ Recognize and choose responses that help avoid negative life consequences, particularly for minors
- ☐ Value responsible marketing and ethical service promotion
- ☐ Value the importance of training and professional conduct in alcohol service environments
- ☐ Recognize the value of confidence and self-efficacy when refusing service to inappropriate customers
- ☐ Support a culture of accountability (peer support, management enforcement, positive workplace attitudes)
- ☐ Embrace organizational norms that support compliance, ethics, and intervention

Performance Outcomes

- ☐ State the laws and consequences related to the sale of alcohol to minors and intoxicated individuals
- ☐ List the responsibilities of alcohol sales staff
- ☐ State the potential legal penalties for servers who sell alcohol to minors
- ☐ Calculate the required date of birth for an individual to be legally sold alcohol (e.g., using today's date minus 21 years)
- ☐ Identify the three valid forms of identification accepted in South Carolina
- ☐ Locate the date of birth on a valid form of identification and compare it to the calculated required date of birth to determine age eligibility
- ☐ Describe how to detect a fake ID (e.g., security features, inconsistencies)

- ☐ Explain how to handle difficult situations involving underage customers, intoxicated patrons, or confrontational scenarios
- ☐ Demonstrate ID-checking procedures that are thorough, legal, and consistent
- ☐ Demonstrate how to refuse service effectively, recognize valid refusal scenarios, use firm and respectful techniques
- ☐ Use escalation procedures (e.g., involving management, alternate options for intoxicated patrons)
- ☐ Apply and enforce house policies (e.g., ID-checking rules, incident reporting)