



ATAP CERTIFICATE OF APPROVAL APPLICATION

To obtain a certificate of approval and become a New York State Liquor Authority certified ATAP course provider, you must complete the below application. The completed application and a copy of your program curriculum and other materials must be mailed to:

NEW YORK STATE LIQUOR AUTHORITY
The Office of the Secretary to the Authority
80 South Swan Street, Suite 900
Albany, NY 12210

Once submitted, the Secretary's Office will review the application and program materials. If approved, you will receive a letter from the Secretary's Office granting approval conditioned on payment of a certificate fee of \$900. You will not receive the Certificate of Approval until the Authority receives the \$900. The payment must come in the form of a certified check or money order, made payable to the New York State Liquor Authority. DO NOT SEND PAYMENT WITH THE APPLICATION. We will not hold any checks or money orders during the approval process. Incomplete applications, applications submitted without program materials, and failure to pay the application fee will lead to disapproval.

Once we receive the payment for the certificate fee, we will provide you with a Certificate of Approval. The Certificate will expire in three years unless you submit a renewal application and that application is approved by the Authority. The Certificate of Approval allows you to provide students with Certificates of Completion for classroom, online, and distance learning sessions that will be honored by the Authority. The form Certificate of Completion can be found on the Authority website at www.sla.ny.gov.

Business Information

Applicant's Legal Name: _____ Federal ID No.: _____

Mailing Address: _____
Street Address/P.O. Box Unit #
City State ZIP Code

Applicant's Phone: _____ Applicant's Email: _____

Director's Name: _____

Director's Phone: _____ Director's Email: _____

Program Name (if applicable): _____



Check the appropriate box next to the program(s) you will hold:

Classroom

Online

Distance Learning

Program Material

Pursuant to Part 106.3 of the New York State Liquor Authority Rules and Regulations, the Following is a list of minimum criteria that **MUST** be provided/demonstrated by the applicant for a proposed program:

1. The licensee's and server's responsibility to not sell, deliver or give alcohol to someone under the age of 21 (ABC Law 65);
2. The licensee's and server's responsibility when serving more than one drink to an individual to be aware of any redelivery by the legal patron (on-premises only);
3. The licensee's and server's responsibility to reasonably supervise the premises;
4. The licensee's and server's right to refuse to sell, including but not limited to, an underage patron, an intoxicated patron, or a patron without proper identification;
5. The licensee's and server's burden to establish that a delivery of alcohol was made in a reasonable reliance upon written evidence of age;
6. The forms of identification which may be legally accepted as written evidence of age (ABC Law 65-b.2);
7. Key features of the valid forms of identification and the way false and fraudulent forms of identification may be detected;
8. Devices and manuals which may be used to aid in the detection of false and fraudulent written evidence of age, and information regarding the way such devices and manuals may be obtained;
9. The criminal liabilities and penalties for both the individual and the establishment for unlawfully dealing with a child (Penal Law 260.20);
10. The civil liabilities, general liabilities, responsibilities and general obligations (General Obligations Law 11-100 and 11-101); and
11. Firsthand accounts from the public illustrating the consequences of the failure of licensees and/or servers to operate in a safe, legal and responsible manner. (i.e., MADD, RID, and Shattered Lives).
12. Information regarding sexual violence detection and prevention including building awareness, increasing bystander skills, and proving support to staff in responding to incidents of violence (**material to be provided by the New York State Office for the Prevention of Domestic Violence**).

Although not required, The Liquor Authority suggests that the applicant's curriculum contains the following additional material:

1. The characteristics of an intoxicated patron and how to prevent a patron from becoming intoxicated (BAC, behavioral indicators, intoxication rate factors, etc.).
2. Best business practices for handling and refusing a sale to an intoxicated patron or minor.
3. Statistics and studies concerning the consequences to the patron, innocent third parties, and the public at large due to the server's failure to comply with section 65.1 of the ABC Law (i.e., drunk driving; health risks of intoxication; impact on education, job performance, and the healthcare system); and
4. Administrative penalties for the establishment for serving a minor or intoxicated patron (ABC Law 17.3, 112, and 113); and



Disclaimer and Signature

TERMS AND CONDITIONS

1. The Director is affirming his/her support for the application for a Certificate to deliver or administer an Alcohol Training Awareness Program.
2. The Director has reviewed the application and all of the items submitted in support of such application, and affirms that all of the representations made therein are true to the best of his/her knowledge and belief.
3. The Director is responsible for ensuring that each person hired as an instructor by the program possess the education, licensure, academic teaching experience, formal training, and/or work experience required to capably teach the program.
4. The Director is responsible for ensuring that each instructor is fully familiar with the minimum criteria, the curriculum, and the program materials before conducting a program session.
5. The Director is responsible for the personal supervision of the instructors and each instructor will present to the Director a complete session of the Alcohol Awareness Training Program, and that the Director will not authorize an instructor to conduct a program session unless the instructor has satisfied the Director that the instructor will be able to capably teach all parts of the curriculum.
6. The Director is responsible for the implementation of a records maintenance program that is in compliance with the New York State Alcoholic Beverage Control Law and the Rules and Regulations set forth by the New York State Liquor Authority. These Rules and Regulations can be found on the Authority's website at www.sla.ny.gov.
7. The Director is responsible for ensuring that each instructor issues a Certification of Completion to individuals that have successfully completed an approved Alcohol Training Awareness Program.

I certify that I know the contents of this application and the statements contained therein; that the same are true of my own knowledge; and that I am authorized to execute this application and sign this certification. I further certify that I have read the terms and conditions included with this application for the certificate and agree to comply with the conditions. I understand that any omission or inaccuracy constitutes a basis for the Authority to disapprove this application, and to revoke, recall or non-renew any certificate which has been issued in reliance upon the statements made in this application.

Signature: _____ Date: _____