



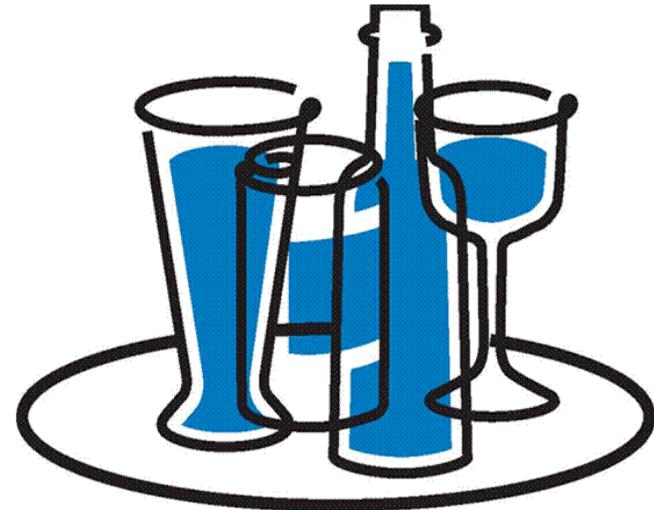
Department of Revenue

Liquor Control Division
Education Unit
2517 Airport Road
P.O. Box 1712
Helena, MT 59624

Phone: 406-444-4307
Fax: 406-444-0718
Website: AlcoholServerTraining.mt.gov

Let's Control It
ALCOHOL RESPONSIBILITY MATTERS

**Responsible Alcohol Sales and
Service Training**
How To Become A State Trainer



(406) 444-4307 or (406) 444-6457
AlcoholServerTraining.mt.gov

Becoming A State Trainer

The Department of Revenue relies heavily on volunteers to teach the state's responsible alcohol sales and service training program called *Let's Control It*.

Any person desiring to become certified as a state trainer will need to file a completed application to include supplemental questions, to the department for review to determine suitability as a state trainer. The department will require of such applicant satisfactory evidence that the applicant is of good moral character and a law-abiding person. Upon receipt of a completed application the department will make a thorough review of all matters relating to the application. Based on the results of the application review, the department will determine if the applicant is qualified to become certified as a state trainer. Approved applicants will also need to attend a one day train-the-trainer session and pass the trainer exam.

Qualification Criteria

Applicants must meet the below listed criteria to be eligible as a trainer: (alternative equivalent experience may be considered and will be evaluated on an individual basis)

- ◆ Must have one (1) year of experience in any combination of the following fields:
 - **Law Enforcement**
 - **Communications/Public Relations**
 - **Health Field:** prevention specialist, counselor, etc.
 - **Instruction:** teacher, professor, trainer, etc.
 - **Community coalition:** DUI Task Force, Youth/Prevention Coalition, Victim/Survivor, etc.

- ◆ Have at least two (2) years of public speaking experience (i.e. teaching classes, presenting lectures, community presentations, educational instruction)
- ◆ Completed high school or GED equivalent
- ◆ Own or have access to a projector or television and a DVD player
- ◆ Own or have access to a computer or laptop
- ◆ Have an e-mail address for communication purposes
- ◆ Have the ability to receive shipments of materials from the department
- ◆ Have access to some form of reliable transportation
- ◆ Be at least 21 years of age
- ◆ Have no liquor related convictions within the last 5 years prior to date of application

Completed applications and supplemental questions should be mailed to the Department of Revenue, Liquor Control Division, Education Unit, P.O. Box 1712, Helena, MT 59624 or e-mailed to AlcoholServerTraining@mt.gov.

At any time, upon proof that an applicant made a false statement in any part of the original application or supplemental questions, the application for or the trainer's certification may be revoked at any time.

You may download an application, supplemental questions and information pamphlet at
AlcoholServerTraining.mt.gov