

Program Roll-Out Guidelines:

ILLINOIS



The ServSafe Alcohol program is approved in Illinois.

Training in responsible alcohol service in Illinois is voluntary. The state of Illinois requires training programs, organizations that offer training, and instructors to apply for the state designation, a BASSET (Beverage Alcohol Sellers & Servers Education & Training) license.

Mitigating benefits: Mitigating benefits for employee training may be given. Please contact the Liquor Control Commission for more information.

NOTE: Although the ServSafe Alcohol curriculum and materials have been approved in Illinois, licensees doing in-house training must also apply for the Illinois BASSET license from the Illinois Liquor Control Commission prior to beginning training. Contact Mr. Lee Roupas, manager of the Illinois BASSET program, at 312-814-0773.

In order to meet the requirements of the BASSET program in Illinois, operators offering in-house training using the ServSafe Alcohol curriculum must:

- Submit an application to the Illinois Liquor Control Commission along with a \$250 fee and the ServSafe Alcohol program curriculum.
- Training classes must be 6 hours in length. If you want to break up the training into more than one session, your application should include how the 6 hours will be split up among the required topics (this can be obtained from the NRAEF).
- A pre-test and post-test must be added to classes in Illinois. A copy of the pre- and post-test must be submitted with the application.
- You are required to deliver the certificates to those individuals that have passed the ServSafe Alcohol exam.
- You must submit a listing of all instructors.
- Within 10 days of teaching a class you must submit a roster to the Illinois Liquor Control Commission that includes:
 - date and location of the class
 - students' name, address, telephone number and date of birth;
 - name and company (if independent) of the trainer who conducted the class;
 - the date each participant completed the training course and whether the course was off-premises instruction only.
- All students successfully completing the course will be sent an Illinois BASSET card, which they must carry with them at all times that they are selling or serving alcohol.
- You must submit a semi-annual report to the Illinois Liquor Control Commission listing
 - the number of participants trained,
 - the number of BASSET courses scheduled and completed,
 - the location of each course,
 - the total fees charged for BASSET training per course,
 - the number of businesses represented by participants completing the training along with the counties of those businesses
- Maintain a record of all participants who successfully completed the BASSET training for a minimum of 1 year.

More information on the BASSET program may be found on the Web at:
<http://www2.state.il.us/lcc/basset>

STATE LIQUOR AUTHORITY:

Illinois Liquor Control Commission
100 West Randolph Street, Suite 5-300
Chicago, Illinois 60601
PHONE: 312-814-2206
FAX: 312-814-2241
BASSET LICENSE INFO: 312-814-0773
General E-Mail Address: ilcc_info@mail.state.il.us
General Internet Site Address: www.state.il.us/lcc

STATE LAWS:

Illinois state alcohol law and the rules of the Illinois Liquor Control Commission may be found on the Web at:
<http://www.state.il.us/lcc/legaldiv.asp>