



**SCHEDULED SESSION, CERTIFICATES OF COMPLETION AND RECORDS MAINTENANCE
REQUIREMENTS FOR SCHOOLS GIVING A CLASS ROOM APPROVED
ALCOHOL TRAINING AWARENESS PROGRAM**

- 1 A Scheduled Session form for each class or session to be given by an approved school must be filed and in the possession of the Authority not less than fourteen days before the date on which the class or session is to be given.
- 2 Within seven days after a school has given a session of an approved alcohol training awareness program, the school must transmit to the Authority an electronic spreadsheet for all those who successfully completed the class, in the format directed by the Authority.
- 3 At the conclusion of the session, the instructor should have each student who has successfully completed the program complete two copies of the appropriate Student Certificate of Completion. Within seven days after a school has given a session of an alcohol training awareness program, the school must transmit to each person who has successfully completed the program a certificate of completion, in the format directed by the Authority.
- 4 Records.
 - (i) Maintenance of records. In connection with the presentation of an approved alcohol training awareness program, a school or other entity must maintain the following records, which shall be available for ready inspection by an employee of the Authority at the school's business office:
 - (a) a copy of the school's application to the Authority for a certificate of approval, together with copies of all items submitted in support of the application.

- (b) a list of all teachers, which list shall contain, with respect to each teacher, the full name, residence address, residence telephone number, work address, work telephone number, social security number, and such other and additional information as the Authority may require.
 - (c) a folder for each teacher, containing that teacher's employment application and all other documentary information considered by the school in employing the teacher to give a session of the approved alcohol training awareness program.
 - (d) a folder containing copies of all "Scheduled Session" forms sent by the school to the Authority, the originals to be on file and in the possession of the Authority not less than fourteen days before the date of the Scheduled Session.
 - (e) a folder containing copies of all certificates of completion following the giving of a session of the approved alcohol training awareness program.
- (ii) Inspection of records. Records of a school holding a certificate of approval shall be available for ready inspection by an employee or agent of the Authority at the business office of the school during regular business hours.