



# Responsible Vendor Program

## Frequently Asked Questions

### ***What is the Responsible Vendor Program (RVP)?***

The Responsible Vendor Program is a FREE, self-monitoring program which rewards responsible licensees who take positive steps to prevent the sale and service of alcohol to minors.

### ***Who may join the RVP?***

You may apply for the program if you have a liquor license that permits the retail sale of alcohol and you have not personally committed a major liquor law violation within the last 5 years. (See "YOU DO NOT QUALIFY" below for the reasons someone may not be eligible for the program.)

### ***What are the benefits of joining the program?***

You are eligible for reduced fines if your employee sells alcohol to a minor or fails to properly check ID.

The OLCC will not cancel your liquor license or deny you a liquor license if your employee sells alcohol to a minor or fails to properly check ID.

You increase your protection against civil actions in third party liability lawsuits involving minors.

### ***What are the requirements of the program?***

You must train your employees in responsible alcohol sales.

You must have quarterly employee sessions in which employees refresh their training in responsible alcohol sales.

You must keep records of required employee training.

You must accept only the 6 stand-alone IDs allowed under Oregon law.

You must have your employees read and sign your house policies on acceptable ID, methods for properly checking ID, and what will happen if they sell alcohol to a minor. The policies must also be posted in an area visible to employees.

You must permanently post 2 signs for customers to see: (1) a list of the valid types of ID accepted at your business and (2) a notice that any customer who looks younger than 26 (or older, if that is your house policy) must show valid ID.

### ***What are the 7 subjects you must cover in your training?***

1. Recognizing minors and visibly intoxicated persons (VIPs)
2. Legal ID for buying alcohol

3. How to check and recognize false ID
4. Checking ID of anyone who looks younger than 26 (or older, if that is your house policy)
5. Methods for refusing alcohol sales to minors and VIPs
6. Consequences of selling alcohol to minors and VIPs
7. Your own house policies on alcohol sales

### ***What material may you use to meet the training requirement?***

You may use any combination of materials in any format – printed, video, or computer – as long as the training covers all the required subjects. The training may be done individually or in a group. Examples of the material you may use are:

- The OLCC’s free “IT’S YOUR JOB” video (available on DVD and VHS in English, Spanish, and Korean)
- Sections from your Law Orientation Booklet
- Sections from your Alcohol Server Education Student Workbook
- Other informational and training material posted on the OLCC’s Web site at [www.oregon.gov/OLCC](http://www.oregon.gov/OLCC)
- Material you develop yourself
- Other commercially available training programs
- For a fee, some Alcohol Server Education providers will do the training for you

### ***What do you mean the program is “self-monitoring?”***

Once you are approved to participate in the program, you are expected to monitor and maintain the requirements yourself. The OLCC will not verify that you are complying with program requirements until a violation occurs. If an employee sells alcohol to a minor or fails to properly check ID, an OLCC Inspector will then review your RVP records. If all the requirements are in place, you will be given the reduced fine. If all the requirements are not in place, you will be removed from the program and given the higher fine. You may not reapply to the program for one year. It is important to maintain the required records to document that you are complying with all program requirements.

### ***How do I join the program?***

You must complete an application form. The form will ask you to state that you have all the requirements in place to qualify for the program. This will include giving us your house policies on checking ID. Once we verify that your application is complete, we will issue you an RVP certificate. For an application, call us at the number below or go to our Web site.

*Mailing address:*

*Responsible Vendor Program, PO Box 22297, Milwaukie, OR 97269-2297  
Phone: 503-872-5133 or 1-800-452-6522, ext. 5133*

[www.oregon.gov/OLCC](http://www.oregon.gov/OLCC)

**YOU DO NOT QUALIFY FOR THE PROGRAM** if in the past 5 years, you personally committed any Category I or II violations, or the business has a violation for selling alcohol to a minor or failing to verify the age of a minor that included aggravating circumstances. Examples of Category I or II violations are felony convictions, making false statements to the OLCC, and being visibly intoxicated while on duty. Examples of aggravating circumstances in a sale to a minor are the sale was made intentionally, the sale was made to a person under the age of 18, or the sale resulted in death or personal injury. If you are not sure whether your violation history would disqualify you, call the OLCC before you submit your application.