

RAMP Classroom Instructor Qualifications and Responsibilities

Classroom Instructor Qualifications

The minimum qualifications of a classroom instructor include:

- (1) Possessing a high school diploma or GED.
- (2) Possessing a minimum of two years of experience, full-time, in the field of education, law, substance abuse prevention, law enforcement, hospitality/ food and beverage industry, or alcohol service training.
- (3) Being 21 years of age or older.
- (4) Having no arrests that are related to alcohol, narcotics, or other controlled substances in the previous 10 years.
- (5) Attending an in-class Pennsylvania Liquor Control Board (PLCB), Responsible Alcohol Management Program (RAMP) owner/manager training once in the year preceding the date the application for instructor certification is filed. A complete list of classroom trainings can be found on our website. Completing this training online does not satisfy this requirement.
- (6) Submitting an application and \$250.00 non-refundable application fee and a criminal background check form.
- (7) Completing a two day train-the-trainer course.

Classroom Instructor Responsibilities

Classroom instructors shall have the responsibility to do the following:

- (1) Using the standard curriculum provided by the Bureau of Alcohol Education (BAE), or a curriculum certified by the BAE, provide students with information related to the current status of the law on issues related to the sale or service of alcoholic beverages by licensees. Instructors shall follow the approved curriculum and shall not change the approved curriculum, or teach another curriculum while conducting a RAMP server/seller training.
 - (a) If using the PLCB standard curriculum:
 - (i) The training must be set forth in the same order as the standard RAMP server/seller training curriculum and must include the exact same content, questions, exercises, and exam.
 - (ii) No information, chart, or form from the BAE's standard server/seller training curriculum may be omitted.
 - (iii) No information shall be added to the BAE's standard server/seller training curriculum.
 - (b) If you plan to use a curriculum other than the PLCB standard:
 - (i) You must submit a separate application to the PLCB for the approval of a curriculum.
 - (ii) You must adhere to the guidelines listed in the curriculum requirements document provided by RAMP.
- (2) Provide a participant manual that has been approved by the BAE to each trainee.
- (3) Provide each trainee with the BAE's standard wallet card.
- (4) Schedule training sessions in locations throughout the commonwealth.
- (5) Conduct at least two training sessions per quarter and train at least 225 students per year. Instructors may request a waiver of these minimum requirements by sending a letter or e-mail to the BAE. The BAE will waive the requirements for minimum training activity for instructors due to temporary, non-recurring exigencies, such as instructor illness or family emergency, bad weather or other circumstances beyond the instructor's control.
- (6) Provide accurate records of attendance and course completion, as required by section 5.233(c), to the

BAE within seven calendar days following each training session via the BAE's website. Original attendance sheets must be submitted to the BAE via first class United States (U.S.) mail, other delivery or express service, transmission by facsimile or by e-mail.

- (7) Check and respond to email received from the BAE within 48 hours;
- (8) Attend instructor meetings as scheduled by the BAE.
- (9) Attend an in-class RAMP owner/ manager training at least once per year.

Minimum Standards of Classroom Training

- (1) Instructors shall conduct training sessions conforming to the BAE's standard curriculum, or a curriculum certified by the BAE.
 - (a) Each training session shall consist of at least 2½ hours of instructional time.
 - (b) The training session must be taught in one session from start to finish.
 - (c) The ratio of students per instructor shall not exceed 40 to 1.
- (2) Instructors shall notify the BAE of the following:
 - (a) At least seven calendar days in advance of scheduling any training session. Instructors will provide such notification to the BAE via the BAE's website.
 - (b) Immediately of any training session cancellation. Instructors will provide such notification to the BAE via first class U.S mail, other delivery or express service, transmission by facsimile or by e-mail.
 - (c) Immediately of any changes to the training schedule. Instructors will provide such notification to the BAE via first class U.S. mail, other delivery or express service, transmission by facsimile or by e-mail.
- (3) Instructors shall obtain the student information indicated at subsections (a) – (e) below at the beginning of the training session. An instructor shall send a completed attendance sheet to the BAE within seven days of the end of the training session, including the following information from each student:
 - (a) Name.
 - (b) Home address.
 - (c) Home telephone number.
 - (d) Student identification number as defined by the BAE.
 - (e) Pass/Fail score on the test.
 - (f) Licensed establishment name, address and licensee identification number ("LID").
 - (g) Time and location of training.
- (4) At the conclusion of the training, the instructor shall administer a standardized test prepared by the BAE, insuring that students complete the examination as a "closed book exam," without access to references to aid in the completion of the examination.
- (5) The instructor shall grade examinations and notify students of their grades. A test score of 80% or better is required to pass. A student who does not pass may, at the first opportunity, schedule training and take the test again.

Prohibited Conduct

- (1) The Board may decertify instructors for violating any of the provisions of this subchapter or engaging in the following conduct:
 - (a) Discrimination or harassment based on age, race, sex, disability, national origin, or religion.
 - (b) An act that is in violation of the Liquor Code or this title.
 - (c) An act resulting in a misdemeanor or felony conviction.

- (d) An act resulting in admittance into an accelerated rehabilitative disposition (ARD) program if the underlying activity is related to alcoholic beverages, narcotics or controlled substances.
 - (e) Being under the influence of alcoholic beverages, narcotics, or controlled substances during training presentations, examinations or breaks.
 - (f) Knowingly permitting students to be under the influence of alcoholic beverages, narcotics, or controlled substances during training presentations, examinations or breaks.
 - (g) Cheating or condoning cheating by students.
 - (h) Knowingly providing false information on reports submitted to the PLCB.
 - (i) Having an unacceptable evaluation regarding the presentation of the course of study from class observations conducted by the BAE. An unacceptable evaluation will result from conduct including, but not limited to:
 - (i) Failing to satisfactorily carry out the instructor's responsibilities as provided in section 5.232.
 - (ii) Failing to meet the minimum standards of training as provided in section 5.211.
 - (iii) Failing to provide students with current and accurate information.
 - (iv) Failing to provide accurate records of attendance and course completion to the BAE.
 - (v) Failing to conduct at least 2½ hours of instructional time in each training.
 - (vi) Exceeding the ratio of students per instructor.
 - (vii) Failing to properly administer the standardized test prepared by the BAE.
- (2) The PLCB will send a Notice of Decertification to an instructor by certified U.S. mail. An appeal of the PLCBs decision to decertify an instructor shall be as set forth in section 702 of the Administrative Agency Law (2 Pa. C.S.A. § 702). The PLCB will not consider an instructor's application for re-certification until 1 year after the date of decertification